



BOARD MEETING SUMMARY

DATE: February 12, 2015

LOCATION: IDA Board Room, 200
Harrison St. Ste. 300

Attendees: P. Lombardi, M. Geise, J. Caflisch, V. DeJoy, B. Carlson, J. Hemmer, P. Whitford, H. Butler, S. Butler

Excused: B. Morrell, J. Gossett, S. Neratko

Guests: none

HIGHLIGHTS

1	Welcome: Pete L. opened the meeting at 9:05a.m. and welcomed the new board members and invited them to provide a short bio on themselves. Hugh Butler joins us as an Org Dev consultant with a post-graduate certificate in Urban Planning, and Scott Butler joins us as Business Development Director for TLC HealthCare. Paul Whitford is the new legislative rep for District 13.
2	Minutes: The minutes from the January meeting of the board were approved with a motion from Jim C. , seconded by Paul W. Motion carried unanimously.
3	Standing Committees: Pete L. noted the members identified to serve on the standing committees and invited comment and agreement/approval. Proposed for the Governance Committee: Jeff G, Paul W., Steve N. and Hugh B. It was suggested that Hugh lead the Committee and he accepted. The Committee will need to be officially appointed by resolution at the March meeting. Part of the function of the governance committee will be to act as the nominating committee for the annual meeting. Proposed for the Finance Committee: Peter L, Jim C., Vince D. and the Audit Committee: Jeff G., John H., Bill C. All committees will be appointed and approved by resolution at the March 11 Board meeting. Some discussion ensued around the roles and responsibilities of these committees.
4	Program Specialist Position: Gina and Mark reviewed the recruitment and selection process that culminated in the recommendation of Jennifer Cameron to the position of Program Specialist for the Land Bank. Motion to approve the hire and execute the Offer letter was moved by Vince D., seconded by Bill C. Motion carried unanimously.

5	Property Dispositions: Gina reviewed the properties that were brought to the Acquisition/Disposition Committee with sales proposals. Discussion ensued regarding process and policies, and resolutions were amended to reflect the final decisions (made just prior to the Board meeting) on competing purchasers. Jim C. made the motion to amend the resolutions with the purchasers' names, seconded by Paul W. And Paul W. Made a motion to approve the amended sales resolution, seconded by Bill C. Motion carried unanimously.
6	General Process Discussion: In response to questions raised by the new board members, Jim C., Pete L., Mark and Gina provided an overview of the acquisition and disposition processes. The group discussed how the auction works – the County takes title to an average of 250- 300 parcels on average after the redemption period. During the subsequent 6 week reacquisition period, local municipalities and/or the Land Bank can request the properties at the Legislature's discretion. Properties that are pulled from auction for the Land Bank must be approved by the county legislature before they can be accessed, secured assessed and appraised. Clean-outs and marketing will follow, and a timeline defined for the solicitation and review of purchaser proposals. Once the signs go up on the properties, inquiries begin flowing to the LB office. Some of the challenges handling the influx of inquiries were discussed and additional strategies for educating the general public were suggested. The group also discussed outreach , and the staff's vision for future outreach to all stakeholders as well as the general public.
7	Side lot Disposition – Gina reviewed the status of the side lots program and pending transactions
8	Annual Meeting – March 11 th is set for our annual meeting in which we will vote in the officers and review the annual audit. Photos of the board members will also be taken for the web site.
9	Adjournment – Motion by Jim C; seconded by Hugh B. Motion carried unanimously to end the meeting at 10:48 a.m.

DECISIONS

1	Approved the sale of 6 properties (see resolutions)
2	Nominated Hugh Butler for Chair of Governance Committee (pending resolution at March mtg.)
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ACTION ITEMS	RESPONSIBLE	TARGET DATE
Develop process map for acquisition/disposition process	G. Paradis	March 11, 2015
Distribute copy of standard inquiry response for Rehab4Sales program to board	G. Paradis	March 11, 2015
Develop talking points for Board members regarding LB mission and programs	G. Paradis	TBD
Prepare updated inventory of properties for annual report	G. Paradis	March 11, 2015
Complete/Distribute minutes of board meeting	G. Paradis	Completed
Schedule Presentation to Board of Realtors	G. Paradis	Completed
Secure contact info for side lots from Vince D.	G. Paradis	March 6, 2015
Assist Hugh B. with Governance Committee coordination.	G. Paradis	February 28, 2015

See Below for (Amended) Resolutions Passed at this meeting

CCLBC Board Resolutions (DRAFT VERSION WITH AMENDMENTS MADE AT MEETING)

Resolutions for Chautauqua County Land Bank Corporation Board of Directors
Meeting of February 11, 2015

Resolution Number # 2-11-15-01 Approving Appointment of Program Specialist

RESOLVED, that the Executive Director is authorized to appoint Jennifer A. Cameron, 57 Central Avenue, Fredonia, New York, to the position of Program Specialist of the Chautauqua County Land Bank Corporation effective February 12, 2015, at a salary of \$2200/month, based on approximately 20 hours per week, and upon such other terms and conditions determined by the Executive Director, and to serve at his pleasure in an “at will” capacity.

Resolution Number # 2-11-15-02 Approving Sale of Land Bank Properties

WHEREAS, because it is being proposed that various Land Bank properties be sold for less than fair market value, the following information was discussed and provided to the Board and was made available to the public pursuant to Public Authorities Law § 2897:

- (i) a full description of the property;
- (ii) an appraisal of the fair market value of the property and other information establishing its fair market value;
- (iii) a statement that the purpose and mission of the Land Bank by statute is to acquire real property that is tax delinquent, tax foreclosed, vacant, and abandoned, and

dispose of such properties in a manner that will eliminate the harms and liabilities caused by such properties and that in this case, the purchaser of the property has made a comprehensive proposal to renovate the property and eliminate the blighted condition which is negatively impacting the surrounding neighborhood;

(iv) a statement of the value to be received for the property compared to the fair market value;

(v) the name of the party participating in the transfer; and

(vi) the names of other private parties who have made an offer for the property, the value offered, and the purpose for which the property was sought to be used;

therefore be it

RESOLVED, that the Chairman, Executive Director, and the Treasurer are each separately authorized to transfer the properties listed below pursuant to the proposals received from the prospective purchasers listed below, upon such other terms and conditions negotiated and approved by legal counsel; and be it further

RESOLVED, that there is no reasonable alternative to the proposed below-market transfers that would achieve the same purpose of such transfer in a manner as beneficial as the transfer being approved:

<u>Property Address</u>	<u>Property Tax ID Number</u>	<u>Purchaser</u>
28 Newton St. Dunkirk	96.07-4-43	Shong Hung Wu
71 Fairview Av., Dunkirk	79.12-1-6	Tim Odebrawlski
703 Eagle St., Dunkirk	79.18-4-75	Mr. Wong
270 Cole Av., Jamestown	387.19-1-45	M/M. Tim Desmond
255 Hazeltine, Jamestown	387.17-7-7	CHRIC
141 Beechview Av., Jamestown	370.15-3-9	M/M. Bryce Johnson

Next Meeting: March 11, 2015