



BOARD MEETING SUMMARY

DATE: 5/10/2023

LOCATION: Gerace Office Bldg. Room 331,
Mayville

Attendees: Bob Scudder, Bonnie Rae Strickland, Diane Hannum, John Hemmer, Chuck Cornell, Mark Geise. Staff: Gina Paradis, Todd Thomas

Absent:

Excused: Lou Drago, Hugh Butler

Guests:

HIGHLIGHTS

1	Welcome & Privilege of the Floor: John H. opened the meeting at 9:02; no guests, therefore no privilege of the floor.
2	Approval of Minutes: The minutes of the March meeting were approved (no April Meeting was held due to lack of quorum) with a motion by BobS., seconded by Diane H, and carried unanimously.
3	<p>Property Disposition: Gina P. reviewed the feedback of the Acq/Disp Committee which met ad hoc this month; the Board reviewed the property proposals and made the following dispositions:</p> <ul style="list-style-type: none"> 129 Fairview Ave, Jamestown 14 Cook Ave, Jamestown 35 Academy St., Westfield 67 Pearl St., Jamestown 21 Blanchard, Jamestown 65 E. 6th St., Dunkirk 45 W. 9th St., Jamestown (side lot) 47 E. 2d St., Dunkirk (side lot) <p>(Attachment 2, Resolution 05-10-23-01)</p> <p>Mark G. made a motion to pass resolution 05-10-23-01, seconded by Bonnie S., and carried unanimously.</p>
4	Financial: Gina provided a review of the 1 st Quarter financials and April YTD Profit & Loss. Real Estate sales were higher than normal due to the closing of Hideaway Bay. No other discussion ensued regarding the financials.

5	<p>New Staff Member Introduction: Gina formally introduced Reuben Hernandez as the new Program Coordinator. Reuben has experience as a property manager, entrepreneur, and non-profit manager, is lead certified, and adds the valuable asset of being bilingual to our organization. Reuben stated how happy he was to join the team, and the Board gave him a warm welcome.</p>
6	<p>HR Manual/Policies Adoption: Using a template created by the Council of Foundations, Diane Hannum and Jennifer Cameron finalized the organization's HR manual and policies, and shared that with the Governance Committee for review. The Board reviewed the document and was satisfied that it covered all of the relative areas of oversight and met the organization's needs for policy guidance. The policies were adopted by a motion from Mark G., seconded by Diane H. and carried unanimously.</p>
7	<p>Prospective Board Members & Board Member Training Compliance: John H. thanked everyone for attending to their board compliance requirements, and introduced two names for potential board positions: Todd Hnatyszyn, Senior VP with UBS Financial in Jamestown, and Shelly Lincoln, Village of Cherry Creek resident. Both have shown great interest in the Land Bank organization; Shelly has attended several Board meetings as a community member, and they would be filling the vacancies left by Nicole May and Taylor Scott. The members agreed to have Gina invite them to submit their Bios to the County Executive for appointment.</p>
8	<p>Program & Activity Updates: Gina reviewed the priorities of the staff currently, including training of Reuben and prepping of demolition management documents to secure a new demolition project manager to handle all of the detail associated with our demolition program. An RFP was released, posted on our website and mailed to regional demolition companies, and we received no submissions other than one, and he was whom we hoped to contract with anyway. More will be shared once the contract negotiations are completed. Funding for this contract will be covered by both the Land Bank Initiative grant from the state, and ARPA funding from Jamestown.</p> <p>Preparation for the Auction still ongoing; there are very few properties in this year's foreclosure. Case in Supreme Court may have significant impacts on the county foreclosure and auction process so Gina, the Law Dept., the NYS LBA and Assn of Counties are watching very closely.</p>
9	<p>Next Meeting & Adjournment: The next meeting will be held 6/14/23 at the same location, 9AM. A motion was made by Bob S., seconded by Chuck C., and carried unanimously to end the meeting.</p>

**Resolutions for Monthly Meeting of
Chautauqua County Land Bank Corporation Board of Directors
May 10, 2023**

Resolution # 05-10-23-01 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>
129 Fairview Ave. Jamestown	387.09-6-24	Chad Muscarella
14 Cook Ave. Jamestown	387.09-1-42	Scott M. Endress
36 Academy St. Westfield	193.17-3-2	Ross J. Cali, Jr.
42 W. 9 th St. Jamestown (side lot)	387.06-5-17	Monica & Justin Barr
47 E. 2 nd St. Dunkirk (side lot)	79.57-1-6	Neishaly Rodriguez Hernandez
65 E. 6 th St., Dunkirk Shmuel Hellinger	79.19-6-1	Chaya Silver, Israel Silver &

Resolution # 05-10-23-02 Approving Human Resources Manual and Policies

**Board of Directors; Chautauqua County Land Bank Corporation
May 10, 2023**

RESOLVED, that the Chautauqua County Land Bank Corporation recognizes the benefit of consolidating necessary information about State and Federal employment law and Corporation employment policies into a manual for distribution to, and use by staff and reference by Board members, and therefore adopts the proposed “CCLBC EMPLOYEE HANDBOOK”