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 June 19, 2023

Board Attending: Brian Loucks, Kier Dirlam, Carissa Knapp, Ed Zalar, Dave Evans, Darwin Fanton
Contractors: Jason Isaman
Others Present: Dalton Fries

1. CALL TO ORDER:

a. The meeting was called to order at 9:01 AM by Chairman Loucks.

2. WELCOME GUESTS/ INTRODUCTIONS

a. Chairman and Board were introduced to Dalton Fries who is an intern with the Office of Planning.

3. MINUTES:

a. Regular Board Meeting- May 15, 2023

On a motion by Darwin Fanton and seconded by Ed Zalar to approve the May 15th, 2023 regular board of directors meeting minutes was approved.

b. Special Meeting –May 25, 2023

On a motion by Dave Evans and seconded by Ed Zalar to approve the May 25th, 2023 regular board of directors meeting minutes was approved.

4. FINANCIAL:

a. Treasurer's Report

i. June 2023 – the board of directors revied the various reports from Cunningham-Stauring. The Treasurer noted that there is inconsistencies and the reports don't balance with the bank records at this time. Discussed moving to approving by the calendar month rather than meeting to meeting.

On a motion by Ed Zalar, and seconded by Carissa Knapp, the June 2023 treasurers report was tabled.

On a motion by Kier Dirlam and seconded by Carissa Knapp, the invoices for Fourth Sector [$5083.33] and Cunningham Stauring [$240.00] were approved for payment.

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

a. MAJOR ACHIEVEMENTS

- Released RFPs for Demo, Cleanouts and Abatement. There have been some lessons learned through this process that will be integrated into future RFP's/Bids.
- Trained intern to perform housing conditions surveys. Intern resigned due to personal reasons. Listed with Walker Business Services for a new staff person.
- Submitted HCR LBI Phase II award documents. The amount approved is about ½ of what we had requested.
- Attended NYLBA member meeting. The Supreme Court ruling on tax sales was a primary topic of discussion.
- Attended Local Gov't Conference.
- Preparatory paperwork and meetings needed to receive AmeriCorps NCCC team. Need to complete the contract and insurance requirements for the housing aspect with SUNY Alfred. Also need a manager to oversee the field work.

b. GOALS FOR NEXT MONTH

- Intake eight tax sale properties.
- Receive NCCC team.
- Complete environmental reviews of all properties. SEQR and other environmental issues need to be completed that is much expanded from previous work we have done.
- Train and implement one intern to survey housing conditions and an NCCC supervisor.
- Finish populating and roll out our Building Blocks mapping software.
- Final LBI Phase I disbursement request to HCR.

c. BARRIERS TO MEETING GOALS

- Need to get historic tax sale data from AC Treasurer's office.
- Need to hire a supervisor for NCCC team and an intern to conduct surveys.

d. UPCOMING EVENTS

- 6/22 NY Land Bank Assoc. monthly meeting 12:30pm
- HCR Environmental Review Conference Call 6/20 at 10am.

6. FUNDING:

a. HCR Land Bank Initiative:

i. Phase Two Award – SEQR and Environmental requirements are significantly greater than on our previous projects.

ii. Phase One spend out by end of August. Request for remainder of payment is to be completed shortly.

7. HOUSING STUDY

a. Intern hiring – first intern resigned shortly after they started due to personal reasons. Walker Business has the listing and hope to have someone hired soon but thus far no applicants.

8. AMERICORPS NCCC SUMMER OF SERVICE

a. Contract and payment to SUNY Alfred – **On a motion by Dave Evans and seconded by Darwin Fanton approved to enter into a contract with SUNY Alfred for housing. Initial payment of $1950 due immediately and not to exceed $4000.00. Approved.**

b. Supervisor – Need a supervisor for the NCCC volunteers ASAP. This is currently being handled by Walker Business Services and the Executive Director.

9. INFRASTRUCTURE:

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.
- 898 Rt19 Whitesville (T. Independence) – Under Contract (buyer to demo). They are waiting on the Assessor to adjust the the last tax bill to reflect the Land Bank's tax exempt status.

c. Demo:

- 172 E. State St. Wellsville – Slated for Demo
- 2361 Stannards Road Wellsville- Slated for Demo

- 62 O'Connor St. Wellsville – Slated for Demo
- RFP to Demo 3 Structures- Results – After discussion with the County Attorney and latest information on state requirements the following occurred: **On a motion by Darwin Fanton and seconded by Carissa Knapp the Demolition Bids are rejected. Approved** Letters to the current bidders notifying them of this issue will be done immediately. A new bid package will be created to take into account the new requirements and the process will be started again.

d. Stabilization:

- Main St. Almond – Stabilization (2 units) – initial survey indicates there is mold issues here.
- 31 Grover St. Wellsville – Stabilization and convert to a duplex [NCCC project site]
- 10 Spring St. Cuba- new [NCCC project site]
- 15 Second St. Andover- new [NCCC project site]
- 7283 Route 20, Friendship-new 211 Main St. Bolivar-new [NCCC project site]
- 32 Chestnut St. Wellsville- new (occupied) Need to start removal process
- 73 Olive St. Bolivar- new (occupied) Need to start removal process
- RFPs for Predevelopment and Stabilization.
    1. Asbestos RFP: – After discussion with the County Attorney and new information on state requirements the following occurred:
        - Additional testing is needed of the sites as some of the results were too vague for asbestos to result in good proposals. The new testing will require quotes for 3 demolition properties for Asbestos and Lead.
        - Additional testing is needed of the sites that will be rehabilitated and eventually occupied that will include Asbestos, Lead and Radon.
        - **On a motion by Ed Zalar and seconded by Darwin Fanton the quotes for 172 East State Street, 62 O'Connor Street and 2361 Stannards Road Wellsville were rejected.**
        - **On a motion by Darwin Fanton and seconded by Ed Zalar the quotes for 31 Grover and 26 Main Street Almond were approved pending all permit requirements being completed.**
    2. Cleanout – no discussion

10. OLD BUSINESS:

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

11. NEW BUSINESS:

a. **WORC** program – Jason Isaman briefly discussed the proposed project that would put High School students to work in the various properties of the Land Bank. Board members noted that there are concerns about liability, environmental issues, property stock at the time of approval and the issues of contractors working around High School students. **On a motion by Kier Dirlam and seconded by Ed Zalar to NOT participate in the WORC grant project was approved.**

b. NYLBA/RHC Conference at Lake George Sept 18-21. **On a motion by Kier Dirlam and seconded by Darwin Fanton to approve the Executive Director to attend the conference in September was approved.**

12. GOOD OF THE ORDER:

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. NEXT MEETING:

a. July 24th, 2023. 9am at the Crossroads Conference Center. *[Note that this is one week later than the regular board meeting date.]*

14. ADJOURNMENT:

a. On a motion by Dave Evans and seconded by Ed Zalar, the meeting was adjourned at 10:36 AM.

Notes as taken by Kier Dirlam