



BOARD MEETING SUMMARY

DATE: July 12, 2017

LOCATION: Rm 322, Gerace Office Bldg.,
Mayville, NY

Attendees: Jim Caflisch, Diane Hannum, John Hemmer, Hugh Butler; Paul Whitford, Aaron Resnick, Bill Carlson

Excused: Nicole May

Staff: Gina Paradis, Steve Abdella (Legal Counsel)

Guests: Dennis Phillips, Dave Rowe, Jeff Swanson

HIGHLIGHTS

1	Jim C. opened the meeting at 8:30, and reviewed the agenda; Guests were introduced as Dennis Phillips (Jamestown Post Journal), Dave Rowe (CEO-Ellicott), Jeff Swanson (CEO-Busti), and given privilege of the floor.
2.	Priv. of the Floor – no requests for comments were received.
3	Minutes - minutes from June were approved with noted corrections: meeting was held in Dunkirk at the Fredonia Tech Incubator, and Hugh Butler was absent. Additionally, the Resolutions accidentally showed a date of May10th instead of June 14 th . These corrections will be made to the official minutes. Motion made to approve with these corrections was by Paul W., seconded by Bill C. Carried Unanimously.
4	Property Disposition –Properties below were approved for negotiated sale: 617 Eagle – after much discussion regarding the proposals received, the Board decided that the home would be demolished and the lot sold. Since the house was badly neglected, all of the plumbing irreparably damaged, and mold taking hold in the plaster, the proposals simply did not meet the levels of investment that would be necessary to bring this home up to standard. Architectural elements will be salvaged where possible and then the home will be safely demolished and the lot offered to the adjacent neighbors. 242 Cole Ave. – a full rehab was proposed and accepted from a developer with previous experience with the Land Bank. The dispositions were approved unanimously.
5	Tax Foreclosure Acquisitions – Gina P reviewed the foreclosure acquisitions and the Board discussed again, at length, the issue of tenancy and how to resolve it equitably with the tenants. Also discussed was the request to consider a proposal

	related to one parcel for economic development of a long-standing business in Dunkirk, and the status of the Hideaway Bay solicitation for Expressions of Interest (EOI).
6	Board Reports (aka Dashboard) – Gina P. reviewed a draft document created to provide the Board with a monthly snapshot of the Land Bank programs, including statuses and challenges. Board review and feedback was requested, and a completed dashboard will be provided going forward.
7	Governance Discussions - Diane Hannum was elected Interim Treasurer, serving out the term of Scott Butler, who has relocated to Indiana. The motion was made by Hugh B. and seconded by Bill C.. Motion carried unanimously. Gina P. provided quick reminder regarding evaluations and compliance regarding the Code of Ethics, Financial Disclosures, Fiduciary Responsibility forms and Board training requirements. While all board members are in compliance with their financial disclosures, it was requested that everyone complete a Fiduciary Responsibility Acknowledgement and complete the mandated online training with in the next 45 days if possible. Copies of all of these forms would be included in the Board Orientation Binders and summarized in the Board Candidate Overview of Responsibilities. Gina also provided a brief update on the work that AmericCorps staffer Miranda Streck-Greco has been doing to create a Standard Operating Procedures (SOP) binder for the program. An Ad hoc committee will be gathered to review the SOPs once the drafts have been reviewed by the Law Dept.
8	Meetings – August – Jamestown; Sept. – Dunkirk; Oct. Mayville
9	Adjournment – Motion by Hugh B., seconded by John H., Carried unanimously

Resolutions:

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

Resolution # 7-12-17-01 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>
242 Cole Ave., Jamestown	387.19-2-35	Jason Genberg