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Allegany County Land Bank
Board Meeting
Meeting Minutes September 20, 2022

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

Absent: C. Knapp and D. Evans

Others Present: J. Isaman

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Chair B. Loucks.

2. INTRODUCTIONS

Clicktime Representatives – cancelled their visit

3. MINUTES

On a motion by E. Zalar and 2nd by D. Fanton, and carried to approve the minutes from the meeting on May 16, 2022. Motion was Approved.

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

4. FINANCIAL:

a. **Treasurer's Report**
b. **Administrative Invoices**:
   i. Fourth Sector $ 4,861.25
   ii. Cunningham $ 390.00

On a motion by K. Dirlam and 2nd by E. Zalar to approve September 2022 Treasurer's Report. Motion was Approved.

On a motion by K. Dirlam and 2nd by D. Fanton to pay the bills. Motion was Approved

On a motion by E. Zalar and 2nd by D. Fanton to approve the revised procurement Policy. Motion was Approved

5. FUNDING:

a. HCR Land Bank Initiative
   i. **Phase I disbursement – On a motion by K. Dirlam and 2nd by E. Zalar to approve the notarized Grant Agreement in the amount of $9,8679.00. Motion was approved.**

ii. **Phase II application updates** – J. Isaman discussed the application process in general terms. He stated that HCR does not intend to release the phase II application until all 26 land banks have fully executed their phase I contracts. J. Isaman stated that ACLBC contract is held up by insurance waivers for auto and worker's compensation. Further discussion upon determining the results of the tax sale will be needed.

6. <u>INFRASTRUCTURE:</u>

a. **Properties for Sale**:

i. **172 and 178 E. State St. Wellsville** – discussed demolition would be $30,000 for the remaining structure.

ii. **51 Cole St. Bolivar**- Closed 9.15.22 - Sold

iii. **79 Clark St. Wellsville** – Support beams needed bigger floor jacks which Jason purchased and will install. 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.

b. **New Construction**: None

c. **Rehabilitation**: None

d. **Acquisition:**

i. **Tax Sale**

1. Property selection- long term planning – discussed the tax sale list

ii. **Zombie properties**

1. Municipal partnerships – J. Isaman discussed ideas to work on these in the future. There will be funds in the HCR LBI phase II application specifically for assisting municipalities in addressing zombie properties in their catchments.

7. <u>HOUSING STUDY:</u>

a. **AmeriCorps VISTAS**- requested 2 individuals for 1 year. – notified that we were denied for the application. J. Isaman stated that this is different than the AmeriCorps NCCC application which was denied. Vistas was a request for two members for one year, NCCC was a team of 8-10 for a month in the summer.

8. <u>OLD BUSINESS:</u>

a. **Request for County AARPA funds** – briefly discussed how this would need to work. B. Loucks will discuss further with C. Knapp on best procedures to progress.

b. **RFP for anticipated services**- clean out, small jobs, environmental/testing etc. – need to review and release in the coming months to coincide with HCR LBI phase II work plan.

c. **Administration Contracts**- Exec Dir., Accounting, Legal, other? – need to review these contracts and update.

9. <u>NEW BUSINESS:</u>

a. **Applied Tech Consortium (school trades)** – J. Isaman is looking to put into the phase II funding.
b. **Habitat for Humanity** – they are short on monies to complete the Olean St. House in Bolivar and were looking to work with us. As we don't currently have any funds available there was no further discussion.

10. GOOD OF THE ORDER:

a. Finance Committee to follow this regular meeting.

11. NEXT MEETING

a. The next meeting is tentatively scheduled for October 17th, 2022- 9am.

12. ADJOURNMENT

A motion was made by K. Dirlam, 2nd seconded by E. Zalar, and carried to adjourn the meeting at 5:15 p.m.

Respectfully Submitted,
Kier Dirlam
Secretary