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Allegany County Land Bank Board Meeting Zoom Meeting Minutes January 11, 2021

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

Others Present: J. Isaman and J. Adams

Call to Order

The meeting was called to order at 8:10 a.m. by the Chairman.

Approval of Minutes

A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from the meeting on December 21, 2020.

Financial

J. Isaman summarized the Treasurer's Report and noted the corrections that were made to the report. He presented two invoices for payment 4ss (\$4,861.25) and Cunningham (\$225). He said he recently completed a draw down request for \$140K in grant funding and anticipates receiving the funding by the end of the week.

A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve December's amended Treasurer Report.

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

A motion was made by E. Zalar, seconded by D. Evans, and carried to pay the bills.

Infrastructure

Properties for Sale:

- 172 and 178 E. State Street, Wellsville

J. Isaman stated the person is still interested in purchasing the properties for a nominal cost with plans of completing the needed demolition work. The prospective buyer is checking into local ordinance laws to determine costs and is expected to make a purchase offer within a month.

New Construction

- 79 Clark Street in Wellsville

J. Isaman reports there have been issues with the electric service and he plans to call the village. He noted the contractor hired to complete the renovation work wasn't satisfied with prior plumbing work completed by the college students. The contractor has said he will most likely redo the work. J. Isaman plans to contact the college instructor and provide them with the specifics for feedback.

Bolivar Habitat Project

There are no updates to report at this time.

Rehabilitation

- 135 N. Franklin Street in Wellsville

J. Isaman reported the renovation work is underway and anticipates that phase 1 work will be completed next week.

- 51 Cole Street in Bolivar

J. Isaman reported the renovation work is underway.

J. Isaman noted that 8 out of 10 houses must be sold to low-income home buyers.

Committees

J. Isaman said the Governance Committee oversees the board self-assessment, mission statement, and assessment of internal controls. The Audit Committee oversees the real property report. The Finance Committee oversees the debt, investment, and procurement reports. He noted that all of these items plus the independent audit make up the annual report.

PARIS/ABO

J. Isaman stated the independent audit is underway. He asked board members to please email him a short bio and a picture for him to include with annual report. Specifically, he is looking for board members addresses and a couple of sentences that describe the work you do and how it relates to the Allegany County Land Bank. He will send members subcommittee meeting notices.

Old Business

Members agreed the NYS DoS agent of process change should remain as the Allegany County Attorney.

J. Isaman discussed the possibility of forming a steering committee to redesign the land bank's operations for sustainability. He said currently the land bank has operated in a conventional manner and going forward he thinks a hybrid approach may be necessary. He noted the 19A Real Property Law can assist land banks with obtaining properties through tax sale. He mentioned the former Coslo's building in Almond and the possibility of the land bank holding properties tax free in order to assist private buyers, not-for-profit agencies, and other consortiums with purchasing and renovating properties. In this model, the land bank would generate income by charging developer fees, plus recouping any funding that was used to maintain the property until the renovation work is completed.

He noted that there is an estimated 8,400 vacant properties in Allegany County.

He briefly discussed a CDBG grant opportunity and will forward the grant information to members. A software company that specializes in generating property demographic reports is Tolemi Building Blocks and J. Isaman has scheduled a demonstration with the company for January 15 from 1-2 p.m. J. Isaman will send an invitation to members to participate in the demonstration with Tolemi Building Blocks if interested. The software could potentially be funded by the CDBG grant for community planning. C. Knapp and K. Dirlam agreed to take a closer look at the CDBG funding

request for proposals and the board meeting schedule will report their recommendations at the next meeting.

A motion was made by D. Fanton, seconded by E. Zalar, and carried to further investigate the possibility of requesting Allegany County apply for a CDBG community planning and development grant.

Next Meeting:

Tuesday, February 16, 2021 at 8:00 a.m.

Adjournment

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to adjourn the meeting at 9:05 a.m.

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator