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Allegany County Land Bank
Board Meeting
Meeting Minutes October 24, 2022

Members Present:, K. Dirlam, D. Evans, D. Fanton, C. Knapp and E. Zalar

Absent: B. Loucks

Others Present: J. Isaman

1. CALL TO ORDER

The meeting was called to order at 1:31 p.m. by Vice-Chair E. Zalar.

2. MINUTES

On a motion by D. Fanton and 2nd by C. Knapp, and carried to approve the minutes from the meeting on September 20, 2022. Motion was Approved.

On a motion by D. Fanton and 2nd by D. Evans, and carried to approve the minutes from the meeting on August 18, 2022. Motion was Approved.

3. FINANCIAL:

a. **Treasurer's Report** –
   i. The funds have been deposited from the sale of 51 Cole Street in Bolivar.
   ii. J. Isaman discussed some of the minor hold-ups on receiving our funds for Phase I including needing a waiver for workers comp/auto; buy insurance for fidelity crime bond.
   iii. Discussed the Habitat for Humanity allocation that is showing up on our sheet. We have not heard from LISC regarding these funds. Should spend it on capital project. Can not use for Administration funds.

b. Administrative Invoices:
   i. Fourth Sector $ 4,861.25
   ii. Cunningham $ 270.00

c. Purchase of five (5) Tax Sale Properties
   1. 26 Main Street, Almond ($750)
   2. 31 Grover Street, V. Wellsville ($4200)
   3. 62 O'Connor St. V. Wellsville ($2,700)
   4. Stannards Road, T. Wellsville ($2100)
   5. 898 CR 19 Whitesville ($2619)

On a motion by D. Evans and 2nd by C. Knapp to approve October 2022 Treasurer's Report as amended for proceeds from 51 Cole should be allocated as 15% Admin and 85% Capital Projects. Motion was Approved.

On a motion by C. Knapp and 2nd by D. Evans to pay the bills. Motion was Approved

On a motion by D. Fanton and 2nd by C. Knapp to approve the purchase of five tax sale properties in the amount of $12,050. During discussion it was noted that the Whitesville/ Independence house may be occupied. A neighbor reached out about the O'Connor St. House. **Motion was Approved**

4. PARIS FY 2023 BUDGET AND ORGANIZATIONAL BUDGET FORMS

The board reviewed the Organizational budget as submitted by the Finance Committee with J. Isaman and the form that was prepared by G. Smith.

On a motion by D. Fanton and 2nd by D. Evans the Organizational Budget was approved.

On a motion by D. Fanton and 2nd by D. Evans the PARIS budget form was approved.

5. FUNDING:

a. HCR Land Bank Initiative

i. Phase I disbursement – 25% pending the insurance requirements noted under the monthly financial report.

ii. Phase II application updates – the next part won't be released until all 26 landbanks have done Phase I – expected in Q4 with funds due early 2023.

6. INFRASTRUCTURE:

a. Properties for Sale:

i. **172 and 178 E. State St. Wellsville** – No new updates.

ii. **79 Clark St. Wellsville** –

1. Siding & Posts: Support beams need bigger floor jacks which have been purchased. The Siding repair needs to be done by the original contractor. J. Isaman was directed to contact them to determine when they can fix it.
2. Appraisal Adjustment: In April 2021 it was appraised at $150,000 even thought it cost over $270,000 to construct. We may want to consider redoing the appraisal.

b. **New Construction:** Habitat for Humanity – Possible partnership on Olean Street, Bolivar home that is partially built. Possibly with ACLBC as "construction lender". Discussed briefly.

c. **Rehabilitation:** Habitat for Humanity – offer to co-develop our rehab properties with buyer using CDFI funding. This will take more discussion to become a project.

d. Acquisition:

i. New Intake Forms were presented and reviewed.

ii. Tax Sale

1. Need MOU with buyer of 898 CR 19 Whitesville developed for next month's meeting.
2. 130 S. Main Belfast parcels – will reach out to Belfast – Matt Kelly Contracting had expressed interest previously.

7. OLD BUSINESS:

a. **Request for County AARPA funds** – briefly discussed how this would need to work.
b. **RFP for anticipated services**- clean out, small jobs, environmental/testing etc. – need to review and release in the coming month. – preparation for next meeting.
c. **Administration Contracts**- Exec Dir., Accounting, Legal, other? – need to review these contracts and update. Preparation for next meeting
d. **Allegany County Board of Legislators presentation** – need to put this together with Brian to be presenting.
e. **Coslo's building in Almond** – K. Dirlam updated the group on the steps that were happening on this and there is interest by the group to participate if there is a serious plan and buyer.

8. NEW BUSINESS:

a. **Click time**: Time Management web-based software - $499 setup fee, 9.00/month and $108/year for a total of $823 for 3 years' service. **On a motion by C. Knapp and 2nd by D. Fanton this allocation was approved.**
b. **Applied Tech Consortium (school trades)** – J. Isaman explained that $1500 was collected from the shed raffle the school ran. **On a motion by D. Evans and 2nd by D. Fanton the board approved reallocating these funds to their next shed project.**
c. **Marketing Plan** to roll out new programs – get a wait list of vetted buyers. The group indicated we'll need to discuss this further at another time.

9. GOOD OF THE ORDER:

a. Tolemi Building Blocks: $5,000 survey money had been allocated for software. **On a motion by C. Knapp and 2nd by D. Fanton the administration funds can be arranged to take $3,000 from travel and $12,000 from rent and put it to purchase Tolemi Building Blocks software, this was approved.**

10. NEXT MEETING

a. The next meeting is tentatively scheduled for November 21, 2022 at 9AM.

11. ADJOURNMENT

A motion was made by D. Fanton, 2nd seconded by C. Knapp, and carried to adjourn the meeting at 3:08 p.m.

Respectfully Submitted,
Kier Dirlam
Secretary