

**Finger Lakes Regional Land Bank Corporation**

**September 27, 2022 at 4:00 PM**

**Heroes 9-11-01 Conference Room or  
Conference Call via GoToMeeting.com**

**Directors Present:** Kyle Barnhart, Ernie Brownell, Jill Henry, Frank Sinicropi,  
David Wood

**Directors Absent:** Les Marquart, Don Northrup

**Staff:** Joe McGrath, Amanda Forney

**Other Attendees:** Mitch Rowe, County Manager; Esther Dickinson, Attorney  
at Heaton & Venuti; Lisa Keshel, Director of Real Property  
Tax; Jeff Trout, Town of Fayette Supervisor

1. The meeting was called to order at 4:04 PM by Frank Sinicropi, chairperson. A quorum was present.
2. A motion was made by Ernie Brownell and seconded by Kyle Barnhart to approve the minutes from the regular meeting on June 28, 2022. Motion approved 4-0

A motion was made by Kyle Barnhart and seconded by Ernie Brownell to approve the minutes from the special meeting on July 26, 2022. Motion approved 4-0

**3. Resolutions:**

- **22-22: Authorizing MOA with Seneca County for 2023-2025**  
Kyle Barnhart made a motion and Jill Henry seconded to adopt the amended resolution. Motion approved 5-0.

This MOA is a document that governs the relationship between the corporation of the Land Bank and Seneca County. The agreement will be in effect starting January 1, 2023 through December 31, 2024. It allows the County to provide staff time as well as office resources and administrative support to the Land Bank. Per the agreement, the Land Bank will pay 1/3 of the CEO/President's salary and fringe benefits back to the County.

An amendment was made to Department Coordination (Section 1, Part B) to include the Seneca County Department of Real Property Tax and the Seneca County Treasurer's Department as those entities that provide information to the Land Bank.

Mr. McGrath noted that there may be a need to revise the MOA as the Land Bank continues to grow and complete rehabs and new builds.

- **22-23: Approve 2023 Annual Budget**

Ernie Brownell made a motion and Frank Sinicropi seconded. Motion approved 5-0.

The Authorities Budget Office requires annual budgets at least 90 days prior to the start of the fiscal year. The budget includes annual projections for the next several years. The budget includes the funding awarded from OCR Phase I and estimated funds to be received from Phase II. It includes costs for one rehab, four new builds, and three demolitions which includes air monitoring. Mr. McGrath stated that 2023 is the first time that it was appropriate to show growth in revenue over time.

- **22-24: Adopt Minority and Women-Owned Business Enterprises & Equal Employment Opportunity Policy**

Kyle Barnhart made a motion and Ernie Brownell seconded. Motion approved 5-0.

This policy is required to be eligible to receive the OCR grant funds. The Land Bank will actively try to exceed these goals by doing specific and documented outreach to authorized and approved businesses in this category.

- **22-25: Accept Land Bank Initiative Phase 1 Grant from NYS OCR**

Ernie Brownell made a motion and Jill Henry seconded. Motion approved 5-0.

The Land Bank was awarded \$100,000. The funds can be accepted after this resolution is passed and some other requirements are met. Some of these requirements are insurance related.

The grant funds will be used for administrative & operational functions of the Land Bank. The Land Bank will also begin creating a strategic plan which will move the Land Bank toward more sustainable revenue. Grants and resources will need to be identified. The strategic plan will map out that transition as well as identify the types of properties the Land Bank will be targeting.

- **22-26: Authorizing Brownfields Agreement with Seneca County, DEC, and NYS Comptroller**

Kyle Barnhart made a motion and Jill Henry seconded. Motion approved 5-0.

This agreement will help both Seneca County and the Land Bank begin to address properties that are not being foreclosed upon because they are suspected of being contaminated. The agreement will act like a contract to protect the County and Land Bank from being sued as well as meet criteria that guarantees the problem will not be made worse after taking possession of the property.

There are approximately 13 properties that fit under this category in Seneca County. The agreement will be foundational to moving properties back into productive use. DEC has a process with municipalities in these agreements that allows sharing of information.

Wayne County has signed this agreement and has had success. Mr. McGrath noted that considerable time and responsibility is required to put these properties back into productive use.

#### **4. CEO/Presidents Update & Discussion Items**

- **NYS Public Authorities Board of Directors Compliance**  
This is a state-required form that must be signed by all Land Bank board members. Mr. McGrath informed members that there is also a required training that needs to be completed that is mandatory for all those that are board members of a public authority. There are two online training options in the near future: October 19, 2022 from 9:30 AM – 11 AM and November 4, 2022 from 9:30 AM – 11 AM. The Planning Department will also set up a station for those who are interested. Mr. McGrath will send more information to Land Bank board members.
- **NYS Open Meetings Law**  
The COVID executive meeting order was ended by the NYS Governor. Open meetings are now in person only. There is an opportunity to allow remote participation, but it is limited and difficult to administer.
- **Rural Housing Coalition Membership**  
Mr. McGrath announced that the Land Bank is now a member. This organization focuses on development of rural housing. It will be a great resource for the Land Bank.
- **HCR Grant Opportunities**
  - i. **Affordable Homeownership Opportunity Program**  
This program was just announced and is a generous opportunity to complete rehab and new build projects. They will provide up to \$150,000 in subsidy per unit. More information will be available soon. The application is rolling. Mr. McGrath will determine who is eligible and who will apply.
  - ii. **Phase 2 of LBI – Demo/Rehab/New Build/Infill**  
Phase 2 funds will be applied for in mid-October. The application cannot be submitted until Phase 1 funds are received.
- **Housing Needs Assessment Update (Seneca County Planning)**  
A community meeting was held in Ovid with Planning staff and the Housing Needs Assessment consultants. Another meeting is scheduled for October in Seneca Falls.
- **101 Virginia Street Update**  
The property is listed with Century 21 with Nick Davoli. Mr. McGrath received phone calls from a couple of interested parties. The property has been shown by Mr. Davoli several times.
- **22-26 Virginia Street Update**  
The Village of Waterloo included a proposal in their NY Forward application to turn this property into a multi-use space in which it would likely be paved. Due to the

contamination issues, paving the property would open opportunities for it to be used in multiple ways.

- **108 Mynderse Street Update**

It is anticipated that closing will occur on this property within a week or two. This property will be transferred to Habitat for Humanity for demolition and a new build.

**5. CFO/Treasurer Update**

- i. **Financial Reports:** Mr. McGrath presented information from the most recently financial report. Ernie Brownell made a motion and Kyle Barnhart seconded to accept. Motion carried 5-0.

**6. New Business:** None

**7. Consideration of Executive Session:** None

**8. Adjourn:** 4:58 PM. Motion made by Kyle Barnhart and seconded by Jill Henry.

Respectfully Submitted,

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