



BOARD MEETING SUMMARY

DATE:
10/08/14, 9:00 a.m. – 10:45 a.m.

LOCATION:
200 Harrison Street, Jamestown

Attendees: Peter Lombardi (Chair), Mark Geise (Executive Director), Vince DeJoy (Member), Jim Caflisch (Treasurer), Gina Paradis (Administrative Director), Jeff Gossett (Secretary), John Hemmer (Member), Steve Abdella (Attorney), Bill Carlson (Member), Beth Kresge (Member); Rich Dixon (CCIDA CFO)

Guests: Eric Houser (CCLBC property manager; Eric’s Property Mgmt.)

HIGHLIGHTS

1	Welcome & Introduction – Pete welcomed everyone and introduced Eric Houser, who has been handling the CCLBC property maintenance for the past year. Eric expressed his gratitude for the relationship that has been established, provided an overview of his responsibilities, and shared his contact information with the board.
2	Approval of Minutes - Minutes of 9/10/2014 meeting approved by motion from Vince D.; Seconded by John H.
3	Financial – Rich Dixon provided a review and summary of the Sept. Year-to-Date Financial statement. This is the first month where OAG funds are reported separately in our monthly statements. OAG will be auditing the Land Bank’s program on 10/9.
4	Demolitions – Mark, Gina and Pete presented to the Association of Mayors and Town Supervisors recently, and were well received. There were many questions regarding how the Land bank could help their communities and how the demolition funding worked. The group was encouraged to contact us with demolition priorities and any identification of blighted, abandoned or zombie properties of concern. Mark led a discussion regarding the smaller municipalities’ challenges meeting the 50% match for demolitions and the group built a consensus around amending the agreement for these communities to provide a 25 % match, which could be met using In-kind and the landfill credits. Ms. Paradis reviewed the 2 pending

	demolitions and the status of each. An amended resolution was passed with a motion by Vince D. and second by Bill Carlson.
5	Formal Request from STEL – Ms. Paradis & Mr. Abdella reviewed the final agreement with STEL, Inc. to purchase options on some of our Dunkirk acquisitions for the assemblage of parcels they require for an upcoming grant application. Parcels which will be deeded to the Land Bank from the auction will be handled in this agreement; those lots which were pulled from the auction and the lots that will result from planned demos will be handled in a separate agreement with the county. A formal resolution was passed with a motion by John H.; seconded by Jim C. Jeff Gossett abstained.
6	Part-Time Program Specialist – Mark and Gina reviewed the necessity of adding a part-time program assistant to the staff to help with the growing demands of the operation. Specifically, duties would include preparation of reports and tracking mechanisms, data compilation, property/contractor management and grants administration. Funding has been banked for this position through 2016.
7	Annual Meeting – an annual meeting will be held in January to comply with the Public Authorities Act. Officers will be elected for new year in addition to our regular business.
9	REOs – The opportunity to purchase 25 Liberty, Jamestown (previous homestead of Lucille Wright and the President of Jamestown Telephone) was discussed. It will be followed up in the Acquisition/Disposition Committee meeting for recommendation to the Board at the November meeting.
10	Other –reminder to Board members to forward any potential members to Peter. Applicants to the County Planning Board will be reviewed for potential candidates. Gina P. reviewed recent activities and upcoming presentations/activities. The meeting was adjourned with a motion by Jim C, seconded by John H.

Next Meeting: November 12, 2014; 9a.m.