

Wayne County Regional Land Bank
16 William St, Lyons, NY
December 14, 2023 1:00 p.m.

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

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

Meeting convened at 1:09pm

Approval of 12-14-2023 Agenda

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

Approval of 11-16-2023 Minutes

Mr. Gallant motioned to approve the 11-16-2023 minutes. Seconded by Ms. Scott. Passed.

Treasurer's Report

As of November 30, 2023, the balance in the regular checking account was \$26,315.78 with invoices to be paid totaling \$11,669.53. The report also provided balances for investment accounts. The money market account balance is \$886,858. The CD account balances as of 12/14/23 total \$1,162,446.03. The total balance for checking ending 11/30/23, money market ending 11/30/23, and CDs on 12/14/2023 is \$2,075,619.81.

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

Payment of Bills

The December bills were presented to be paid.

Mr. VanLaeken motioned to pay the invoices as presented for payment. Seconded by Ms. Scott. Passed.

1071 Rt 31, Macedon - Rando

Transfer of property is progressing.

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

The Indoor Air Sampling Report was completed by Stantec and sent to NYSDEC 11/29/23. We are waiting for NYSDEC & NYSDOH review the report and provide a response. Occupancy of the building cannot occur until NYSDEC and NYSDOH have approved the air testing results.

NYS Land Bank Initiative Funding

We received approval to shift funding to fully cover acquisition costs of the remaining two properties we're purchasing in January. 35 Geneva St., Lyons and 24 Church St., Lyons. We closed on 78 Canal St., Lyons and received reimbursement from HCR. The site visit for the Phase I ESA currently in progress was conducted by LiRo at 24 Church St. on 12/8.

If the next round of LBI Phase II is announced, we intend to apply for rehabilitation and stabilization funding for 22 Shuler St., Lyons and 24 Church St., Lyons.

To date, the Land Bank has purchased 4 properties in the Town of Lyons and has received reimbursement from LBI Phase II totaling \$424,146.42.

EPA Brownfield Multi-Purpose Grant

We have been working with an Accountant & Compliance Specialist from EPA who was assigned to review our policies and procedures. We had a virtual meeting with her 12/4 to better understand the format they require. After the meeting we decided to develop a comprehensive 'Financial Policies and Procedures Document.' We are confident we now have everything in place to receive final pre-award certification which will be valid for 4 years once approved.

Restore NY – Lyons

Attended the following meetings:

- Met with Home Leasing 11/20 at the project site
- Met with Dave Calhoun 12/1 to discuss partnership opportunities on the Restore project with WARC. Also potential needs, requirements, and challenges when developed to meet regulations and guidelines for disabled individuals. Possible grant opportunities were discussed as well.
- Met with Amy Haskins and Kelly Beaudette of Aging and Youth 12/12 to discuss needs, requirements, and potential challenges for housing seniors.
- Met with Town of Lyons and MRB 12/5 to discuss next steps
 - We are in discussion with MRB on the SEQR process for our properties in the Restore grant
- Met with the Town of Lyons, MRB, and two other property owners of buildings on Canal St. identified in the new Restore NY award letter, per the state.

Saratoga Associates completed the building documentation reports for 6 properties on Canal St. to be submitted to SHPO through the CRIS system. We will need SHPO approval for demolition or rehabilitation of these buildings.

Demolitions

Met with LiRo at 201 Church St. They have provided a proposal to provide demolition specification services for 201 Church St., Newark, 315 East Myrtle Ave, Newark, & 35 Geneva St., Lyons. The 3 properties will be bid together in one bid package. All three will be controlled demolitions with asbestos in place. Total cost proposed to develop the bid specs is \$21,300.

Mr. Donalty made a motion to authorize the Executive Director to sign LiRo Task Order #17 for demolition design services for 35 Geneva St., Lyons, 201 Church St., Newark, and 315 East Myrtle Ave, Newark. Seconded by Mrs. Moyer. Passed.

For 19 Columbia St., Clyde, we are waiting on final bid specs from LiRo. We're beginning the HCR checklist process. We are required to submit site-specific documentation and receive approval from HCR prior to demolition in order to use LBI Phase II funding. The Village has been contacted about SEQR. LiRo is submitting information into CRIS for SHPO.

Policy Updates

As mentioned, staff have been working to update policies and procedures in order to obtain EPA pre-award certification. A consolidated Policies and Procedures document was created. The governance committee was given the document and were made aware of changes and

updates included. The governance committee convened prior to the December Board meeting to discuss the document and changes. They recommend that the Board of Directors authorize the updates to the policies and procedures, as presented, and adopt the Policies and Procedures document.

Mr. Gallant made a motion to adopt the Wayne County Regional Land Bank Financial Policies and Procedures document effective December 14, 2023. Seconded by Mr. VanLaeken. Passed.

Leadership Transition

Mr. Pincelli motioned to approve the leadership transition plan proposed by Mr. Humbert, whereby Ms. Flynn be appointed to Executive Director and Mr. Humbert appointed to Deputy Director, effective January 1, 2024, with future consideration and review to occur after 6 months. Seconded by Mrs. Moyer. Passed

Mr. VanLaeken motioned to set 2024 salaries for Executive Director and Deputy Director. Seconded by Mr. Gallant. Passed.

Board Membership

Some changes will be taking place for the Board of Directors due to the conclusion of service of Mr. Groat and Mr. VanLaeken from their Town Supervisor roles. There is also a vacancy that needs to be filled due to the resignation of John Denniston. Mr. Groat and Mr. VanLaeken would like to stay on the Board and continue to serve. Mr. VanLaeken stated he will defer to Mr. Groat to fill this seat vacancy at this time, but would like to be considered when there is another opening.

For the two other seat openings. The Wayne County Board of Supervisors will need to determine the next two county representatives to serve on the Land Bank Board at their January Board Meeting.

Terms for Mr. Pincelli and Mr. Gallant will expire December 31, 2023. Both Mr. Pincelli and Mr. Gallant expressed they want continue to serve on the Land Bank Board of Directors and the Board would like them to be re-appointed. A resolution will be presented in January to the Wayne County Board of Supervisors to appoint two new Town Supervisors, to appoint Mr. Groat, and to re-appoint Mr. Pincelli and Mr. Groat.

A discussion occurred regarding new Officer Appointments for 2024. The recommendation of the Board of Directors is to appoint Mr. Gallant to Chairman, Mr. Donalty to Vice Chairman, and Mrs. Moyer to Treasurer.

It was discussed that Ms. Scott should be given signatory authority for the Land Bank accounts and on checks. A motion to authorize this will be presented in January.

Mr. Pincelli acknowledged the great efforts and service to the Land Bank of Mr. Groat and Mr. VanLaeken; noting Mr. Groat has been a Member of the Board since the Land Bank's inception and contributed to the creation of the Land Bank. The Board appreciates their advocacy of the importance of the Land Bank to their constituents at the County.

Property Acquisition

Mr. Pincelli motioned to go into executive session to discuss property acquisition. Seconded by Mr. VanLaeken. Passed

Mr. Ohmann motioned to come out of executive session at the conclusion of the property acquisition discussion. Seconded by Mr. VanLaeken. Passed.

Mr. Gallant motioned for authorization of the Executive Director to negotiate purchase of 1 Clyde Rd., Lyons with purchase condition that property is received with clear title. Seconded by Mr. VanLaeken. Passed

Adjournment

Mr. Donalty motioned to adjourn the meeting at 3:29 and to reconvene on January 18, 2024 at 1pm. Seconded by Mr. VanLaeken. Passed.

Respectfully submitted,

Kaleigh Flynn