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Allegany County Land Bank
Board Meeting
Meeting Minutes October 16th, 2023

Attending: Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton
Excused: Ed Zalar
Absent*:* Jenna Kelley
Contractors: Jason Isaman

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

2. **MINUTES:**
   a. Regular Board Meeting- September 25, 2023

A motion by Darwin Fanton and seconded by Dave Evans to approve the September 25, 2023, regular board of directors meeting minutes is Approved.

3. **FINANCIAL:**
   a. **Treasurer's Report**
      i. August 2023 (Tabled) - No Action
      ii. September 2023 (Tabled) - No Action
      iii. October 2023 – Report was reviewed.

On a motion by Dave Evans and seconded by Kier Dirlam, the October 2023 Treasurers report was Approved.

   b. **Administrative Invoices**

i.	Fourth Sector	$ 5,083.33
ii.	Cunningham	$ 360.00

A motion by Dave Evans and seconded by Darwin Fanton to pay two administrative invoices in the total amount of $5,443.33 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. EXECUTIVE DIRECTOR REPORT:

a. Major Achievements

- Hired mold risk assessor for rehab houses.
- Completed asbestos surveys.
- Release Request for Qualifications regarding legal services.
- Obtained Lead Risk Assessment Quotes.
- Worked with potential buyer to begin 211 Main St. development plan.
- Connected with a new contractor to add to our list of approved contractors.
- Contacted housing occupants.

b. Goals For Next Month

- Complete site-specific environmental reviews of all properties/SEQR.
- Submit LBI Phase I and LBI Phase II Q4 2023 Disbursement Request.
- Rehire and continuing populating and roll out our Building Blocks mapping software.
- Get occupied properties under a rental agreement.

c. Barriers To Meeting Goals

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

d. Upcoming Events

- 10/26 NY Land Bank Assoc. monthly meeting 1:00pm

5. FUNDING:

a. HCR Land Bank Initiative:

i. Phase Two

1. Non-capital work approved, and we are moving forward.
2. Need SEQR for capital projects to begin (post env testing results).

6. HOUSING STUDY

b. Survey taker position – person who was announced last month never filed paperwork to start so they never did any surveys. Former survey person has returned part-time to continue – Joel Grabow. Starting this week.

c. Updates: 41% complete

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 (closed 10-12-23) (buyer to demo)**

c. Demolition Properties:
   i. 172 E. State St. Wellsville –Demo
   ii. 2361 Stannards Road Wellsville- Demo
   iii. 10 Spring St. Cuba- Demo
   iv. 7283 Route 20, Friendship-Demo
   v. Asbestos Surveys - 4 of 4 asbestos tests complete [waiting on results for 2]
   vi. 2/4 Demos already have received asbestos abatement and demo bids.

On a motion by Darwin Fanton and seconded by Dave Evans to move forward with abating the Asbestos in 172 East State Street, Wellsville, 2561 Route 19, Wellsville, 31 Grover, Wellsville was approved.

On a motion by Darwin Fanton and seconded by Dave Evans to award the Asbestos Abatement to Cyrco Construction in the amounts of: 172 East State Street, Wellsville for $8,000; 2561 Route 19, Wellsville for $6,500; 31 Grover, Wellsville for $1,595 was approved.

On a motion by Darwin Fanton and seconded by Dave Evans to award the demolition projects to Cyrco Construction in the amounts of: 172 East State Street, Wellsville for $29,000; 2561 Route 19, Wellsville for $24,000 was approved.

On a motion by Dave Evans and seconded by Darwin Fanton to award the Air Quality monitor projects related to the demolitions to Northeastern Environmental in an amount not to exceed $2,000 per property was approved.

On a motion by Dave Evans and seconded by Darwin Fanton to award the Asbestos Survey work to Northeastern Environmental in an amount not to exceed $6,400 was approved.

d. Stabilization Properties: Five Properties slated (6 units)
    i. 62 O'Connor St. Wellsville –Stabilization – no asbestos found
    ii. 26 Main St. Almond – Stabilization (2 units)- only asbestos found is the transite siding that doesn't need to be disturbed.
    iii. 31 Grover St. Wellsville – Stabilization
    iv. 15 Second St. Andover- Stabilization
    v. 211 Main St. Bolivar- Stabilization
    vi. Scopes of Work: 1 of 5 complete
    vii. Environmental: Lead/Asbestos/Mold – approvals below
        a. 5 of 5 Asbestos Surveys complete [waiting on results from 2];
        b. 0 of 5 Lead completed [waiting on all reports];
        c. 5 of 5 Mold Assessments complete [waiting on all reports]

On a motion by Darwin Fanton and seconded by to award the Work Plan Development at a rate of $300/Plan for a total not to exceed $1,500 to Strum Inspection was approved.

On a motion by Kier Dirlam and seconded by Dave Evans to award the Mold Risk Assessments at a rate of $600/test; $300/clearance for a total not to exceed $4,500 to Empire Development Inc. was approved.

On a motion by Darwin Fanton and seconded by Dave Evans to award the Lead Risk Assessments to LaBella Associates for an amount of $6,950 was approved.

d. Occupied Properties:
    i. 32 Chestnut St. Wellsville- TBD (occupied)
    ii. 73 Olive St. Bolivar- TDB (occupied)
    iii. Occupancy Agreement – still awaiting information from the Lawyer's office.
    iv. Briefly discussed if we want to enter into an occupancy arrangement as the current tenants of both of the properties have indicated that they can't afford to purchase the houses and do the work required. Discussed possibly undertaking eviction proceedings or sell "as is" to someone with the tenants in the houses. No conclusion was made.
    v. 211 Main St. Bolivar Scope of Work Review - We reviewed the work plan that was presented. A lengthy discussion of the various options regarding many facets of this method of redeveloping a property including incentives vs outright purchase plan; work plan costs estimates by the purchaser vs we hire the estimating out; appraiser estimate of what it would be valued at if all the work was done per the work plan; discussed possibly needing a work session prior to our next regular meeting to discuss further. Other issues that

were touched on included: Price Point and Budget, Enforcement Note, Funding assistance

vi. Land Bank Board requested Jason Isaman to have the proposed developer do an estimate of how much they think the repairs will cost within 2 weeks.

vii. Land Bank Board requested Jason Isaman to reach out to the NYS Land Bank association to research further on the legal issues related to how to properly undertake the land transfer while keeping the benefits of the Land Bank including No Taxes in place while the work is done and using the grant funding to do some of the critical infrastructure work.

8. OLD BUSINESS:

a. Fair Housing Policy
b. To date we have not received any review from the County Attorney on this document.
c. It was determined that we should pass it as is and if we receive further direction in the future, we can do an amendment to the policy.

On a motion by Dave Evans and seconded by Kier Dirlam the Fair Housing Policy was approved.

d. RFQ for Legal Services – the RFQ has been distributed to the legal offices in the County that we have not done business with previously. If no viable responses are returned then we will widen the physical area to the surrounding counties and distribute to them. The Goal is to have new additional legal representation by the beginning of 2024.

9. NEW BUSINESS:

a. Approved Contractor Application
    i. Peligan Excavation & Renovations, LLC

On a motion by Darwin Fanton and seconded by Dave Evans added Peligan Excavation and Renovations, LLC to our Approved Contractor List. Approved.

10. GOOD OF THE ORDER: - None

11. NEXT MEETING:

a. Tentative Work Session scheduled for November 8, 2023, at 10am - Noon
b. November 20th, 2023 at 9am at the Crossroads Conference Center.

12. ADJOURNMENT:

On a motion by Darwin Fanton and seconded by Kier Dirlam the meeting was adjourned at 11:11 AM.

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