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Allegany County Land Bank
Special Board Meeting
Meeting Minutes July 26, 2022

Members Present: D. Fanton, K. Dirlam, C. Knapp, and E. Zalar

Absent: B. Loucks and D. Evans

Others Present: J. Isaman, G. Smith, and J. Adams

1. CALL TO ORDER

The meeting was called to order at 2:10 p.m. by Vice-Chair E. Zalar.

2. INTRODUCTIONS

J. Isaman mentioned Glenn Smith joined in today's meeting in case there are any budget questions. Glenn said that he will review that budget that is submitted for the funding request.

3. HCR LAND BANK INITIATIVE GRANT OPPORTUNITY

J. Isaman distributed an outline describing the timeframe and scope of services for the grant application and reviewed the planned activities for Phase I and Phase II.

Phase I activities will focus on non-capital projects. Administration and program development are allowed under Phase I but acquisition and bricks and mortar work is not allowed until phase II.

Phase II activities will include property acquisition, stabilization planning to include title search and environmental review objectives and connecting eligible buyers with Land Bank properties.

K. Dirlam recommended J. Isaman submit an annual budget of $100K. J. Isaman stated that phase I HCR LBI funds are based on actual spending with proof of costs to be submitted.

Phase I will most likely begin in August 1, 2022, with Phase II start later in 2022 and will run at the same time. Phase I is "emergency money" to get land banks like ours some critical funding while the funding for capital projects is rolled out.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to accept the work plan and budget for the HCR Land Bank Initiative Grant application as discussed.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve J. Isaman to submit the HCR Land Bank Initiative Grant application on behalf of the Allegany County Land Bank.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the new programs in concept as discussed and move forward to create policies and procedures to address the program requirements and eligibility for the HCR Land Bank Initiative Grant.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried approving J. Isaman to sign grant funding disbursement requests on behalf of the Allegany County Land Bank for the HCR Land Bank Initiative Grant with a successful funding application.

4. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont and will be an in-person meeting on August 15 at 9:00 a.m.

5. ADJOURNMENT

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to adjourn the meeting at 2:42 p.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator