

Wayne County Regional Land Bank
16 William St, Lyons, NY
November 16, 2023 1:00 p.m.

Present: Steve Groat (Chair), Roger Gallant (Vice Chair), Bob Ohmann, Brian Pincelli, Richard VanLaeken, Mike Donalty, Kristen Scott

Excused: Joyce Moyer (Treasurer)

Also Present: Mark Humbert, Executive Director and Kaleigh Flynn, Deputy Director

Meeting convened at 1:04pm

Approval of 11-16-2023 Agenda

Mr. Donalty motioned to approve the 11-16-2023 agenda as presented. Seconded by Mr. VanLaeken. Passed.

Approval of 10-19-2023 Minutes

Mr. VanLaeken motioned to approve the 10-19-2023 minutes. Seconded by Mr. Donalty. Passed.

Treasurer's Report

As of October 30, 2023, the balance in the regular checking account was \$27,113.91 with invoices to be paid totaling \$11,452.91. The report also provided balances for newly opened investment accounts. The money market account balance is \$1,030,000. The CD account balances total \$1,152,199.51. The total October Balance for all accounts is \$2,209,313.42. Ms. Scott motioned to approve the Treasurer's Report. Seconded by Mr. Gallant. Passed.

Payment of Bills

The November bills were presented to be paid.

Mr. Pincelli motioned to pay the invoices as presented for payment. Seconded by Mr. Donalty. Passed.

1071 Rt 31, Macedon - Rando

Transfer of property is progressing.

Economic Development and Planning is working with the buyer on a PILOT agreement.

Stantec informed us that test results were received from the lab and their team was analyzing the data and putting the report together. Once the report is complete it will be sent to NYSDEC and NYSDOH for review. Occupancy of the building cannot occur until NYSDEC and NYSDOH have approved the air testing results.

NYS Land Bank Initiative Funding

Year two of LBI Phase I funding began in September 2023. Year one concluded with \$150,000 in administrative funds reimbursed to the Land Bank. In year two, due to the amount of projected activities and expenses, HCR approved an increase in funding of \$50,000, bringing the total for year two of the contract renewal to \$200,000 to be used for salaries, fringe, and other related administrative expenses. There is one more renewal year of funding through LBI

Phase I which is anticipated to continue to provide administrative support through mid-September 2025.

The Land Bank was awarded LBI Phase II funding in the amount of \$1,000,000 for the term June 1, 2023- December 31, 2024. Funds will be used for property acquisition and demolition. To date, the Land Bank has purchased 3 properties in the Town of Lyons and has received reimbursement from LBI Phase II totaling \$304,146.42.

Restore NY – Lyons

We continue to work with the Town of Lyons on next steps for the Restore NY grant. We met with the Project Manager for the Restore NY grant on 10/27 to discuss plans and what is needed to move the project forward. We will be working with the Town on submitting a budget detail form and financing information.

Saratoga Associates conducted their field work on 10/25 and 10/26 in the Town of Lyons for building assessments of 6 properties in the Canal/Geneva St. Neighborhood. These assessments will be put into a report and sent to SHPO for approval of work to proceed at these locations.

EPA Brownfield Multi-Purpose Grant

We continue to work through the required 'Pre-Award Certification' process with EPA. We have updated policies and procedures to meet criteria they are looking for in the areas of accounting, financial management, and reporting when federal funds are used.

County Tax Foreclosure Tax Adjustments

We have been in discussions with the County Treasurer and County Real Property Tax Director on how we can develop the best process for tax adjustments for taxes applied to properties before the Land Bank takes title to them. We will continue to work with them on ways we can better align the Land Bank taking title with the timing of when bills are issued. Forms of correction were submitted for School and Village tax bills that were given to the Land Bank this year for properties it now owns to request those bills to be zeroed. We began receiving some confirmation of corrections from one school district at this time.

State of the Land Bank Report

Mr. Humbert presented his State of the Land Bank, discussing the history, the current State and the future opportunities and threats. See attached.

December Board Meeting

It was agreed by Board members that moving the Board meeting up one week to December 14th would be best for everyone given the upcoming holiday.

Policy Updates

Staff worked to update policies to meet EPA requirements for use of federal funds. Some policies are in need of review and approval by the Board. After a discussion, it was determined that policies that have been revised will be sent to the Governance Committee for review and,

after Committee approval is received, they will be brought for final approval to the December Board meeting.

Adjournment

Mr. VanLaeken motioned to adjourn the meeting at 3:15 and to reconvene on December 14, 2023 at 1pm. Seconded by Mr. Donalty Passed.

Respectfully submitted,

Kaleigh Flynn, Deputy Director