

**Finger Lakes Regional Land Bank Corporation**

**March 22, 2021 at 3:00 pm**

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

**Directors Present:** Jill Henry, Frank Sinicropi

**Directors Remotely Present:** Don Northrup, Kyle Barnhart, Melissa Nesbit, Cindy Lorenzetti

**Directors Absent:** Bob Hayssen

**Staff:** Joe McGrath, Amanda Forney

**Other Attendees:** Patrick Morrell, lawyer for the FLRLBC; Michael Scaglione, CFO of the FLRLBC; Mitchell Rowe, Seneca County Manager

1. Called to order at 3:00 pm by Chairperson Frank Sinicropi. A quorum was present.
2. Frank Sinicropi called for a motion to approve the minutes from the meeting of February 22, 2021. The motion was made by Kyle Barnhart and seconded by Jill Henry. Motion approved 6-0.

**3. Resolutions:**

- **21-14: Resolution to Readopt FLRLBC Policies and Mission Statement**  
Frank Sinicropi made a motion and Jill Henry seconded. Motion approved 6-0.

Mr. McGrath explained that these policies include the acquisition policy, disposition policy, and purchasing policy. He stated that there was a discussion in the previous meeting about adding a section to the acquisition policy. This addition would require the Land Bank to give official notice of tax exemption status upon acquiring a property. The current list of those to notify is the town assessor, town tax collector, sewer and water districts, town supervisor, Seneca County Director of Real Property Tax, Seneca County Manager, and Seneca County Treasurer. Mr. McGrath also stated that others may be added to that list if there are any that were missed.

- **21-15: Resolution to Accept 2020 Audit Findings**  
Don Northrup made a motion and Frank Sinicropi seconded. Motion approved 6-0.

Mr. McGrath discussed the letter that was received from Bonadio which explains what the Land Bank could be doing better financially. Bonadio recommended documenting and reconciling current reports to the general ledger. Currently, this process is used with the Enterprise grant. The disbursement request for the grant is compiled by Bowers &

Associates, Land Bank accountants, and that portion is reconciled with the general ledger. With the LISC grant, the grant predated Bowers & Associates becoming the Land Bank accountants. A system occurs between the Land Bank and the LISC grant and reports get reconciled after. Once the LISC grant is closed, documentation and reconciling current reports to the general ledger will always occur.

Mr. McGrath discussed a 2<sup>nd</sup> recommendation from Bonadio in regards to the CDBG loan from the County. The accountants asked that if a future loan like the CDBG is not paid off by the time stated in the note that a formal agreement be made for documentation purposes. Mr. McGrath also confirmed that the CDBG loan was paid off.

Mr. McGrath stated that the last recommendation was to reconcile the bank account balances in the deferred revenue account. He stated that he and the CFO, Michael Scaglione, can work to meet this recommendation. Mr. McGrath also noted that this is fewer recommendations than what has been received in the past.

- **21-16: Resolution Authorizing Service Agreement with MOZAIC for Lawn Maintenance**

Frank Sinicropi made a motion and Kyle Barnhart seconded. Motion approved 6-0.

Mr. McGrath explained that Mozaic is formerly known as the ARC of Seneca, Yates and Cayuga counties. They are the preferred source contractor through the NYS purchasing law. It would be beneficial for the Land Bank to take advantage of their services under the purchasing policy to keep up w lawn maintenance and snow removal. Mr. McGrath stated that last season was a success while using their services. Mr. McGrath also stated that they not only do lawn maintenance and snow removal but they can also be called upon to help with garbage removal on site at a reasonable cost. In years past, there have been several scenarios where help was needed with this issue and other lawn maintenance crews did not offer this service. Ms. Lorenzetti confirmed that those doing the work are consumers of Mozaic and expressed her support for this agreement.

- **21-17: Authorizing Contract with Habitat Committing Remainder of LISC Grant to 2320 County Road 139**

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

Mr. McGrath stated that this is the remaining portion of the LISC grant that was slated to be spent in 2017-2018 and has been used for a number of projects including the bowling alley, 101 Virginia, 16 Barker Street, and other small demolitions. Mr. McGrath stated that everything except \$12,000 has been committed and LISC needs the remaining funds to go to a project that will result in a housing unit. The best candidate for this is 2320 County Road 139, acquired in 2017 and sold to Habitat for Humanity. Habitat is rehabbing this right now. This property was the first to be sold to Habitat. The \$12,000 will help Habitat in bringing the house back and finding a family to purchase. After this, the LISC grant can be closed out.

- **21-18: Authorizing Co-Development Agreement with Habitat for Humanity for 156 Fall Street**

Frank Sinicropi made a motion and Cindy Lorenzetti seconded. Motion approved 6-0.

Mr. McGrath explained that 156 Fall Street is the large green house across the street from Byrne Dairy in Seneca Falls. There was an attempt to get this on the list of projects for the Seneca Falls DRI funds, which was unsuccessful. Habitat for Humanity has since taken on the project. The scope was changed and engineer drawings completed to turn this into a single family home. The initial plan was to rehab the whole property due to its size and poor shape. The engineer ultimately said it would be cheaper to demolish the back half and rehab the original part of the house. Habitat came up with a budget of \$230,000 which is less than the original price. The final assessment will only be about \$124,000 and not much of a money maker for the Land Bank. However, some revenue will be made from fees. The Land Bank will be able to retain about \$18,000 for doing the project.

Mr. McGrath stated that Habitat is asking that the Land Bank do a couple of items under our governance and then transfer property to them. That includes demolition and asbestos and lead abatement. This cost will come out of the \$125,000 that we have from our funders and the balance will be used for the rest of the scope.

Ms. Lorenzetti asked if the demolition and asbestos removal would cost more than \$125,000. Mr. McGrath answered that the cost is estimated to be about \$16,000. He also explained that this number came from both the engineer and Habitat for Humanity's estimated cost. The property has already been surveyed for asbestos and since we have that information, both the engineer and Habitat have accurate information on estimated costs.

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

- **156 Fall Street Discussion (if not covered above)**

Frank Sinicropi stated that Habitat for Humanity is coming up with difference in cost after the \$125,000 is used.

- **Update on Closings**

- i. **16 Barker Street**

Mr. Morrell explained that closing is getting closer as all title issues have been addressed and resolved. He expects the closing will occur within the next couple of weeks and before the next Land Bank meeting.

Mr. McGrath asked Mr. Morrell about the progress of closing on the 2 side-lot sales. Mr. Morrell also believes closing will occur on those properties in a couple of weeks and before the next Land Bank meeting.

- ii. **27 Tyler Avenue**

Mr. McGrath explained that this is a Habitat for Humanity project located in Seneca Falls that is part of the extension of a grant in 2021 due to COVID-19. They wanted the Land Bank to find projects to fund to make sure the money will be spent. This project is near completion. The Land Bank contributed \$40,000 and will be receiving \$40,000 at closing. Mr. Morrell is not necessarily involved in this project but we continue to monitor the

closing and work with Habitat on the progress. Mr. McGrath also stated that this project will also bring in revenue.

- **Acquisition Policy Discussion – Alerting Interested Parties of Tax Exempt Status of Properties (if not covered above)**

Mr. Sinicropi stated that Mr. McGrath previously listed those that will be notified after acquisition of a property and that going forward; the Land Bank will have a good system that will make it easier to demolish or rehab these properties.

- **1537 County Road 132, Willard New Build Update**

Mr. McGrath stated that a contract was signed with Habitat for Humanity and the Board of Supervisors approved the initial contract to authorize the signing. When the Enterprise grant was extended last year, it was a part of that process. The Enterprise funds were used to tear down this condemned house and the Land Bank received CDBG funds from the town of Romulus to build a new Habitat home. This house will be the same as the one at 5604 State Route 96 and 27 Tyler. Mr. McGrath explained that the Land Bank applied for and received a zoning permit and that the project is expected to start on time in May or June. Mr. McGrath noted that revenue will be made on this property as 80% of the purchase price will come back to the Land Bank.

- **Future Funding Update – Federal Legislation**

Mr. McGrath explained that there are several bills floating around at the federal level. The NYS Land Bank Association will potentially be included in a future infrastructure bill. Mr. McGrath stated that he would distribute information on these bills to the Board. Under the proposal as it currently stands, the Land Bank would qualify as a rural land bank to receive funds if it is approved. If this legislation passes, the Land Bank will be applying for it.

Mr. Sinicropi mentioned that he and Mr. McGrath attended a meeting with Congressman Tom Reed where this legislation was discussed. He stated that hopefully this will get passed by Congress and signed by the president allowing the Land Bank to have a long future. Mr. Sinicropi noted that Congressman Reed did not indicate whether he supported the legislation or not.

## **5. CFO Report:**

Michael Scaglione, CFO of the FLRLBC, discussed various accounts and their balances.

Frank Sinicropi made a motion to accept this report and Don Northrup seconded. Motion approved 5-0.

## **6. New Business:**

Frank Sinicropi stated that if any director wanted a tour of any project site, Mr. McGrath would be able to do so. Masks would need to be worn, social distancing would be in place, and separate vehicles would also be taken.

## **7. Consideration of Executive Session:**

None

**8. Adjourn:**

Jill Henry made a motion and Frank Sinicropi seconded to adjourn the meeting.

The meeting was adjourned at 3:38 pm.

Respectfully Submitted,

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