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**Allegany County Land Bank**
**Board Meeting**
**Meeting Minutes November 20th, 2023**

**Attending:** Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton, Jenna Kelley [on phone – non-voting]
**Excused:** Ed Zalar
**Contractors:** Jason Isaman

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:02 AM by Chairman Loucks.

2. **MINUTES:**
   a. Regular Board Meeting- October 16, 2023

**A motion by Darwin Fanton and seconded by Dave Evans to approve the October 16, 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 Dave Evans and seconded by Kier Dirlam, the November 2023 Treasurers report was tabled.**

   b. **Administrative Invoices**

| | | |
|---|---|---|
| i. | Fourth Sector | $ 5,083.33 |
| ii. | Cunningham | $ 300.00 |

**A motion by Darwin Fanton and seconded by Dave Evans to pay two administrative invoices in the total amount of $5,383.33 is Approved.**

   c. **Finance Committee Report**
      i. 2024 Organizational Budget – The board reviewed the referral from the Finance Committee and found a formula error. This error was corrected, and a new version of the 2024 Organizational Budget was reviewed.

**On motion by Dave Evans and seconded by Kier Dirlam to approve the 2024 Organizational Budget that was modified from what was submitted by the Finance Committee was Approved**

**4. <u>EXECUTIVE DIRECTOR REPORT:</u>**

a. Next month the Executive Director's report will move toward the end of the agenda.

b. Major Achievements

- Obtained impact designations on project sites.
- Updated contract templates for asbestos abatement and demolition.
- Released RFP's for asbestos abatement and demo of 10 Spring St. and 7283 Co Rd 20.
- Worked with potential buyer to begin 211 Main St. development plan.
- Met with Home Head Quarters about lending options for rehab properties.
- Toured properties with a mold abatement professional to gather cost estimates.
- Toured properties with lead-based paint risk assessor.
- Reached out to Alfred State in preparation for next summer's AmeriCorps application.
- Continued contact with housing occupants.
- Ordered utility meter removal at 4/4 demo sites.
- Created LBI phase II spend down budgets for all projects.

c. Goals For Next Month

- Oversee abatement of 3 properties.
- Submit LBI Phase I and LBI Phase II Q4 2023 Disbursement Request.
- Finish the condition surveys and prepare for evaluation.
- Get occupied properties under a rental agreement.

d. Barriers To Meeting Goals

- Need to get historic tax sale data from AC Treasurer's office.
- HCR approval for capital project expenditures.
- Need attorney to develop an occupancy agreement for occupied homes.
- LBI Phase II is reimbursement based: need to close on 79 Clark.

e. Upcoming Events

- 12/21 NY Land Bank Assoc. monthly meeting 1:00pm

**5. <u>FUNDING:</u>**

a. HCR Land Bank Initiative:

i. Phase Two

1. Environmental testing complete. Send in Site Determination to HCR
2. Need SEQR for capital projects to begin abatement etc.

**6. <u>HOUSING STUDY</u>**

a. Updates: 1,100+ complete (out of 2,378)

## 7. 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
211 Main St. Bolivar

**Disposition Updates:**

b. Properties for Sale:
   i. 79 Clark St. Wellsville- Sold (not closed)
   ii. 898 Rt19 Whitesville (T. Independence) – Sold. Monitoring demo

c. Demolition Properties:
   i. 172 E. State St. Wellsville –Demo waiting HCR approval to proceed.
   ii. 2361 Stannards Road Wellsville- Demo waiting HCR approval to proceed.
   iii. 10 Spring St. Cuba- Demo need to go out to bid for asbestos and demo.
   iv. 7283 Route 20, Friendship-Demo need to go out to bid for asbestos and demo.

b. Stabilization Properties: Five Properties slated (6 units)
   - 62 O'Connor St. Wellsville
   - 26 Main St. Almond (2 units in one structure)
   - 31 Grover St. Wellsville
   - 15 Second St. Andover
   - 211 Main St. Bolivar

   i. Scopes of Work: 2 of 5 complete
   ii. Environmental: Lead/Asbestos/Mold
      a. 5 of 5 Asbestos Surveys complete (only 31 Grover contains asbestos)
      b. 5 of 5 Lead Assessments complete; 5 of 5 Mold Assessments complete.
   iii. Septic Systems – 15 Second Street in Andover and 26 Main Street Almond have Septic Systems and the cost to update these may be significant. As they have been empty for more than 30 days the County Health Department won't test them until they have been occupied. We may need to have someone attempt to determine what the designs are as they are older the than the County Health Department records (>1978)

d. Occupied Properties:
   i. 32 Chestnut St. Wellsville- TBD (occupied) – responsive to outreach. The estimated rent based on typical calculations is approximately $540/month
   ii. 73 Olive St. Bolivar- Jason contacted the occupant. The first time homebuyer application is available. We need to list everything that is wrong including back porch, floor jacks, garbage clean-up and bathtub is draining into the basement.

   iii. 211 Main St. Bolivar
      a. Price Point
         i. Home Headquarters – 7 ½ % APR; need 2% down
      b. Budget- est. $60k in materials – proposed buyer went through did and estimate of materials that was approximately $60,000 including electric, HVAC, plus labor.
      c. Enforcement Note – 2nd note. It's a control mechanism that would allow the land bank to regain sole possession of the property if the buyer fails to perform. ACLBC has already adopted an enforcement note that can be reviewed on our webpage.
      d. Historic designation – the property has some elements that meet the historic register but Bolivar has not undertaken a historic district nor has the house been nominated in the past.

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

a. RFQ for Legal Services – We have received zero responses from in county. We will now reach out to the surrounding counties of Steuben, Livingston, Wyoming and Cattaraugus.

**9. <u>NEW BUSINESS:</u>**

a. Annual Meeting – required for compliance with PARIS
   i. January 22nd, 2024
   ii. Elections and Committee Appointments

b. PARIS due March 31, 2024
c. AmeriCorps NCCC Application Summer 2024 (application due Jan 2024)

**On a motion by Kier Dirlam and seconded by Darwin Fanton to apply for the AmeriCorps NCCC. Approved**

**10. <u>GOOD OF THE ORDER:</u>**

a. The Director will not be available Nov 24th- 28th.
b. Allegany/Catt Co received $2.5 million lead hazard funding.

**11. <u>NEXT MEETING:</u>**

a. Next meetings will be scheduled for December 18th, 2023 at 9AM
b. Due to the Martin Luther King holiday the January Meeting will be moved to January 22nd, 2024 at 9AM

c. Due to Presidents Day holiday the February Meeting will be moved to February 26, 2024

**12. <u>ADJOURNMENT:</u>**

**On a motion by Darwin Fanton and seconded by Dave Evans the meeting was adjourned at 10:30 AM.**

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