

Finger Lakes Regional Land Bank Corporation

January 24, 2022 at 3:00 PM

Heroes 9-11-01 Conference Room or

Conference Call via GoToMeeting.com

Directors Remotely Present: Don Northrup

Directors Present: Ernie Brownell, Jill Henry, Les Marquart, Frank Sinicropi, David Wood

Directors Absent: Kyle Barnhart

Staff: Joe McGrath, Amanda Forney

Other Attendees: Michael Scaglione, CFO of the FLRLBC (remotely); Lisa Keshel, Seneca County Director of Real Property Tax (remotely)

1. The meeting was called to order at 3:00 PM by Frank Sinicropi, chairperson. A quorum was present.

2. A motion was made by Jill Henry and seconded by Frank Sinicropi to approve the minutes from the November 22, 2021 meeting. Motion approved 6-0.

3. Resolutions:

• **22-01: Resolution to Elect Chairperson**

Jill Henry made a motion and Ernie Brownell seconded to elect Frank Sinicropi as chairperson. Motion approved 6-0.

• **22-02: Resolution to Elect Vice Chairperson**

Frank Sinicropi made a motion and Ernie Brownell seconded to elect Jill Henry as vice chairperson. Motion approved 6-0.

• **22-03: Resolution to Elect Secretary**

Frank Sinicropi made a motion and Jill Henry seconded to elect Amanda Forney as secretary. Motion approved 6-0.

• **22-04: Resolution to Elect CEO/President**

Frank Sinicropi made a motion and Ernie Brownell seconded to elect Joe McGrath as CEO/President. Motion approved 6-0.

- **22-05: Resolution to Elect CFO**

Frank Sinicropi made a motion and Ernie Brownell seconded to elect Michael Scaglione as CFO. Motion approved 6-0.

- **22-06: Creation of 2022 Audit Committee**

Frank Sinicropi made a motion and Ernie Brownell seconded. Motion approved 6-0.

Jill Henry (chair), Frank Sinicropi (vice chair), and Les Marquart will serve as members of the Audit Committee.

- **22-07: Creation of 2022 Governance Committee**

Frank Sinicropi made a motion and Les Marquart seconded. Motion approved 6-0.

Jill Henry (chair), Les Marquart (vice chair), and Frank Sinicropi will serve as members of the Governance Committee.

- **22-08: Authorize Check Signers for 2022**

Frank Sinicropi made a motion and Les Marquart seconded. Motion approved 6-0.

Frank Sinicropi (chair), Jill Henry (vice chair), Joseph McGrath (CEO/president), and Michael Scaglione (CFO) are authorized to sign checks for 2022.

- **22-09: Meeting Schedule**

Frank Sinicropi made a motion and Ernie Brownell seconded the proposed meeting schedule for 2022:

Tuesday, March 22nd at 4:00 PM

Tuesday, June 28th at 4:00 PM

Tuesday, September 27th at 4:00 PM

Tuesday, December 27th at 4:00 PM

Motion approved 6-0.

- **22-10: Appoint Accountants**

Frank Sinicropi made a motion and Jill Henry seconded. Motion approved 6-0.

Bowers & Company CPAs PLLC has been used by the Land Bank the last several years and is located in Syracuse, NY.

- **22-11: Appoint Legal Counsel**

Frank Sinicropi made a motion and Jill Henry seconded. Motion approved 6-0.

Mr. McGrath stated that in Fall 2021, the Land Bank authorized an RFP for legal services and 5 quality responses were submitted by end of year. Board members provided feedback and the process for interviews were completed. Two firms were selected and will need final Land Bank Board approval. Heaton & Venuti, LLP of Geneva, NY will work on everyday closings and as general counsel. Hancock Estabrook, LLP of Syracuse, NY

will work with Land Bank in specialized areas such as brownfields, environmental services, and specific foreclosures. From Hancock Estabrook, John Sidd will act as lead. Sidd serves as counsel to the NY Land Bank Association and the Greater Syracuse Land Bank. Wendy Marsh of Estabrook also came highly regarded.

- **22-12: Accept transfer of 6 Properties**

Frank Sinicropi made a motion and Jill Henry seconded. Motion approved 6-0.

The original agenda stated that there would be a transfer of six properties. Mr. McGrath noted that the Land Bank will likely now be accepting five properties. The sixth property will be transferred if service issues are cleared and the property forecloses.

The Land Bank received a grant from Enterprise Community Partners for demolitions. These demolitions will need to be completed by end of March 2022. The 6th property will not be in possession of the Land Bank by that deadline but there may be a path for the Land Bank to do something with it.

- **22-13: Authorize RFP for Demolition of 5 Properties**

Frank Sinicropi made a motion and David Wood seconded. Motion approved 6-0.

Mr. McGrath is hoping to receive proposals by mid-February and if so, a special meeting will be called. The deadline for responses is February 9, 2022. Mr. McGrath explained that NYS Contract Reporter is used because the demolition firm needs to have specific licensing and insurance to knock down homes that may have asbestos.

4. CEO/Presidents Update & Discussion Items

- **16 Barker:** 16 Barker was acquired in 2018 and just recently closed. Grant funds were used to rehab the home. This property served as a learning curve and model for all to follow. The Land Bank received approximately \$78,000 from the sale that will go into general funds for operation. This sale also allowed the Land Bank to clear a line of credit of approximately \$42,000. In 2021, approximately \$100,000 worth of Land Bank debt was cleared.
- **Enterprise Grant:** The Land Bank is nearing the closing of the \$650,000 grant awarded by Enterprise in 2019. The demolitions of the 5 properties will be the last of the work to complete under the work plan.
- **156 Fall:** 156 Fall closed and was transferred to Habitat for Humanity for \$1. The cost of rehabilitation will cost approximately \$250,000. 156 Fall currently has new siding and a new roof after the demolition of some additions and an exterior staircase.
- **1537 CR 132:** This house was torn down and Habitat is building new. Romulus CDBG funds were used to pay Habitat towards the build. Mr. McGrath expects \$20,000 to \$40,000 back to the Land Bank.

- **22-26 Virginia:** This commercial building was previously a bowling alley that is now torn down. The Land Bank is awaiting results for recently completed environmental testing on the site due to contamination by the dry cleaning operation next door. The Land Bank can work with the Village of Waterloo to put out an RFP for development of the site and cleaning up the contamination.
- **NYS Funding:** The NY Land Bank Association is actively proposing and working with the state legislature to identify funding in the budget. Funds have never been committed to any land bank. Mr. McGrath would like support in reaching out to Senator Pam Helming, as she had given her support for the housing needs analysis in Seneca County. Senator Helming also serves on the Housing Needs Committee for the New York State Senate. Mr. McGrath would like Senator Helming to visit Seneca County and the Land Bank properties. Board members of the Land Bank offered their support and also suggested reaching out to Assemblyman Jeff Gallahan and Assemblyman Philip Palmesano.

5. CFO Report

Frank Sinicropi made a motion and Ernie Brownell seconded. Motion approved 6-0.

Michael Scaglione presented the report. He noted that there is a significant increase since 2021 and the sale of 16 Barker increased operating income.

6. New Business: None

7. Consideration of Executive Session: The Board may enter into executive session in the following meeting to discuss 101 Virginia Street in Waterloo.

8. Adjourn: 3:39 PM. Motion made by Frank Sinicropi and seconded by Les Marquart.

The next regular meeting will be held on Tuesday, March 22, 2022 at 4:00 PM.

Respectfully Submitted,

Amanda Forney
Staff Resources Assistant
Seneca County Department of Planning and Community Development