

**Wayne County Regional Land Bank**  
**26 Church Street, Lyons, NY**  
**January 21, 2021 1:00 p.m.**  
**Organizational Meeting**

Present: Jon Verkey, Joyce Moyer, Brian Pincelli, Karen Ambroz, Steve Groat, Ken Miller, Roger Gallant, Deb Hall and Mark Humbert

Excused: John Denniston and Phil Eynor

**Approval of 1-21-21 Agenda**

Mrs. Ambroz motioned to approve the agenda as presented, seconded by Mrs. Moyer. Passed.

**Appointment of Secretary**

Mrs. Ambroz motioned to re-appoint Kelley Loveless as secretary, seconded by Mr. Groat. Passed.

**Reappointment of Members to 3 year Term**

Mrs. Moyer motioned to re-appoint Steve Groat and Brian Pincelli, seconded by Mrs. Ambroz. Passed.

**Appointment of New Members**

- Mrs. Ambroz motioned to appoint Deb Hall to a 2 year term, seconded by Mr. Verkey. Passed.
- Mrs. Moyer motioned to appoint Roger Gallant to a 3 year term, seconded by Mr. Pincelli. Passed.

**Election of Officers**

- Mrs. Ambroz motioned to appoint Mr. Verkey as Chairman, seconded by Mr. Pincelli. Passed.
- Mrs. Ambroz motioned to appoint Mr. Groat as Vice Chairman, seconded by Mrs. Moyer. Passed.
- Mrs. Moyer motioned to appoint Mrs. Ambroz as Treasurer, seconded by Mr. Groat. Passed.

**Committee Appointments**

- Mr. Pincelli motioned to appoint Mr. Verkey, Mrs. Ambroz and Mrs. Moyer to the Finance Committee, seconded by Mr. Gallant. Passed.
- Mr. Groat motioned to appoint Mr. Pincelli, Mr. Eynor and Mr. Groat to the Governance Committee, seconded by Mrs. Hall. Passed.
- Mr. Groat motioned to appoint Mr. Gallant, Mrs. Hall and Mr. Denniston to the Real Estate Committee, seconded by Mr. Pincelli. Passed.

**Check Signatories**

Mr. Gallant motioned to authorize Mr. Verkey and Mrs. Ambroz as check signatories, seconded by Mrs. Moyer. Passed.

**2021 Board Meeting Schedule**

Mr. Pincelli motioned to continue meeting at 1 pm on the 3<sup>rd</sup> Thursday of the month, seconded by Mrs. Ambroz. Passed.

**Land Bank Policies**

Mr. Groat motioned to reconfirm the Land Bank policies, seconded by Mr. Verkey. Passed.

**Official Newspaper**

Mrs. Ambroz motioned to continue using the Times of Wayne County as the official newspaper of the Land Bank, seconded by Mr. Gallant. Passed.

**Banking Services**

Mrs. Ambroz motioned to continue banking with Lyons National Bank (LNB), seconded by Mrs. Moyer. Passed.

**Legal Services**

Mr. Groat motioned to continue using Jon Morell for legal services, seconded by Mrs. Hall. Passed.

**Audit & Tax Preparation**

Mr. Pincelli motioned to continue using Allied Financial Partners for audit and tax preparation, seconded by Mr. Groat. Passed.

**Payroll Services**

Mrs. Hall motioned to continue using Business Management Services (BMS) for payroll services, seconded by Mr. Verkey. Passed.

**Engineering Services**

Mr. Gallant motioned to continue using LiRo Engineering Group for engineering, demolition, design and management services, seconded by Mr. Groat. Passed.

**CDBG Administration**

Mr. Pincelli motioned to continue using LaBella Associates for CDBG administration, seconded by Mr. Verkey. Passed.

**Mowing & Snow Removal**

Mrs. Hall motioned to continue using ARC Wayne and Dave Burnham for mowing, maintenance and snow removal services, seconded by Mrs. Ambroz. Passed.

**Approval of 12-17-20 Minutes**

Mrs. Ambroz motioned to approve the minutes as presented, seconded by Mr. Verkey. Passed.

**Treasurer's Report**

As of December 31<sup>st</sup>, the balance in the regular checking account was \$739,036.66 with invoices totaling \$18,894.51. The CDBG checking account balance was \$653,448.13 with invoices totaling \$16,378.00.

Mrs. Moyer motioned to approve the Treasurer's Report, seconded by Mr. Gallant. Passed.

Mr. Verkey motioned to pay invoices as presented, seconded by Mrs. Hall. Passed.

### **5 West Main & 5066 Gray Street Demolitions**

Mr. Humbert reported that the lowest bid received was \$110,000. LiRO is still in the processing of completing the final evaluation. Mr. Verkey motioned to accept the lowest responsible bid for demolition at 5 West Main St. Sodus and 5066 Gray St, North Rose once LiRo Engineers have completed their review.

### **Child Advocacy Center, 22 Lawrence St. Lyons**

The Child Advocacy Center is scheduled to be completed by March, 2021. Mr. Groat motioned to authorize the Executive Director to enter into lease negotiations with Wayne County for 22 Lawrence St., Lyons seconded by Mr. Gallant. Passed.

### **Demolition of 42 Elmer St.**

Mr. Humbert reported that 42 Elmer has been demolished. Board members agreed to pay Bronze Construction the first payment for their work on 42 Elmer and 48 Broad St after the bill is reviewed and authorized by LiRo Engineers.

### **Quick Books**

Mr. Humbert reported that the bookkeeping system has been converted to Quick Books.

### **Board Evaluation Review**

After review of the evaluations, it was determined that members were interested in receiving more information regarding land bank activities. Mr. Humbert will start providing updates between meetings.

### **Annual Report**

Mr. Humbert is in the process of finalizing for February completion.

### **Adjournment**

Mrs. Ambroz motioned to adjourn at 2:27 p.m., seconded by Mr. Gallant. The next meeting of the Land Bank is scheduled for Thursday, February 18<sup>th</sup> at 1:00 p.m.

Respectfully submitted,

Kelley Loveless