

Land Bank  
May 16th, 2019  
1:00 p.m.

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

Also in Attendance: Mark Humbert

#### 5-2-19 Minutes:

Mrs. Ambroz questioned the CDBG section of the minutes from the 5-2-19 meeting. The minutes should have read that the IDA has funds (not the Land Bank) that need to be moved to the County, the County should in turn commit those funds to the Land Bank county budget line. Mr. Pincelli will present the budget adjustment at Economic Development and Planning Committee for consideration by the full Board on May 21<sup>st</sup>, 2019. Mrs. Pagano motioned to accept the 5-2-19 minutes with the amendment regarding the CDBG funds, seconded by Mr. Verkey. Passed.

#### Agenda:

Mrs. Crane motioned to accept the 5-16-19 agenda as presented, seconded by Mr. Miller. Passed.

#### Director's Report:

- There are tech issues concerning email on the [director@waynecountylandbankny.com](mailto:director@waynecountylandbankny.com) account that IT is working on.
- Mr. Humbert attended the County Finance committee meeting on 5/14/19 with Mrs. Ambroz.
- Mr. Humbert tried contacting Mr. Sebring regarding the Ridge Road, Sodus property.
- The biweekly conference call with Enterprise was attended by Mr. Humbert and Mr. Pincelli.
- Mr. Humbert also noted concerns regarding property maintenance in reference to lawn mowing.

#### Mowing Services:

Mr. Pincelli motioned to authorize the Director to inquire about mowing services for the three properties currently owned by the Land Bank, not to exceed \$1500.00 in a two month period, seconded by Mrs. Ambroz. After roll call everyone was in favor and the motion was passed unanimously.

Mr. Pincelli motioned to authorize the Director to send out Request for Proposals (RfP) for mowing services for land bank properties, seconded by Mr. Miller. Passed.

#### Treasurer's Report/Financial Audit:

Mrs. Pagano noted that the Land Bank received a check in the amount of \$369.00 from Wayne Cooperative Insurance for the Spring Green Road, Wolcott property. She turned over the 2018 bank statements and vouchers to Mr. Humbert for the 2018 financial audit. It was noted that the auditors are scheduled to be at the 76 William St. location on May 31<sup>st</sup> to launch the audit. It was also noted that Allied Financial Partners filed for an extension on May 15<sup>th</sup> for the 990. Mrs. Pagano will authorize Mr. Humbert to use the Staples account. She will also work on viewing rights to the LNB account for him as well. Two accounts will be set up at LNB specifically for CDBG funds. Mrs. Crane motioned to accept the Treasurer's Report seconded by Mrs. Ambroz. Passed.

#### Attorney Engagement Letter:

Mrs. Ambroz noted that she received a revised engagement letter from Attorney Jon Morell. The following was added:

- Attend Board Meetings at a rate of \$250.00 per meeting
- Real Estate sale closings at a rate of \$550.00 plus costs

Mr. Pincelli motioned to accept the revised engagement letter from Mr. Morell, seconded by Ms. Roberts. After roll call all were in favor and the motion was passed unanimously.

Department of Labor Update:

Mrs. Ambroz informed the Board that charges to the unemployment insurance for Ms. Castro's claim totaled \$3150.00.

6112 Spring Green Road, Wolcott Property:

Mrs. Crane informed the Board that Mr. Watkins signed the contract to purchase the property for \$7800.00. on May 15<sup>th</sup>, 2019. Mrs. Crane received a deposit of \$1000.00 towards the purchase. Mrs. Crane also noted that he signed and initialed the Lead Compliance addendum, signed the property purchase application and received a receipt for the \$1000.00 deposit. Ms. Roberts motioned to accept the purchase offer from Mr. Randy Watkins for the 6112 Spring Green Road, Wolcott property and authorize the chairman and the attorney to close on the sale; and furthermore, conditions under the Land Bank Disposition Policy notes that disposition of any property sold under fair market value requires a valid reason for such sale and that reason is due to owner occupancy at the Spring Green Road location, seconded by Mrs. Pagano. After roll call all were in favor and the motion was passed unanimously. Members of the Board expressed appreciation to Mrs. Crane for her effort on the issue. Mrs. Crane questioned the time frame of the closing on this property.

Enterprise Grant:

- Mr. Humbert explained that once they finalize classifying properties from the 2019 auction they can submit their information for review by Enterprise. He also noted that the next grant opportunity through Enterprise will be later in the year. He would like to try and spend down as much of the current grant before applying for more funding.
- Board members agreed to open a new bank account specifically for the Enterprise grant.
- Mrs. Pagano inquired about matching funds for the Enterprise grant.
- Phone conferences with Enterprise have been moved to 2:30 on Tuesdays.

Website:

The website is running well. Mrs. Pagano noted that all PARIS documentation will need to be completed and loaded onto the website per regulations.

NYSLBA Summit:

June 12-14<sup>th</sup>, 2019 the New York State Land Bank Association will be holding a summit in Buffalo. Mrs. Ambroz motioned for Mr. Humbert to attend the summit with costs being covered by the land bank not to exceed \$1000.00., seconded by Mr. Pincelli. After roll call all were in favor and the motion was passed unanimously. It was noted that the summit itself was free to association members.

Demo RFP:

Mr. Pincelli reiterated that there needs to be an air quality consultant and each property will require a utilities disconnect.

Mr. Verkey suggested that there should be two separate RfP's, one exclusively for the three properties already owned by the Land Bank and a second for properties that will be acquired from the 2019 County Foreclosure Auction.

Committee Reports:

No committee reports were received.

2019 County Foreclosure Auction Property Review:

The following parcels were reviewed by the Board to request transfer to the Land Bank:

Butler, Seq #285  
Galen, Seq #307  
Galen, Seq #377  
Galen, Seq #401  
Galen, Seq #412  
Lyons, Seq #594  
Lyons, Seq #610  
Lyons, Seq #618

Lyons, Seq #620  
Macedon, Seq #654  
Ontario, Seq #805  
Rose, Seq #944  
Rose, Seq #986  
Savannah, Seq #1031  
Savannah, Seq #1042  
Sodus, Seq #1171  
Sodus, Seq #1174  
Sodus, Seq #1254  
Sodus, Seq #1262  
Sodus, Seq #1263  
Williamson, Seq # 1479  
Wolcott, Seq #1557  
Wolcott, Seq #1582  
Wolcott, Seq #1617

Mr. Verkey motioned to adjourn at 2:54 p.m. seconded by Ms. Roberts.

The next regularly scheduled board meeting of the Wayne County Regional Land Bank, Corp is scheduled for June 6<sup>th</sup>, at 1 p.m. at the 9 Pearl St. 2<sup>nd</sup> Floor Conference Room location.

Respectfully submitted,

Kelley Loveless