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Allegany County Land Bank Board Meeting Zoom Meeting Minutes March 15, 2021

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

Others Present: J. Isaman, Ed Bysiek, CPA, Glenn Smith from Cunningham, Stauring & Associates, Inc., and J. Adams

Call to Order

The meeting was called to order at 8:03 a.m. by Chairman B. Loucks.

Welcome Guests / Introductions

- J. Isaman welcomed Ed Bysiek, CPA and Glenn Smith from Cunningham, Stauring & Associates, Inc. Mr. Bysiek reviewed the annual audit that completed with members. He explained the information and noted that the audit did not identify any deficiencies or internal controls that he would consider as a weakness.
- D. Fanton asked if the account management reporting system that the Land Bank is currently using works well for auditing purposes. Mr. Bysiek said yes, the reporting process and current system works well for auditing purposes.
- **On a motion by D. Fanton, seconded by D. Evans, and carried the Allegany County Land Bank's 2020 Independent Financial Audit completed by Ed Bysiek CPA, PLLC was approved.**

Approval of Minutes

- **A motion was made by D. Fanton, seconded by D. Edwards, and carried to approve the meeting minutes from February 16, 2021.**

Financial

- J. Isaman summarized the March 2021 Treasurer's Report. The invoices presented for payment included: 4ss (\$4,861.25), Cunningham (\$585), and Ed Bysiek, CPA (\$4,250).
- **A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve the March 2021 Treasurer's Report.**
- **A motion was made by K. Dirlam, seconded by D. Fanton, and carried to pay the bills.**

Infrastructure

Properties for Sale:

172 and 178 E. State Street, Wellsville

- J. Isaman said there are no updates to report at this time.

New Construction

79 Clark Street in Wellsville

- J. Isaman reports the lawn seeding has been paid for. The contractors are almost done installing the heating system and with the kitchen renovations. The property will soon be ready to market for sale.
- **A motion was made by K. Dirlam, seconded by D. Fanton, and carried at 8:33 a.m. to enter into executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.**
- **Immediately following discussion, a motion was made by K. Dirlam, seconded by D. Fanton, and carried at 8:47 a.m. to end the executive session and return to the regular meeting.**

Bolivar Habitat Project

- J. Isaman reported there are no updates at this time.

Land Transactions

- J. Isaman will report back to the board with information and a strategy for the land bank to sell properties “for sale by owner”.
- J. Isaman pointed out that a formal RFP is unnecessary for professional services but he will solicit quotes from out of county real estate agents to compare to the land bank’s past and current representation.
- J. Isaman will solicit a quote from attorneys to operate as a secondary option in case the land bank’s current attorney cannot process the sale of land bank properties currently under a real estate agent contract.

Rehabilitation

135 N. Franklin Street in Wellsville

- J. Isaman reported the house is listed for sale. The property is ready for the environmental review clearance.

51 Cole Street in Bolivar

- J. Isaman reported the property is ready for the environmental review and then will be ready to list for sale.

PARIS/ABO

- J. Isaman discussed an AmeriCorp NCCC project opportunity. He plans to write a concept paper for submission.
- **On a motion by D. Fanton, seconded by D. Evans, and carried to amend Resolution 1-2021 (\$5,000 Cash Contribution) to add .5 FTE as additional in-kind contribution to further support the CDBG grant project, if funded.**

- J. Isaman mentioned the Fourth Sector contract will expire in July 2021. He plans to draft a new contract for review and consideration.
- D. Fanton mentioned the Land Bank's Community Bank Account Statement included a new \$15 monthly account charge and a \$2 fee for paper statements. He said he will follow up with the bank and inquire as to why we were charged these fees. Members questioned if the account is being categorized incorrectly and noted it is disappointing to receive no prior notice explaining these added fees.

Old Business

- J. Isaman submitted the CDBG Planning Grant application. Members are hopeful for a successful funding application, which will assist with completing a housing inventory assessment.

Next Meeting:

- April 19, 2021 at 8:00 a.m. via Zoom

Adjournment

- **A motion was made by D. Fanton, seconded by C. Knapp, and carried to adjourn the meeting at 9:21 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator