

Land Bank
April 4th, 2019
1:00 p.m.

Board Members Present: Steve Groat, Sandy Pagano, Amber Roberts, Chuck Verkey, Laurie Crane, Karen Ambroz and Ken Miller

Excused: Brian Pincelli

Others Present: Attorney John Morell and Mark Humbert

3-21-19 Minutes:

Mrs. Pagano motioned to approve the minutes as presented, seconded by Ms. Roberts. Passed.

Director Candidate:

Mrs. Pagano motioned to hire Mr. Mark Humbert as the Land Bank Director, seconded by Mr. Verkey. Upon roll call all were in favor and the motion was passed unanimously. Mr. Miller noted that casual time put into the land bank should be recorded. Mr. Humbert agreed.

An Employment Letter for Mr. Mark Humbert was drafted noting the following:

- Salary: \$65,000
- 35 hours per week
- Report to the Chair or Vice Chair
- Probationary Period of 3 months from start date
- Annual Leave: 26 paid days that can be used for vacation/sick/personal leave
- Leave accruals may be used after 4 weeks of employment
- No more than 30 days of leave can be accrued per year and carried to the next year
- The maximum number of accrued days during employment is 120 days

Audit:

Mrs. Crane motioned to hire the EFPR Group for financial audit services, not to exceed \$2000.00. Mr. Verkey second. Upon roll call all were in favor and the motion was passed unanimously.

Treasurer's Report:

A return of tax payment was received in the amount of \$1326.14 for the Lyons, Sodus and Palmyra properties. Ms. Roberts officially resigned as treasurer effective 4/4/19. Mrs. Pagano will continue to cover the duties of treasurer. Account balance: \$490,749.34. Mrs. Crane motioned to accept the report as presented, seconded by Mrs. Ambroz. Passed. Mrs. Pagano will be removing Patrick Schmitt and Brian Manktelow as signatories on the account.

6112 Spring Green Road Property:

Mrs. Ambroz received a quote from Scottsdale Insurance. The total cost for the year premium is \$794.22, cash value. The insurance that is currently covering the property will expire on April 8th, 2019. Mr. Verkey motioned to buy the proposed insurance through Scottsdale effective 4/8/19, seconded by Mrs. Crane. Upon roll call all were in favor and the motion was passed unanimously.

Acquisition of Property and Property Disposition Policies:

Attorney Morell revised these policies based on the Syracuse Land Bank documents. He noted that there were several programs Syracuse participates in and advised the Board to read through the documents. The Board agreed to review the documents and report back at the next scheduled meeting. Copies of the

Acquisition and Disposition polices will be attached with the April 4th minutes for the Board to review. Attorney Morell highly suggested dealing with the properties currently in care of the Land Bank before taking on other projects.

Website:

The website is up and running at waynecountylandbankny.com. Mrs. Pagano will be posting all current land bank properties on the website.

Department of Labor:

Mrs. Ambroz noted that the claimant (the former director) has requested a labor hearing regarding her unemployment status.

Enterprise Grant:

Mrs. Ambroz said the biweekly Tuesday conference calls will be held at 11:30 a.m. for one hour regarding the grant. Mrs. Ambroz also advised of several documents that need to be presented to Enterprise in order to confirm delivery of grant funds. Mrs. Pagano motioned to authorize Attorney Morell to obtain the Certificate of Good Standing and a certified copy of incorporation from New York State, not to exceed \$300.00. Mrs. Ambroz second. Upon roll call all were in favor and the motion was passed unanimously. Other documents needed include a Conflict of Interest policy and a Certificate of Incumbency. Mrs. Ambroz will write a resolution to accept the Enterprise grant funds for the next meeting. Enterprise will also need to be named as additionally insured on the land bank insurance policy.

Land Bank Attorney – Engagement Letter:

Mrs. Ambroz noted that she received an Engagement Letter from Attorney John Morell. The Board agreed that modifications should be incorporated into the letter regarding real estate closings and meeting fees. Attorney Morell will revise and send to board members. The Board agreed that Mr. Morell's official start date was March 29th, 2019. Mrs. Crane motioned to authorize the Chair to sign the revised letter when it is received, seconded by Mr. Verkey. Upon roll call all were in favor and the motion was passed unanimously.

Committee Reports:

There were no committee reports received at the meeting.

Mr. Verkey motioned to adjourn at 2:50 p.m. seconded by Ms. Roberts.

The next meeting of the Wayne County Regional Land Bank, Corp. is scheduled **for April 11th, 2019 at 2:00 p.m.**, 9 Pearl St. 2nd Floor Conference Room.

Respectfully submitted,

Kelley Loveless