

Wayne County Land Bank
May 17, 2018
11:00 a.m.

Present: Brian Manktelow, Steve Groat, Laurie Crane, Chuck Verkey, Sandy Pagano, Karen Ambroz, Brian Pincelli, and Patrick Schmitt

5/17/18 Agenda:

Mrs. Crane motioned to accept the presented agenda items. Mrs. Ambroz second. Passed.

5/7/18 Minutes:

Mr. Pincelli moved to accept the minutes from the May 7th 2018 meeting as presented. Mr. Schmitt second. Passed.

Bylaws:

- Membership, Section 2: Mrs. Crane suggested adding people from the public to serve on the Land Bank Board. Mrs. Ambroz made a motion to amend the bylaws from a seven person Board to nine, with two positions for at large members. Mr. Schmitt second. Passed. Mrs. Ambroz will draft a letter to Chairman LeRoy suggesting the increase of membership. A resolution will be presented to the Board of Supervisors.
- Section 14, Page 9: Mrs. Crane made a motion to change the bylaws as amended to Annual Meeting. Mr. Pincelli second. Passed. Mr. Pincelli will send out updated bylaws to the committee.
- Acquisition Guidelines: no changes made, Mr. Schmitt moved to accept as presented. Mrs. Crane second. Passed.
- Disposition of Real and Personal Property Policy: Mrs. Crane made a motion to suggest legal representation; preferably from outside the County, with possible ties to environmental property on a per diem basis. Mr. Verkey second. Passed. County Attorney Connors will be consulted on this issue.
- Procurement Policy: Mr. Pincelli motioned to adopt the policy as amended. Mr. Schmitt second. Passed.
- Investment Policy: Mr. Groat motioned to adopt the policy as presented. Mr. Schmitt second. Passed.
- Personnel Policy: Mrs. Crane motioned to adopt the policy as presented. Mr. Verkey second. Passed.

Funds Management Update:

- Mr. Schmitt notified the Board that the tax ID has been filed. A payroll return will be due every quarter.
- Canandaigua National, Lyons National and Chase banks were researched for possible account openings. Canandaigua does not have any local branches and Chase has fees. Board members agreed that Lyons National Bank would be the best choice of the three with a .03% nonprofit interest rate on a savings account. Mrs. Ambroz motioned to open an account with LNB seconded by Mr. Manktelow. Passed. Mrs. Crane motioned to add Sandy Pagano, Brian Manktelow, Chuck Verkey and Karen Ambroz as signers for the LNB account. Mr. Schmitt second. Passed. An official resolution will be drafted in order to open the LNB account.

Wayne County Contract: Mr. Pincelli moved to authorize the Chairman to execute the contract, Mr. Schmitt second. Passed.

Quotes for insurance: Mr. Schmitt and Mr. Pincelli will talk with agents and present quotes at the next meeting.

Public Authorities Accountability Act:

Mrs. Crane made a motion that Mrs. Pagano and Mr. Pincelli would upload the budget to the Paris website. Mrs. Ambroz second. Passed.

Director Position:

There was a lengthy discussion regarding the director position. The Board decided on a Bachelor's Degree or experience in Business Administration for qualifications. Mrs. Crane motioned to accept the job description for the director as amended, Mr. Verkey second. Passed. The job description will be published on the Land Bank Association Board website. Mr. Pincelli will compile a list of potential places to post the director's position and will send to board members. Mr. Verkey motioned to advertise the director's position, Mrs. Ambroz second. Passed. Applications will be sent to Kelley Loveless at 26 Church Street. Mrs. Crane motioned that the director's position salary range be set at \$60,000-\$70,000. Mrs. Ambroz second. Passed.

Accounts Payable:

Mr. Schmitt requested incurred bills by the Land Bank be covered by County funds and then deducted from the \$250,000. The Board was in agreement on this issue.

Website:

Mr. Pincelli stressed the need for a website. It was noted that the County provides a website to the IDA at no charge. The Land Bank website would be created through Wayne County IT Department. Mrs. Ambroz will work with IT to develop the page. Mrs. Pagano will design the Land Bank logo.

Auction Parcels:

Mrs. Ambroz inquired about the auction parcels. Mr. Manktelow will review the parcels with her and will be discussed at the next meeting.

Funding Opportunities:

Mr. Pincelli noted that there are CDBG and Attorney General's Office funds available. The Land Bank will need to apply for both funding sources soon.

The meeting adjourned at 12:32 p.m.

The next meeting of the Wayne County Land Bank is scheduled for June 7th, 11:00 a.m. at the 9 Pearl St. 2nd Floor Conference Room.

Respectfully submitted,

Kelley Loveless