



**BOARD MEETING SUMMARY**

**DATE:** April 12, 2017

**LOCATION:** Rm. 331 Gerace Office Building,  
Mayville NY

**Attendees:** Jim Caflisch, Nicole May, Hugh Butler, Scott Butler, John Hemmer, Paul Whitford, Aaron Resnick, Bill Carlson

**Excused:** Diane Hannum

**Staff:** Gina Paradis, Steve Abdella (Legal Counsel),

**Guests:** Dennis Phillips

**HIGHLIGHTS**

<b>1</b>	<b>Jim C. opened the meeting</b> at 8:38, and reviewed the agenda; guests included Dennis Phillips, Jamestown Post- Journal
<b>2</b>	<b>Minutes</b> - minutes from January were approved with a motion by Paul W., seconded by Hugh B. Carried Unanimously.
<b>3</b>	<b>Property Disposition</b> –Properties below were approved for negotiated sale: 28 University Park, Fredonia 613 Main St. Dunkirk (Provisional based on negotiated set price) Following some discussion regarding procedural issues, the dispositions were approved unanimously with a motion by Nicole M., seconded by Scott B.
<b>4</b>	<b>Revised Budget Approval</b> – A revised budget for fiscal years 2017-2018 was reviewed and approved with a motion by Paul W., seconded by Bill C. based on the award of our Round 3 Community Revitalization Initiative grant from the Attorney General’s office administered through LISC. A motion to accept this award was made by Hugh B. and seconded by Paul W. Both resolutions carried unanimously.
<b>5</b>	<b>Inventory Updates</b> – Gina P provided an overview of the current inventory and status of both rehabs and demolitions. The pending demos at HideAway Bay, the Revere Inn and Main St. Forestville were discussed in terms of the property statuses.
<b>6</b>	<b>Policy Discussions</b> - The new Public Comment policy was adopted by the Board to reflect the county’s policy; Gina P reviewed the status of all Rehabs in progress and their outstanding performance bonds – some extensions in deadlines have been

	granted based on personal hardships, but all are progressing. A long discussion ensued regarding the policy not to acquire occupied housing, and the potential restrictions that this places on Land Bank inventory, particularly in the 2017 tax auction. After much discussion the board re-affirmed its commitment to avoid occupied properties as much as possible, understanding that sometimes we do become accidental land lords and will need to deal with those circumstances case-by-case. A reminder to the Board that Financial Disclosures required by the State are due in the County Executive's office by April 30. Also, Board training is a requirement for all and is available on-line – a link was provided and board members are asked to enroll in one of the classes in May or June.
7	<b>Directors Report</b> – Gina P. provided an overview of administrative activities, which are currently focused on compiling the due diligence for the new grant awards, preparation of the Board binders, the continued work with data mapping, web upgrades and our electronic annual report with Orbitist, and special project work with Hideaway Bay.
7	<b>Meetings</b> –May – Jamestown; June – Dunkirk; July - Mayville
8	<b>Adjournment</b> – Motion by Paul W., seconded by Bill C., Carried unanimously

Resolutions:

**Resolution for Regular Meeting of  
Chautauqua County Land Bank Corporation Board of Directors  
April 12, 2017**

**Resolution # 4-12-17-01 Authorizing Transfer of Property**

RESOLVED, that the Chairman, Vice-Chairman, and Executive Director are each separately authorized to transfer the property to the prospective purchaser listed below and to their spouse, family members, and business partners, if applicable, or to their designated business entity, upon such terms and conditions negotiated and approved by legal counsel based on the proposals received and reviewed by the Board:

<u>Property Address</u>	<u>Property Tax ID #</u>	<u>Purchaser</u>
28 University Av Fredonia	113.09-2-13	Ryan Mourer
613 Main St. Dunkirk	79.9-6-14	COI (provisional)

*Continued...*

**Resolutions for the Meeting of  
Chautauqua County Land Bank Corporation Board of Directors  
April 12, 2017**

**Resolution # 4-12-17-02**

RESOLVED, that the Chairman and Executive Director are hereby authorized to implement the revised 2017 Administrative Budget distributed to the Land Bank Board, including the following 2017 staff salaries and administrative contracts:

(F/T) Executive Director: \$ 72,803 per year

(P/T) Program Specialist/Finance Manager: \$ 29,708 per year

County of Chautauqua:  
Law Dept. \$30,000 per year  
Real Property Tax Dept.) \$ 2,500 per year

Ed Buscik, P.C.: \$ 4,500 per year  
(Auditors)

Bahgat & Laurito-Bahgat, CPAs: \$ 4,900 per year  
(Payroll/Financial Services)