

Wayne County Regional Land Bank
16 William St, Lyons, NY
February 17, 2021 1:00 p.m.

Present: Steve Groat (Chair), Roger Gallant (Vice Chair), Karen Ambroz (Treasurer), John Denniston, Phil Eygnor, Joyce Moyer, Bob Ohmann, Brian Pincelli, Richard VanLaeken, and Mark Humbert

Excused: John Denniston, Phil Eygnor

Approval of 2-17-22 Agenda

Mrs. Ambroz motioned to approve the 2-17-22 agenda as presented. Seconded by Mr. VanLaeken. Passed.

Treasurer's Report

Mrs. Ambroz reported that as of January 31, 2022, the balance in the regular checking account was \$1,016,519.80 with invoices totaling \$641.01 to be paid.

The CDBG checking account balance was \$287,275.93 with invoices totaling \$84 to be paid.

Mr. VanLaeken motioned to approve the Treasurer's Report. Seconded by Mr. Ohmann. Passed.

Payment of Bills

Mrs. Ambroz presented the bills to be paid for the month.

Mrs. Gallant motioned to pay the invoices as presented for payment. Seconded by Mr. Ohmann.

Passed.

Property Sales

No new offers were presented or considered.

Several previously approved sales are in various stages of transfer.

Elmer Street

Mr. Humbert reported that we received 6 bids for the remediation work on the Elmer Street properties.

Stantec is reviewing bids and will make their recommendation of the lowest responsible bid.

Mr. Pincelli motioned to authorize authorize the Executive Director to accept the lowest responsible bid and enter into a contract with the lowest responsible bidder for the remediation of Elmer Street properties using CDBG funds as recommended by Stantec (as project engineer and consultant), approved by LaBella Associates (as CDBG consultant), and approved by the WCRLB counsel after bid review by Stantec.

Mrs. Moyer Seconded. Passed

Audit

Allied CPAs would like to begin work on the WCRLB audit, taxes and financial statements by the end of February.

Mr. Gallant motioned to authorize the Executive Director to sign and engagement letter to have Allied CPAs, PC, to perform the WCRLB 2021 Audit for \$3,600, and prepare the WCRLB 2021 Financial Statements for \$425.

Mrs. Moyer seconded. Passed

Staffing

Mr. Humbert presented a draft job description for an Executive Director. He explained that it was necessary to find a deputy with the skills and experiences necessary to become the Executive Director.

Mr. Humbert briefly discussed his plans for continued service and offered the option that he would be willing to step aside as the fulltime Executive Director if the Board could identify a qualified candidate to become the Executive Director. His passion is for the success of the organization.

There was much discussion about the staffing need and appropriate skill set, experience and education to fill the position.

If the WCLRB decides to add a second position, we will need to discuss space for a second individual with the County.

It was also discussed that the Board needs to identify a salary range and benefits, including health and retirement.

Continued discussion will take place at the March meeting.

Code Enforcement

There was discussion about the concerns from Towns and Code Enforcement Officers about the confusion and lack of enforcement of fines levied for code-related violations.

It was discussed that the Land Bank could assist in facilitating a conversation with legal counsel and judicial officials to better understand the concern and develop strategies to improve the collaboration of stakeholders related to this matter.

Mr. Groat will contact County District Attorney Collarco to get some direction and perspective on how to best facilitate this conversation.

Adjournment

Mr. VanLaeken motioned to adjourn at 3pm. Mrs. Ambroz seconded. The next meeting of the Wayne County Regional Land Bank is scheduled for Thursday, March 17, 2022.

Respectfully submitted,
Mark Humbert