

Wayne County Regional Land Bank
16 William St, Lyons, NY
February 20, 2025 1:00 p.m.

Present: Roger Gallant (Chair), Mike Donalty (Vice Chair), Joyce Moyer (Treasurer), Scott Johnson, Kristen Scott, Jim Brady, Richard VanLaeken, Brian Pincelli

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

Excused: Bob Ohmann

Reorganization Meeting convened at 1:03pm

Approval of 2-20-2025 Reorganization Agenda

Mr. Donalty motioned to approve the February 20, 2025 Agenda as presented. Seconded by Ms. Scott. Passed.

Approval of 1-16-2025 Minutes

Mr. Donalty motioned to approve the Minutes from the January 16, 2025 meeting. Seconded by Ms. Scott. Passed.

Treasurer's Report and Payment of Bills

Ms. Flynn reviewed the bank balance report and presented February bills for payment.

Ms. Moyer motioned to accept the Treasurer's Financial Report and approve payment of the February 2025 bills as presented. Seconded Mr. Johnson. Passed.

Updates

Ms. Flynn reviewed the Money Market Account and CD terms that will be maturing over the next few months. Ms. Flynn and Mr. Humbert recommend opening a CD in an amount to be determined once cash flow is reviewed for the coming months. Ms. Flynn presented terms and rates available.

Mr. Pincelli motioned to authorize opening a CD in accordance with the Finance Committee's recommendation. Seconded by Mr. Donalty. Passed.

The Land Bank's external auditors were on site early February and Financial Statements will be reviewed at the March Board Meeting.

Demolition of 19 Columbia St., Clyde is set to commence at the end of February. A Task Order from LiRo Engineers, Inc. to provide asbestos monitoring and construction oversight was reviewed.

Mr. Donalty motioned to authorize the execution of Task Order 15.7 for LiRo Engineers, Inc. to conduct asbestos project monitoring, asbestos air sampling, demolition oversight, and contract administration services in support of the demolition at 19 Columbia St., Clyde. Seconded by Ms. Scott. Passed.

Ms. Flynn and Mr. Humbert detailed the demolition agenda for this year and the urgency to get bid specs completed and solicited to get on contractor's schedules in order to avoid potential delays.

Mr. Johnson made a motion to authorize executing a task order for LiRo Engineers, Inc. to provide demolition design and bid procurement support services for multiple properties. Seconded by Mr. Brady. Passed.

Ms. Flynn and Mr. Humbert noted they expect to be awarded Land Bank Initiative funding and that contract documents will be available very soon. Staff submitted an application to the Land Bank Initiative Open Round funding request in January. The request includes proposed projects in 7 of the County's 15 Towns.

Ms. Moyer motioned to authorize execution of all required grant documents for Land Bank Initiative funding upon notice of award. Seconded by Mr. Johnson. Passed.

Ms. Scott questioned if there is an established schedule or process for annual salary review for staff. The Board discussed that the County's salary schedule should be followed as a guide at this time until specific procedures are adopted. Ms. Scott reviewed the County's Wage and Salary Range for 2025.

Mr. Pincelli motioned to set the Executive Director's 2025 salary at \$90,500. Seconded by Mr. Donalty. Passed.

Adjournment

Mr. Brady motioned to adjourn the meeting at 2:25 p.m. and to reconvene on March 20, 2025 at 1pm. Seconded by Mr. Donalty. Passed.

Respectfully submitted,
Kaleigh Flynn