

Adopted 10 May, 2016

**Minutes of the Regular Meeting of the
Finger Lakes Regional Land Bank Corporation
Board of Directors**

April 12, 2016

**Seneca County Heroes of 911 Conference Room
1 DiPronio Drive, Waterloo, NY 13165**

Directors Present: Gary Westfall, Bill Bordeau, Robert Hayssen,
Cindy Garlick-Lorenzetti, Greg Lazzaro, Nick Sciotti

Directors Absent: Ron Serven

Staff: Peter Brown, Jill Henry, Carolyn Sosnowski

Public Attendees: Frank Fisher, John Sheppard, Paul Kronenwetter

1. **Meeting called to order** by Robert Hayssen at 5:36 p.m.
2. **Review and approval of minutes** for 1/26/16 meeting. Motion was made for approval by Cindy Garlick-Lorenzetti, seconded by Gary Westfall

AYES: (5) Mr. Westfall, Mr. Bordeau, Mr. Hayssen, Ms. Lorenzetti, Mr. Lazzaro,
Mr. Sciotti

NAYES: (0)

3. CEO/President's Report

a. Public Authorities Accountability Act Update

Key Dates:

Nov. 1, 2016: Adopted Budget Report for 2017 (including Budget projections 2018-2021) due.

Apr. 1, 2017: All 2016 Governance, Audit, Procurement, and Investment reports due.

b. Discussion Formation of Governance Committee

PAAA requires that the Board create 2 Standing Committees: Governance and Audit.

The Audit Committee is not needed until the Corporation begins to spend and receives monies, and may be formed later this year. The Governance Committee is needed immediately. It reviews and recommends adoption of the 24 documents required to be made publicly available by PAAA, in addition to other duties. CEO/President will draft the documents in collaboration with legal counsel, and provide draft documents to the Governance Committee for review, revision, and recommendation to the full Board of Directors for adoption.

c. Discussion of Memorandum of Agreement with Seneca County

The Memorandum of Agreement outlines the in kind donation of professional services by Seneca County to the Finger Lakes Regional Land Bank Corporation, including primarily legal counsel, staff from Code Enforcement and Planning, and some effort from Real Property Tax Office and County Treasurer's office. Nominal expenses (postage, office supplies, filing fees) are being provided by Code Enforcement. If the agreement is completed and approved by the County Attorney and County Manager by April 12, the Corporation Board of Directors could conceivably approve the MoA at the April 12th meeting. Otherwise, the plan is to approve the agreement at the May 10th Corporation Regular Meeting.

d. NYS Attorney General's Grant Program update:

NYS Attorney General's office has changed their program. There are now 6 new Land Banks (including ours), and there will be two grant applications this year: The first will be \$150,000 for capacity-building for each of the new land banks. This is not competitive, but we'll have to apply. So Application in early Summer 2016, Award a month or two later, contract and funds available early Fall 2016.

The second grant program will be \$ 13 Million available to all 16 Land Banks, and it is anticipated that every land bank that applies will get a piece of the pie. The funds will not be available until 2017 however. So Application in early Summer 2016, Award in late Fall 2016, contract and funds available in early 2017.

- 4. Establishing an Annual Meeting Schedule.** Motion was made to meet the 2nd Tuesday of each month at 5:15 at 1 DiPronio Drive, Waterloo, NY unless a different place is indicated by the Board or set forth in the meeting notice, made by Gary Westfall and seconded by Greg Lazzaro

AYES: (6) Mr. Westfall, Mr. Lazzaro, Mr. Hayssen, Mr. Bordeau, Ms. Lorenzetti,
Mr. Sciotti

NAYES: (0)

- 5. Establishing the Governance Committee.** Motion to create Governance Committee and appoint Gary Westfall, Bill Bordeau, and Nick Sciotti as Committee members was made for approval by Nick Sciotti and seconded by Cindy Garlick-Lorenzetti

AYES: (6) Mr. Westfall, Mr. Lazzaro, Mr. Hayssen, Mr. Bordeau, Ms. Lorenzetti, Mr.
Sciotti

NAYES: (0)

- 6. Questions.** The Board has asked for answers to the following list of questions to be brought at the next regular meeting:

- Can in-kind services be taken out of the NYS Attorney General's Office grant money?
- Does the full AGO grant money have to be used and are there any time limitations?
- Can the AGO grant money be used to reimburse legal expenses that have already been incurred?
- Can the AG grant money be used to hire a program director/manager who knows the real estate business to help guide the board through this process with a better understanding?
- Does the Board need to obtain liability insurance for the Directors?

7. Adjourn. Motion was made to adjourn at 5:56 p.m. by Gary Westfall and seconded by Cindy Garlick-Lorenzetti

AYES: (6) Mr. Westfall, Mr. Lazzaro, Mr. Hayssen, Mr. Bordeau, Ms. Lorenzetti,
Mr. Sciotti

NAYES: (0)

NEXT MEETING is scheduled for Tuesday, 5/10/16 at 5:15 p.m.

Respectfully submitted,

Carolyn Sosnowski