

Finger Lakes Regional Land Bank Corporation

January 24, 2023 at 4:00 PM

Heroes 9-11-01 Conference Room

Directors Present:

Kyle Barnhart, Ernie Brownell, Jill Henry, Les Marquart,
Don Northrup, Frank Sinicropi, David Wood

Staff:

Joe McGrath, Amanda Forney

Other Attendees:

Michael Scaglione, CFO/Treasurer of the FLRLBC; Esther
Dickinson, Attorney at Heaton & Venuti;

1. The meeting was called to order at 4:00 PM by Frank Sinicropi, chairperson. A quorum was present.
2. A motion was made by Ernie Brownell and seconded by Les Marquart to approve the minutes from the regular meeting on September 27, 2022. Motion approved 6-0.

A motion was made by Frank Sinicropi and seconded by Don Northrup to approve the minutes from the special meeting on October 25, 2022. Motion approved 6-0.

3. Resolutions:

- **23-01: Elect Chairperson of the FLRLBC Board**
Jill Henry made a motion and Don Northrup seconded to elect Frank Sinicropi as chairperson. approved 6-0.
- **23-02: Elect Vice Chairperson**
Ernie Brownell made a motion and Frank Sinicropi seconded to elect Jill Henry as vice chairperson. Motion approved 6-0.
- **23-03 Elect Secretary**
Ernie Brownell made a motion and Frank Sinicropi seconded to elect Amanda Forney as secretary. Motion approved 6-0.
- **23-04: Elect CFO/Treasurer**
Frank Sinicropi made a motion and Don Northrup seconded to elect Michael Scaglione as CFO/Treasurer. Motion approved 6-0.
- **23-05: Elect CEO/President**

Les Marquart made a motion and David Wood seconded to elect Joseph McGrath as CEO/President. Kyle Barnhart present. Motion approved 7-0.

- **23-06: Creation of Audit Committee**

Frank Sinicropi made a motion and Kyle Barnhart seconded to elect Jill Henry (chair), Frank Sinicropi (vice chair), and Les Marquart. Motion approved 7-0.

- **23-07: Creation of Governance Committee**

Kyle Barnhart made a motion and Ernie Brownell seconded to elect Jill Henry (chair), Les Marquart (vice chair), and Frank Sinicropi. Motion approved 7-0.

- **23-08: Authorize Check Signers for 2023**

Don Northrup made a motion and David Wood seconded to authorize Frank Sinicropi, Jill Henry, Joseph McGrath, and Michael Scaglione as check signers. Motion approved 7-0.

- **23-09: Establish 2023 Regular Meeting Schedule**

Kyle Barnhart made a motion and Ernie Brownell seconded the 2023 regular meeting schedule:

Tuesday, March 28th at 4:00 PM

Tuesday, June 27th at 4:00 PM

Tuesday, September 26th at 4:00 PM

Tuesday, December 12th at 4:00 PM

The December 2023 meeting will be held before a County Board of Supervisors meeting due to the holidays. Motion approved 7-0.

- **23-10: Authorize RFP for FLRLBC Strategic Plan and Grant Writing Support**

Frank Sinicropi made a motion and Don Northrup seconded. Motion approved 7-0.

The Land Bank applied for, was awarded, and has received the first batch of funding. In the application, the Land Bank proposed completing a strategic plan in which there is approximately \$29,000 to be used for that specifically. The Land Bank is looking to develop a list of options for redevelopment of land bank properties received from the foreclosure process. Current HCR funding is available for three years and the goal of the Land Bank is to generate revenue to keep the program going after that. The redevelopment plan will support the Land Bank in that goal. Mr. McGrath is hopeful the plan creation will cost approximately \$10,000 with the remainder being used for grant support. A selection and resolution are to be expected in March 2023.

4. CEO/Presidents Update & Discussion Items

- **PAAA/Audit Update**

Bonadio has begun the audit process. The December 2022 financial statements are labeled as draft because they also include end of year statements. The audit committee will review the results of the audit and financial statements. In March 2023, the completed audit will be presented to board members for approval.

The governance committee will also review policies as is required annually. The purchase policy is reviewed every year. Mr. McGrath is bringing a proposal to raise the limit from \$500 to \$1,000 for work that will require three quotes. This will allow more flexibility to get certain jobs moving quickly such as tree removal or boarding up of windows. It was noted that anything over the limit will be signed off by two of the four authorized check signers.

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

The Land Bank partnered with Habitat for Humanity after demolition. The build is complete and there is a family that has purchased it. The Land Bank recently received \$98,400 for the project after using approximately \$120,000 in grant funding.

- **Brownfields Update**

Esther Dickinson was able to work with DEC to get the agreement reviewed and ready for signature. The agreement will likely be signed today by the Seneca County Board of Supervisor's chair and the County manager. Once the agreement is signed, properties can then be identified, allowing the Land Bank and County to move forward on foreclosures of confirmed or suspected brownfields properties. This agreement works in tandem with the EPA grant that an application was submitted for. Grant awards are expected to be announced in April 2023. Mr. Sinicropi thanked board members for attending the recent meeting with Senator Chuck Schumer who has great concerns regarding these types of properties in Seneca County. Mr. McGrath noted that Senator Schumer had previously been in Long Island, at a site that was beneficial in the development of this type of agreement, before making a visit to Seneca County where the hope is to model it.

- **NYS Land Bank Funding/Housing Needs Assessment Update**

The first disbursement was received and the request for applications for the second round has yet to be announced. The second phase of funding is competitive and will be for projects such as demolitions, stabilizations, roofs, asbestos surveys, etc.

Mr. McGrath recently connected with FLACRA at a Housing Needs Assessment/Stakeholder meeting and discovered a potential partnership. FLACRA has funds for supportive housing units but does not have project location(s). If the Land Bank and FLACRA put their needs together, the second phase funding application would likely become more competitive.

Mr. McGrath stated that FLACRA has an inventory of multi-family homes that clients are placed in and receive supportive care and/or treatment. There are many people who would qualify for this type of service and support. If the Land Bank Board is interested in pursuing this, Mr. McGrath would hope to partner with FLACRA for 2-3 projects annually using their development process. This is another potential partnership that the Land Bank could work with in addition to the partnership with Habitat for Humanity. Through an agreement with FLACRA, the competitiveness of future submitted grant applications would likely increase.

Mr. McGrath also hopes to find an affordable housing developer to work with the Land Bank and in Seneca County. Through the Housing Needs Assessment, the ability to attract such a developer may be identified. Adjacent counties have worked with a local non-profit to meet their needs and Mr. McGrath believes there are options available for Seneca County and the Land Bank.

- **Seneca County Tax Foreclosures Update**

The tax foreclosure auction is tentatively scheduled for May 2023. The auction is expected to run for two weeks from May 5th – May 19th. Mr. Marquart stated that there are currently 190 delinquent properties. Before the auction, a judge will rule that the County can proceed with foreclosures. The Land Bank picks properties off the list that will go to the judge and those picked will not go to auction.

5. CFO/Treasurer Update

Ernie Brownell made a motion and Kyle Barnhart seconded the approval of the CFO/Treasurer update. Motion approved 7-0.

Mr. Scaglione delivered the report. He noted that the financial statements are labeled as drafts. This is not unusual and the statements will remain as drafts until an audit is completed.

6. Adjourn: 4:57 PM. The next meeting will be held on Tuesday, March 28th, 2023.

Respectfully Submitted,

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