6087 State Route 19 North- Suite 300
Belmont, NY 14813
585-268-7472 Extension 7
alleganycountylandbank@gmail.com

Allegany County Land Bank
Board Meeting
Meeting Minutes December 18, 2023

Attending: Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton, Ed Zalar
Excused: Jenna Kelley
Contractors: Jason Isaman, Lisa Kimball – accountant - [on teams]

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:01 AM by Chairman Loucks.

2. **MINUTES:**
   a. Regular Board Meeting- November 20, 2023

A motion by Darwin Fanton and seconded by Dave Evans to approve the November 20, 2023, regular board of directors meeting minutes is Approved.

3. **FINANCIAL:**
   a. **Treasurer's Report**
      i. November 2023 (Tabled) - No Action

On a motion by Kier Dirlam and seconded by Dave Evans, the November 2023 Treasurers report was approved.
On a motion by Dave Evans and seconded by Darwin Fanton, the December 18, 2023 Treasurers report is Approved

   b. **Administrative Invoices**

i.	Fourth Sector	$ 5,083.33
ii.	Cunningham	$ 420.00
iii.	Tolemi	$15,000.00

A motion by Kier Dirlam and seconded by Darwin Fanton to pay three administrative invoices in the total amount of $20,483.33 is Approved.

4. **FUNDING:**
   a. HCR Land Bank Initiative:
      i. Phase Two – the checking account shows that we have received payments.
         1. $24,133.32 approved and received. (admin)
         2. $21,497.80 approved and received. (Env. testing)
   b. Potential Grants
      ii. AHC – Affordable Housing Corporation allocates up to $75000/unit and has a rolling application schedule. Jason Isaman indicated that he would

draft up a scope of work and budget to have the board review. **On a motion by Darwin Fanton and seconded by Ed Zalar authorizing Jason Isaman to apply for an AHC grant.**

iii. USDA HPG – Housing Preservation Grant – due around May. Will discuss further in 2024

5. <u>INFRASTRUCTURE:</u>

a. Current Inventory:

79 Clark St. Wellsville
172 E. State St. Wellsville
2361 NYS 19 Wellsville
62 O'Connor St. Wellsville
26 Main St. Almond
31 Grover St. Wellsville
898 Route 19 Whitesville
10 Spring St. Cuba
15 Second St. Andover
7283 Route 20, Friendship
32 Chestnut St. Wellsville
73 Olive St. Bolivar
211 Main St. Bolivar

Disposition Updates:

b. Properties for Sale:
   i. 79 Clark St. Wellsville- – Closed. Waiting on proceeds.
   ii. 898 Rt19 Whitesville (T. Independence) – – Proceeds ($3k) Received

c. Demolition Properties:
   i. 172 E. State St. Wellsville – ready to proceed, waiting on HCR approval
   ii. 2361 Stannards Road Wellsville – ready to proceed, waiting on HCR approval
   iii. 10 Spring St. Cuba – RFPs (abatement and demo) due 1/11/24
   iv. 7283 Route 20, Friendship – RFPs (abatement and demo) due 1/11/24
   v. LBI phase 2 budget $46k for Cuba and Friendship.

a. Stabilization Properties: Five Properties slated (6 units)
   - 62 O'Connor St. Wellsville – testing and SoW complete.
   - 26 Main St. Almond (2 units in one structure) – testing and SoW complete
   - 31 Grover St. Wellsville – testing and SoW complete. Historic designation.
   - 15 Second St. Andover – testing and SoW complete
   - 211 Main St. Bolivar – testing and SoW complete. Buyer application.
     i. Board discussed at length the proposal of work and funds related to 211 Main Street Bolivar.

On a **motion by Darwin Fanton and seconded by Ed Zalar authorized the following: $15,000 ~~up-front fee~~** *down payment* **from developer with an anticipated completion within 18 months ~~for a maintenance fee~~** *with a final payment* **of $5,000 ~~within~~** *at the conclusion of* **~~that time~~** *the initial 18 month performance* **period. An additional** *performance period* **of 12 months can be ~~applied~~** *requested* **for an additional $5,000- not to be pro-rated. The Board anticipates utilizing** *no more than* **$21,000 of grant funds to assist with HVAC and electric upgrades in conjunction with the developer's funds. Approved.**

d. Occupied Properties:
    i. 32 Chestnut St. Wellsville – occupied.
    ii. 73 Olive St. Bolivar – occupied.
    iii. Working with Social Services to relocate occupants. Social Services indicated that they cannot help unless the residents are actually homeless.
    iv. County Attorney has been asked for assistance on eviction proceedings. Thus far no response on this request.
    v. Discussion about what we can do if we can't get legal assistance. There was general agreement with the concept that if we cannot get assistance with getting the people out then we should return the two occupied properties to the County. Will re-evaluate at the February meeting and prepare to return the properties at that time.

6. <u>HOUSING STUDY</u>

a. Updates: Approx. 1,300 surveys completed. Ready for evaluation and report.
b. Will plan to discuss picking this project up again in the spring based on ability to get AmeriCorps or other workers.
c. There is a cost of $5000/year for the survey software also.

7. <u>EXECUTIVE DIRECTOR REPORT:</u>

a. Major Achievements
    i. Submitted LBI Phase One and Two Disbursement Requests.
    ii. Submitted Site Specific Env. Review packets to HCR for three (3) properties.
    iii. Released RFPs for asbestos abatement and demo of 10 Spring St. and 7283 Co Rd 20.
    iv. Worked with potential buyer to continue 211 Main St. development plan.
    v. Submitted Concept Form to AmeriCorps for the summer 2024 NCCC Program.

b. Goals For Next Month
    i. Oversee abatement of three properties.
    ii. Submit Disbursement Request for asbestos abatement of three (3) properties.
    iii. Submit Disbursement Request for the demolition of two (2) properties.
    iv. Finish the condition surveys and prepare for evaluation.
    v. Get occupied properties under a rental agreement.

c. Barriers To Meeting Goals
    i. Need to get historic tax sale data from AC Treasurer's office.
    ii. HCR approval for capital project expenditures.

d. Upcoming Events
    i. 12/28 NY Land Bank Assoc. monthly meeting 1:00pm

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

a. Bank Change discussion – Darwin Fanton talked to First Citizen Bank about moving the accounts there. They also have a monthly fee normally but might be able to give us a break. The other issue is how the accountant can access the on-line bank information. After discussion Jason Isaman was directed to reach out to confirm that our insurance will cover us if we give the login information to the accountant in the case of a claim in the future. If they do cover then Darwin Fanton was given verbal direction to go ahead with keeping the account at Community Bank and provide login information to the accountant.
b. RFQ for Legal Services – We have received zero responses from any firms thus far. We need to find an attorney for 2024.
c. The County Health Department indicated to Jason Isaman that the Lead abatement monies would not be available for years so not to do anything with that.

9. NEW BUSINESS:

a. None

10. CORRESPONDENCE:

a. A Christmas card was received from CYRCO

11. GOOD OF THE ORDER:

a. We continue to have room for additional members on the board so if you are aware of a good candidate let the group know.

12. NEXT MEETING:

a. 2024 Meetings will be tentatively as follows:

- January 22 due to the Martin Luther King holiday
- February 26 Due to Presidents Day
- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 16
- October 21
- November 18
- December 16

b. **Next meeting will be one week later to January 22nd, 2024, at 9AM**

13. ADJOURNMENT:

On a motion by Ed Zalar and seconded by Dave Evans the meeting was adjourned at 10:42 AM.

Notes as taken by Kier Dirlam – Secretary for the Allegany County Land Bank