



**BOARD MEETING SUMMARY**

**DATE:** September 13, 2017

**LOCATION:** Main Conference Room,  
Fredonia Tech Incubator, Dunkirk

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

**Excused:**

**Absent:**

**Staff:** Gina Paradis, Steve Abdella (Legal Counsel); Jen Cameron; Mike Digiralamo

**Guests:** Glenn Hurl (Dunkirk/Forestville), Nicole Gugino (Observer); Cory and Andy Dziduch (ADD Lumber, Dunkirk)

**HIGHLIGHTS**

<b>1</b>	<b>Jim C. opened the meeting</b> at 9:00, and reviewed the agenda; Guests were introduced and given privilege of the floor.
<b>2.</b>	<b>Priv. of the Floor</b> – no requests for comments were received.
<b>3</b>	<b>Minutes</b> - minutes from August were approved with a motion by John H, seconded by Hugh B. Carried Unanimously.
<b>4</b>	<b>Property Disposition</b> –3 side lots were approved for sale: 220 Crossman and 186.5 Spring in Jamestown, and 208 Elmcrest in the village of Lakewood; the purchasers were approved unanimously by resolution.
<b>5</b>	<b>Executive Session</b> –. Due to some privacy issues with current tenants/owners, the Board adjourned to an Executive Session for discussion of concerns related to a default and potential sales with tenants in place. Hugh B moved to move into the Executive session, seconded by Paul W. The session was ended with a motion by Hugh B and seconded by Bill C.
<b>6</b>	<b>Inventory Status</b> - Gina P reviewed the status of the current rehab inventory and some property stabilization considerations – roof repairs, porch repairs, foundation repairs. Some brief discussion ensued regarding expenses and risk mitigation.
<b>7</b>	<b>Financial Update</b> – Jennifer C. reviewed the current year-to-date financials and answered board questions regarding the figures and our grant spend-downs.
<b>8</b>	<b>Governance</b> – Hugh B. reminded the board of the role of governance and the idea of providing a 5 minute board best practice or governance discussion item at each

	meeting. The board's consensus was that it was a good idea and practice. More discussion continued on risk mitigation and the consideration of that as a topic for board training. Hugh and Jim will explore this further with the Dennis Brooks who handles the County Insurance.
<b>8</b>	<b>Meetings</b> – Oct. - Mayville; Nov.- Jamestown; Dec. - Dunkirk
<b>9</b>	<b>Adjournment</b> – Motion by Hugh B., seconded by Diane H., Carried unanimously

Resolutions:

**Resolution for Regular Meeting of  
Chautauqua County Land Bank Corporation Board of Directors  
September 13, 2017**

**Resolution # 9-13-17-01 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>
866.5 Spring St. Jamestown (lot)	387.25-1-39	Ronald Reichardt
208 Elmcrest Ave. Lakewood (lot)	385.12-3-13	Peter J. Nalbone
220 Crossman Ave Jamestown (lot)	370.19-3-45	Christian Rosario