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# Allegany County Land Bank
# Meeting Minutes April 18, 2022

**Members Present:** B. Loucks, D. Fanton, K. Dirlam, C. Knapp, and E. Zalar

**Excused:** D. Evans

**Others Present:** J. Isaman and J. Adams

## Call to Order
The meeting was called to order at 9:02 a.m. by Chairman B. Loucks.

## Approval of Minutes
**A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from March 21, 2022.**

**A motion was made by C. Knapp, seconded by D. Fanton, and carried to approve the meeting minutes from the Special Meeting held on April 8, 2022.**

## Financial
The financial reports were presented by D. Fanton and discussed by members. E. Zalar asked for the details concerning the $86,000 in administrative costs as budgeted for 2022. J. Isaman said it includes legal, consultant services, audit, accounting, and insurance costs. He mentioned members can review the 2022 approved budget on the webpage at ACLBC.org. D. Fanton said based on the information provided in the Treasurer's Report, we will need to sell property in order to meet fiscal obligations this year. K. Dirlam said that Budget Committee members may need to meet for contingency planning.

Bills presented for payment included: Fourth Sector Services ($4,861.25) and Cunningham ($150).

**A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the amended March 2022 Treasurer's Report.**

**A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the April 2022 Treasurer's Report.**

**A motion was made by C. Knapp, seconded by K. Dirlam, and carried to pay the bills.**

## Infrastructure
**Properties for Sale:**
**172 and 178 E. State Street in Wellsville-** No updates.
**51 Cole Street Bolivar**
- The property is under contract for sale. J. Isaman sent members the property inspection report. Members discussed the inspection report. J. Isaman said the utility company, RG&E, needs to complete the tag and sealing of the service unit. He said he has requested this several times and will follow up to have this completed as soon as possible. Other repairs that were included in the

inspection report are waste/septic line repair, soffit panels and facia on the south and west sides, furnace to be serviced, railing on stairway, and installation of carbon monoxide and smoke detectors.

**A motion made by D. Fanton, seconded by E. Zalar, and carried to have the Land Bank's Executive Director complete the repairs included in the inspection report at a cost not to exceed $600.**

Further discussion followed and members decided that most likely the repair costs will exceed $600.

**A motion to amend the previous motion was made by D. Fanton, seconded by E. Zalar, and carried to increase total cost limit to $1,000 and by a unanimous vote all members present approved the amended motion.**

***37 King Street in Wellsville***- No updates. J. Isaman will continue to follow up with Attorney Seth Pullen concerning the outcome of his efforts to move forward with the sale of this property.

***79 Clark Street in Wellsville-*** J. Isaman discussed the two quotes that he received for rock removal, seeding, and haying the property from Thornton Landscaping ($4,835) and Snow Hill, Inc. ($3,080). Members agreed that rock removal isn't necessary and discussed a plan for seeding and haying to include purchasing 40 bales of hay and 200 lbs. of grass seed and soliciting the assistance from the Alfred State College student volunteers. J. Isaman said the student volunteers can probably remove large rocks from the lawn and place them in the woods nearby. J. Isaman will contact Snow Hill, Inc. and ask how much it would cost for them to drop off the grass seed and hay at property to determine if this supply option will be cost effective. C. Knapp mentioned the need to water the area following seeding and hay placement. K. Dirlam mentioned the limited amount of time for students to assist since the semester ends next month. B. Loucks will check with local Amish vendors for hay and grass seed prices.

J. Isaman said the assessed value of the property is $198,400 and the currently the property is listed for sale at $174,000.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried for J. Isaman to purchase hay and grass seed for 79 Clark Street at a cost not to exceed $1,200 and oversee the completion of work (seeding, haying, and watering) in partnership with the Alfred State Student Volunteers.**

**New Construction-**No updates.

**Rehabilitation Projects-**No updates.

**Acquisition**

**Tax Sale-** C. Knapp said there are no further developments to report at this time. Currently, the County is working on putting together an RFP for online auctioneer services. K. Dirlam asked if the Land Bank can have a list of tax sale properties so they can begin the process of completing an initial inspection to find property that is vacant and abandoned. C. Knapp said she will ask County Treasurer Terri Ross for the list with notes and reminded members that the list is not a final list.

J. Isaman said in order for the Land Bank to be competitive with future funding opportunities, an inventory of properties available to work on has to be established.

**Zombie Properties**

J. Isaman said he is hoping to get a list of Zombie properties in Allegany County. C. Knapp will request this information from Brenda Rigby Riehle and Chairman Stockin. She mentioned it is a very tedious and difficult process to create a user account and access the information from the database. Chairman Stockin as the Chief Elected Officer is the only person authorized to create an account.

J. Isaman said Land Banks are designed to deal problem properties including abandoned and vacant properties and properties that end up on the tax sale auction list multiple times. He said the state budget includes $50 Million in funding available to assist Land Banks statewide. D. Fanton noted we will want to have 2-3 properties available for demolition and rehabilitation and it would be nice to have a mix including Zombie properties. J. Isaman said the funding for Land Bank grants will be dispersed by NYS OCR.

B. Loucks asked if the Land Bank reports to a Committee of Jurisdiction. C. Knapp said that it doesn't. Members mentioned maybe it would be beneficial for a Legislative Committee to have oversight. J. Isaman mentioned Legislator John Ricci is very interested in the Land Bank operations. C. Knapp stated the current reporting structure would be the Ways and Means Committee and then report to the Full Board since there isn't an established committee authority isn't currently established. She informed members as an Elected Official, the County Treasurer is responsible for overseeing the property tax foreclosure sales. The policy document that was sent to the County Attorney outlines the process by which the Land Bank can select properties before an auction and municipalities are offered this same advantage. J. Isaman mentioned the policy needs to change in order to better leverage the Land Bank in assisting the County with vacant and abandoned properties. C. Knapp said the County Attorney, Planning Director, Administrator, and Land Bank Chair can meet to further discuss the possibility of Committee of Jurisdiction reporting structure and discuss any recommended changes to the property acquisition process.

C. Knapp said the County continues to work on code enforcement, but currently, this isn't a top priority. J. Isaman said that the Land Bank should work in collaboration with code enforcement and mentioned if a property is condemned, the tax assessed value will decrease.

**Grant Updates**

**AmeriCorps NCCC:** J. Isaman said the funder will announce approved applications on May 3.

**Applied Tech Consortium:** J. Isaman reported the college is selling raffle tickets for the utility shed and will reimburse the Land Bank for the materials purchased to build the shed.

**Old Business**

Members noted they filled out the disclosure forms but were vague in responses to income information for other household members and political party affiliation.

**New Business**

J. Isaman discussed the upcoming NYCOM conference planned for June 8-10th in Syracuse, NY.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried for the Land Bank Executive Director to attend the NYCOM Conference in Syracuse with prior approval in the form of a written contract itemizing the expenses and providing a total cost summary for reimbursement.**

**Next Meeting**

The next Board Meeting will be held on May 16 at 9:00a.m. via Zoom.

**Adjournment**

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to adjourn the meeting at 10:31 a.m.**

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator