

## Executive Director Update - September 16, 2019

*This has been a busy month. Please review this update. I have noted which items will require action on Thursday. If you have questions on any other items, we can discuss those also. mark*

### Enterprise Funding

- I spent today (Monday) with our Enterprise consultant. She was impressed with Wayne County and how quickly the Land Bank is getting up and running. We are one of the newest Land Banks.
- The consultant was very impressed with the County's financial commitment and noted that the commitment will help us secure additional State funding as funds are made available.
- *No action required.*

### CDBG Grant

- The contract with LaBella to administer the funds has been executed.
- Karen opened the CDBG account and the funds will be deposited into the account this week.
- The Town of Lyons officially condemned the 42 Elmer Street property for health and safety reasons and contracted with us to demolish it.
- The next steps are to do the required environmental review and prepare demolition bid documents. LiRo will be completing these activities for us.
- *No action required.*

### County Funding

- I am meeting with the Finance Committee on Friday afternoon to discuss the County appropriation for 2020.
- I completed a "mid-year" report for the Finance Committee which I have forwarded to each of you.
- *I appreciate your continued support as this appropriation is discussed.*

### Activities

- I will be speaking at the Planning and Economic Development Real Estate Development Breakfast
- I have met with numerous individuals and groups across the County to discuss the Land Bank:
  - o I met with most supervisors and code enforcement officers in the towns and villages we own properties to discuss the properties and our intentions for the property
  - o I have met with the Mayors of Sodus Point and Sodus and the Clyde Town Clerk to explain the Land Bank and our mission
  - o I have continued talks with Habitat for Humanity and the potential for partnership
  - o I met with several individuals from Lyons, including the supervisor, who are interested in the improvement of Lyons.

- I met with individuals from Clyde who are interested in the continued improvement of Clyde.
- I have shown properties to several interested parties. We have a few completed applications to be considered.

### **Engineering and Environmental Services**

- The contract with LiRo is waiting attorney approval. The contract was complicated by the need to include CDBG and Enterprise language in the contract to satisfy these grant sources. The contract will likely be executed prior to our meeting.
- *No action required.*

### **Rose Property**

- Mr. Watson has found other living arrangements and is no longer living in the house.
- The locks will be changed this week
- *No action required.*

### **Mowing**

- We received a bill from the Village of Clyde for water, sewer and mowing charges incurred prior to our taking possession of the property. I have met with the Village Clerk and am preparing a formal request to have the charges reduced.
- All of our properties requiring mowing are being mowed.
- *No action required.*

### **Tax Exempt Status**

- Karen and I have been working on establishing the Land Bank's 501c3 Tax Exempt status. This process requires the completion of IRS Form 1023 and NYS Form Char 500.
- It has been determined that Land Banks are tax exempt and do not require obtaining 501c3 status. There is one land bank in NYS that is not a 501c3.
- Having the 501c3 designation will provide us with a tax-exempt number that will facilitate the donation of properties to the Land Bank.
- John Morell and our Auditor recommended we obtain 501c3 status.
- *No action required.*

### **2018 Tax Return**

- Allied has completed our 2018 IRS 990 tax return.
- In the future, we will likely be exempt from completing the 990. We will be asking for and likely receive exemption from filing as part of the 501c3 process.
- *No action required.*

### **Web**

- Sandy has the properties posted on our site. They look great.
- We are creating a tab that shows all of our policies. This is required.
- We will be creating a property disposition section to our web page. This is required.
- *No action required.*

## Insurance

- Karen and I met with John Murray, our insurance agent to review our policies.
- *No action required.*

## Policy Review

- I have begun a review of our policies to make sure we are complying with them or to make recommendations for appropriate changes.
- We did not have a Whistleblower policy. Attached is a Whistleblower policy modified for our use from the Wayne County IDA.
- Modifications were necessary to the Disposition Policy. Attached is the modified Disposition Policy.
- *Motion to approve the Whistleblower policy.*
- *Motion to approve the updated Disposition policy.*

## Property Dispositions

- I have contacted everyone who has contacted the Land Bank since the Tax Auction to offer them the opportunity to apply to purchase the properties.
- I have shown 6 properties to several potential buyers. Those meetings with potential buyers include:
  - o Walk through of the property
  - o Review of the Purchase Application.
  - o Review of our process
  - o If being purchased for rehab, I go over those items that we will required to be fixed, updated, and completed after purchase
  - o I explain that depending on their application, their intentions and the condition of the property, that we may require an enforcement mortgage.
- We have complete Purchase Applications to be considered at our meeting. I am completing and will forward to you a summary sheet of all offers received on properties as of tomorrow (Wednesday) afternoon. I am showing properties and hope to get another offer today.
- Habitat for Humanity may be interested in one of our properties to be renovated for their program participants. Our disposition policy provides significant latitude in setting the price of property we own.
- *Need a motion to approve purchase offers as recommended, pending lawyer approval.*
- *We need to discuss what we will charge Habitat for Humanity for property they may be interested in.*

## Book-keeping

- Jamie Corteville from Economic Development and Planning has been very helpful in providing ideas and advice on setting up our book-keeping system.
  - o She reviewed the QuickBooks options with me and recommended QuickBooks Premier. The version we found was slightly more than the amount the Board approved.

- She is going to work with me to set up the QuickBooks software to best serve the Land Bank.
- She recommended some changes to our current bill-paying process. Sandy, Karen and I will discuss this further in the next few weeks and bring a recommendation to the Board at the October meeting.
- *No action required at this time.*

#### **General Maintenance and Clean out**

- The locks have been changed on all properties considered potential renovations.
- Clean out is taking place on the Geneva Street property
- Clean out is scheduled for Newark Street in Sodus and Lawrence Street in Lyons
- We need to repair the roof on the Geneva Street property
- If they can not be sold soon, we will need to do roofing on Newark Street in Sodus and Cayuga Street in Clyde
- In accordance with our Procurement Policy, I will be obtaining at least 3 quotes for the required work. The recommended bid will approve Board Approval, likely at our October meeting.
- *No action required at this time.*