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Allegany County Land Bank
Board Meeting
Meeting Minutes July 24, 2023

Board Attending: Brian Loucks, Kier Dirlam, Ed Zalar, Dave Evans, Darwin Fanton
Contractors: Jason Isaman
Others Present: AmeriCorps Team Members: Ben Rott, Angelina J., Antonio J., Izaac W., Jamie P., Megan D., Raekwon M., Shannon F.

1. CALL TO ORDER:

a. The meeting was called to order at 9:00 AM by Chairman Loucks.

2. WELCOME GUESTS/ INTRODUCTIONS

a. Chairman and Board were introduced to the AmeriCorps Team that is working with the Land Bank.

3. MINUTES:

a. Regular Board Meeting- May 15, 2023

On a motion by Ed Zalar and seconded by Dave Evans to approve the June 19th, 2023, regular board of directors meeting minutes was approved.

4. FINANCIAL:

a. Treasurer's Report

i. July 2023 – the board of directors reviewed the various reports from Cunningham-Stauring.

On a motion by Dave Evans, and seconded by Ed Zalar, the June 2023 treasurers report was approved.

On a motion by Ed Zalar and seconded by Dave Evans, the July 2023 treasurers report was approved.

On a motion by Ed Zalar and seconded by Dave Evans to ratify payment to Cyrco for the additional roll offs that were required and signed off by the Chairman for a total of $5800 was approved.

On a motion by Dave Evans and seconded by Ed Zalar, the invoices for Fourth Sector [$5083.33], Cunningham Stauring [$450.00], D&O – Lawrence Dye Insurance [$1990.43] and Cyrco Roll offs [$3,025] for a total of $10,548.76 were approved for payment.

5. EXECUTIVE DIRECTOR REPORT:

a. MAJOR ACHIEVEMENTS

- Hired and trained a new surveyor Chayse Scott: 150 surveys in his first 40hrs- avg. 40-45/day
- Hired and trained a site supervisor Joel Grabow for NCCC team.
- Submitted final disbursement request for LBI phase one funds.
- Welcomed and trained NCCC team
- Updated property and director's and officer's policies. D&O Policy has been updated. Needs board approval.
- Installed a 3 x (2 x 10) support beam in O'Connor basement.
- Intake forms for cleaned out properties.

b. GOALS FOR NEXT MONTH

- Complete environmental reviews of all properties.
- Finish populating and roll out our Building Blocks mapping software.

c. BARRIERS TO MEETING GOALS

- Need to get historic tax sale data from AC Treasurer's office.

d. UPCOMING EVENTS

- 7/27 NY Land Bank Assoc. monthly meeting 12:30pm
- HCR Environmental Review Conference Call 7/25.

6. FUNDING:

a. HCR Land Bank Initiative:

i. Phase Two Award – waiting for signoff on the bid solicitation plan.

ii. Phase One - Expecting the renewal to be completed in August.

7. HOUSING STUDY

a. New Staff member Chayse Scott was hired to continue the survey work.

b. Work is approximately 15% complete as of this date.

8. AMERICORPS NCCC SUMMER OF SERVICE

a. Meet the Team:

i. Have removed 12 – 40' roll-offs for a total of 36000 lbs. of debris

ii. O'Connor House had WW2 Journals, old grange materials, etc. that were donated to the Historical Society

iii. Safety Equipment that they have been using Helmets for head bumps and

falling debris, respirators for mold and possible other air contamination, gloves and Tyvek suits.

iv. Only 2 injuries sustained a sprained finger and some wasp stings.

v. Hand Tools utilized included shovels, saws, etc.

vi. Found a hidden walkway under the vegetation at O'Connor Street

vii. They have a meeting with the Legislative Committee of the Whole on August 2.

viii. They have done outreach efforts including being setup at the Allegany County Fair [foot traffic was low but did meet people walking around with their shirts generating conversations] and Main Street Festival [good foot traffic at their booth]. They are doing a Zoom Roundtable session Friday at Noon.

ix. Donated some salvageable items including a wheelchair.

x. Found the local people friendly and some brought them refreshments when they were at sites including snow cones and donuts.

xi. They have been living at Alfred State College in the Dorms and that has been a good experience except they don't have air conditioning. Better than other places they have had to stay though.

xii. They have come to understand first hand the effort of the Land Bank by dealing with blight that has a negative impact on the area and devalues the neighborhoods.

9. <u>INFRASTRUCTURE:</u>

a. Current Inventory:

79 Clark St. Wellsville
172 E. State St. Wellsville
2361 Stannards Road 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

b. Properties for Sale:

- 79 Clark St. Wellsville – Under Contract for sale with the second buyer as approved in May. Awaiting completion by the Land Bank Lawyers office.
- 898 Rt19 Whitesville (T. Independence) – Under Contract (buyer to demo). Awaiting completion by the Land Bank Lawyers office

c. Demo:

- HCR Environmental Compliance issues – there is a scheduled meeting to discuss this

- There may be up to $99,000 available for demolitions.

d. Stabilization:
   - Almond, Grover Street, Andover need to draw up a scope of work.
   - After the clean-out it appears that the Cuba property is not salvageable. May be able to sell the lot for redevelopment.
   - Lead/Asbestos/etc. abatement plans are in the works
   - Occupied Properties:
     i. 73 Olive Street Bolivar – appeared to be unoccupied but actually people were living there.
     ii. 32 Chestnut Street people were renting the property and are interested in possibly purchasing it.
   - **On a motion by Kier Dirlam and seconded by Ed Zalar the board authorized the Executive Director to get not less than $700.00 per month in rent from each of these 2 properties occupants. Approved.**
   - **On a motion by Darwin Fanton and seconded by Dave Evans the board authorized the Executive Director to secure proper insurance for the 2 properties for occupied real estate. Approved.**

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

a. Equal Housing Policy – pending final draft from the County Attorney's office.

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

a. Schedule Board Member Site Visits – use a Doodle Poll or similar method to find appropriate date for these visits.

b. Schedule Finance Committee Meeting re: 2024 Budget – Committee meetings will be held after the August, September and October Regular meetings.

12. <u>GOOD OF THE ORDER:</u>

a. Carissa Knapp noted that Jodi Adams would no longer be able to assist with taking the minutes at our meetings. Board indicated thanks for the years of her assistance.

13. <u>NEXT MEETING:</u>

a. Aug 21, 2023. 9am at the Crossroads Conference Center.

b. Finance Committee to follow

14. <u>ADJOURNMENT:</u>

a. On a motion by Dave Evans and seconded by Darwin Fanton, the meeting was adjourned at 10:09 AM.

Notes as taken by Kier Dirlam