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Allegany County Land Bank
Meeting Minutes November 15, 2021

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

Call to Order
The meeting was called to order at 9:00 a.m. by Chairman B. Loucks.

Approval of Minutes
A motion was made by E. Zalar, seconded by D. Evans, and carried to approve the meeting minutes from October 18, 2021.

Financial
Bills presented for payment included Fourth Sector ($4,861.25), Cunningham ($165) and Safeguard checks ($318.56).

A motion was made by D. Evans, seconded by E. Zalar, and carried to approve the November 2021 Treasurer's Report.

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

Infrastructure
Properties for Sale:

172 and 178 E. State Street in Wellsville

- J. Isaman reported he has an interested buyer. However, the buyer is interested in building on the lot and there are zoning concerns that would have to be resolved.

51 Cole Street Bolivar

- J. Isaman said the realtor notified him of a cash offer of $86K for the property with the stipulations that the Land Bank will replace the ceiling upstairs and finish the electrical work. J. Isaman said the electrician that he has consulted with cannot complete the work until January 2022.

A motion was made by E. Zalar, seconded by D. Fanton, and approved to have the realtor counteroffer on the sale of 51 Cole Street for $83,000 "as is condition" with the Land Bank agreeing to complete the electrical repair work and replace the upstairs ceiling.

37 King Street in Wellsville

- J. Isaman reported the sale is pending.

Mill Street in Wiscoy

- J. Isaman reported the sale is pending.

79 Clark Street in Wellsville

- An offer has been made for a cash sale of $177,000 with the Land Bank completing the lawn seeding and haying according to the Snow Hill, Inc. quote and for the work to be completed in spring of 2022.

A motion was made by E. Zalar, seconded by C. Knapp, and carried to have the realtor counteroffer on the sale of 79 Clark Street for $176,500 with the Land Bank committing $500 for the lawn seed work to be completed by Snow Hill, Inc. in spring of 2022.

Acquisition

C. Knapp said the County is hoping to hold a tax sale in March 2019 for the 2019 properties that have been advertised. She said it will most likely be an online bid format. J. Isaman said he is hoping the Land Bank can be a resource to the County with the property tax sale. It was noted the County doesn't take ownership of the properties until the time of the deed transfer to limit liability exposure.

C. Knapp noted the County doesn't make a profit from the tax sales but strives to make the tax payers whole. C. Knapp said there is room for change and she recommended the Land Bank submit ideas for consideration as soon as possible as the bid for the online auction services will be published soon.

K. Dirlam mentioned code violations in the County. D. Evans mentioned there are different code requirements for each town depending on who is in charge of code enforcement. C. Knapp said she is currently working on plans to improve county-wide code enforcement. Considerations include cost perspective, safety perspective, and consistency and equitable enforcement of code requirements.

Housing Study / ARPA Request

J. Isaman reported the cost to purchase Tolemi's Iris Survey software is $5,000 for a 1 year subscription and he plans to submit a CDBG grant application in the spring of 2022 to expand the data software system. K. Dirlam noted the county will purchase the software subscription. He said a lot of the information will be populated using existing real property tax data.

Applied Tech Consortium

A motion was made by C. Knapp, seconded by E. Zalar, and carried to the approve the Land Bank's partnership in the 21st Century Learning Center Grant and to authorize the Chairman to sign a MOU with proof that the Land Bank is listed as additional insured for liability protection.

A motion was made by K. Dirlam, seconded by C. Knapp, and carried for the Executive Director of the Land Bank to submit a Home Depot Funding application in the amount of $5,000 to purchase tools and equipment for future use with home renovation projects.

If funded, the tools purchased with the grant funds will be stored in the Land Bank's utility shed.

Land Bank Committees

A motion was made by C. Knapp, seconded by D. Fanton, and carried to approve the Land Bank Committee Charter to include the Audit, Governance, and Finance Committees.

A motion was made by D. Evans, seconded by D. Fanton, and carried to accept Edward Bysiek, CPA accounting services quote to complete the Land Bank's annual financial report at a cost of $5,000 each year for a three year period.

A motion was made by E. Zalar, seconded by D. Fanton, and carried to accept the committee reports.

Next Meeting

- The next Board Meeting will be held on December 20 at 9:00 a.m. at Crossroads.

Adjournment

- **A motion was made by D. Fanton, seconded by K. Dirlam, and carried to adjourn the meeting at 10:18 a.m.**

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator