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Allegany County Land Bank
Meeting Minutes July 18, 2022

Members Present: B. Loucks, D. Fanton, D. Evans, K. Dirlam, C. Knapp, and E. Zalar
Others Present: J. Isaman

1. **CALL TO ORDER**
   - The meeting was called to order at 9:05 a.m. by Chairman B. Loucks.

2. **WELCOME GUESTS/INTRODUCTIONS**
   - No guests were in attendance.

3. **APPROVAL OF MINUTES**
   - **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to approve the meeting minutes from June 20, 2022.**

4. **FINANCIAL**
   - Bills presented for payment included Fourth Sector ($4,861.25), Cunningham ($167.00), D&O Policy $2015.79.
   - **A motion was made by Carissa Knapp, seconded by Dave Evans, and carried to approve the July 2022 Treasurer's Report.**
   - **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to pay the bills.**

5. **FUNDING**

2023-2024 State Budget

- The 2022-23 NYS Budget included $50 million to support services and expenses of Land Banks and HCR will allocate resources in two phases. Phase I will provide essential funding for Land Bank operations and non-capital expenses and Phase II will support expenses including property acquisition, building stabilization, demolition, pre-development, technical assistance & capacity building for new Land Banks.

a.

i. Interim Application to keep Landbanks in business

Jason Isaman explained the program by reading from the documentation on-line. In an effort to make sure this information is accurate the following is excerpted from that online source:

- FUNDS AVAILABLE The NYS Budget allocated $50 million for a one-time program for services and expenses of Land Banks. The Housing Trust Fund Corporation (HTFC) and NYS Homes & Community Renewal's Office of Community Renewal (OCR) will make funds available in two phases to support Land Bank services and expenses. Up to $15 million will be made available to support Land Bank operations through this 2022 Land Bank Initiative Phase I Request for Applications (RFA). HTFC anticipates a Land Bank Initiative Phase II funding opportunity to be released in late 2022 to support expenses including property acquisition, building stabilization, demolition, pre-development, technical assistance & capacity building for new Land Banks. II.
- ELIGIBLE APPLICANTS Legally designated Land Banks in New York State formed under the New York State Land Bank Act of 2011 (Article 16 of the Not-for-Profit Corporation law) are eligible to apply for funding. III. FUNDING LIMITS Annual Budget Tiers – Total Expenditures Maximum Request Amount (Not to Exceed) Up to $499,999 $100,000 per year, up to $300,000 over 3 years $500,000 - $999,999 $150,000 per year, up to $450,000 over 3 years >$1,000,000 $200,000 per year, up to $600,000 over 3 years Land Banks may request funding as outlined in the table above. Maximum request amounts are established based on annual budget size. For consistency, these tiers will be confirmed using the PARIS Budget & Financial Plan Adopted 2022 "Total Expenditures" field. Eligibility for the maximum award will require demonstration of administrative capacity, alignment with existing organizational budget and representative eligible costs. Land Banks may request funding for three years in the 2022 application, however, award and renewals in years two and three are subject to satisfactory performance reporting, eligible costs and ability to successfully execute a grant agreement with HTFC. Land Banks that experience significant growth during the term may submit a formal request for consideration to advance into another Budget Tier and additional funding prior to renewal.
- ELIGIBLE ACTIVITIES Land Banks may request funding for non-capital services and expenses including: A. Operations Staff and office expenses to plan and implement land bank work, office materials, rent, utilities, legal, accounting, marketing, etc. B. Property Maintenance for existing inventory Landscape maintenance (snow, grass, trash removal, etc.), security measures, utility costs, registry costs. C. Technical Assistance Procurement of third-party support for capacity building & organizational development. D. Pre-development 2022 Land Bank Initiative – Phase I Request for Applications (RFA) Page 4 of 6 Building feasibility studies, scope development, environmental reports, etc
- Application Deadline Application Open Date: Thursday, July 14, 2022 Application Deadline: Wednesday, September 14, 2022, 4:00 PM – https://hcr.ny.gov/land-bank-initiative

ii. Develop new Programs and Fund them

- Various ideas were presented by Jason Isaman that discussed the need to generate programs with plans, database of homeowners, create partnerships with IDA, Brownfields, mixed use properties like former Coslo's building. The Phase 2 funding will allow: Property Acquisition, Demolition, carrying costs, asbestos, etc.
- $400,000,000 in other funds like RestoreNY is available.
- The board verbally directed Jason Isaman to package up the various ideas into useable/reviewable projects so that the board can work through them systematically for the next meeting.

6. <u>INFRASTRUCTURE</u>

a. Properties for Sale:

i. 172 and 178 E. State Street in Wellsville- no updates

ii. 51 Cole Street Bolivar

- A preliminary survey was done but the paperwork was never completed and so the attorney at Pullen's office has to have a new survey done.
- There was a shed that appeared to go with the property but was actually on the adjacent church property.

iii. 79 Clark Street, Wellsville

- A signed offer was discussed from Hannah Evingham for $100,000.
- **On a motion by Darwin Fanton and 2nd by Ed Zalar a counter offer is authorized in the amount of $173,000. Motion Approved.**

b. New Construction

- No updates.

c. Rehabilitation

- No updates.

d. Acquisition:

i. Tax Sale

- The draft lists are available. They will change as items get paid off prior to the sale. An auctioneer is being sought.
- Research has not been done by the Landbank yet.

ii. Zombie Properties:

- Municipal Partnerships
- Legal services/municipal services?

7. HOUSING STUDY

a. Tolemi Iris Survey:

- Jason Isaman noted that he had undertaken some pilot surveys but didn't like the way the form worked for certain items like windows and requested the software to reconfigure the survey to accommodate these changes.
- Total surveys completed is approximately 12 to date.

b. AmeriCorps NCCC:

- As noted at the last meeting we did not get the allocation of people we expected for this summer.
- There is another option to get 2 individuals for 1 year. Jason Isaman submitted a concept paper on June 1, 2022 regarding this.
- The Award announcement will be in August 2022.

8. OLD BUSINESS

a. Rural Housing Coalition of NY

- This group is an advocacy and technical support group.
- They are statewide agency and offer intensive training as well as proposal writing seminars.
- The materials were not available to review so no action could be taken. Next month a proposal with the supporting materials will be provided to the board for review.

9. Executive Session

- **On a motion by Ed Zalar and 2nd by Darwin Fanton the board went into executive session at 9:32 am to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;**
- **On a motion by Darwin Fanton and 2nd by Ed Zalar the board came out of executive session at 9:58am**

10. New Business

- No updates.

11. Good of the Order

- No updates.

12. Next Meeting

- The next Board Meeting will be held on August 15, 2022 at 9am at the Crossroads Center.

13. Adjournment

- **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to adjourn the meeting at 10:08 a.m.**

Respectfully Submitted,
Kier Dirlam – Secretary of the ACLB