

**Rochester Land Bank Corporation**  
**Meeting Minutes**  
**July 15, 2021**  
**City Hall, 30 Church St, Rm. 223B, Rochester, NY 14614**

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, Condenessa Brown, and LaShay Harris

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Maritza Mejias, Rianne Mitchell, Cindy Castillo

The meeting was called to order at 3:02 pm by Dana Miller.

The minutes from the last meeting were distributed. Kurt Martin moved that the minutes from the last meeting be approved; Kim Jones seconded. The motion was approved by the board.

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**. Payments were listed on the cash disbursement report. Payments made to RG&E for utility services for 225-227 Michigan Street; payment to Atlantic Property Management for management of 6 Madison Street and 225-227 Michigan Street; Journal Entry Funding for RLBC payroll for July 1, 2020 to June 30, 2021; payment to CCCS for HAPI program for reimbursement of home inspection for 283 Merchants Rd; payment to Flower City Habitat for Humanity Inc. for rehabilitation of 77 Melville Street; Journal Entry Funding line correction for demolition costs charged to incorrect expense line; payment to Gary Federico for final payment of demolition costs for 76 Bernard Street; payment to Rochester Housing Development Fund Corp for environmental remediation for 109 Randolph Street; and payment to Flower City Habitat for Humanity Inc. for environmental remediation for 77 Melville Street.

Treasurer's Report classified those disbursements accordingly and noted \$5,000 in revenue. These were the \$1,000 deposits for the 6 Madison Street RFP. Reports distributed to all members for review.

The board's first item on the agenda was the discussion of the **CRI 4 extension**. Rianne Mitchell confirmed the contract for this extension was executed and we are now extended to March 31, 2022. Rianne Mitchell advised in the monthly call with Enterprise held last week, our grant manager intimated that there will be no further extensions for this grant beyond March 31, 2022. Rianne Mitchell presented to the board the breakdown of what is outstanding for the CRI 4 Grant and began the review with the Special Project at 6 Madison. The original concern in terms of expending the funds set out for this special project by March 31, 2022 was cleared up as the funds will be disbursed in draws making sure the last draw is prior to the March 31, 2022 deadline. Dana Miller questioned if the rehab needed to be completed by the deadline date and Rianne advised it did not and confirmed that funds awarded needed to be expended by such time.

Rianne Mitchell then discussed the Acquisition funds remaining to be expended. Along with anticipating City Tax Foreclosure Action, Cindy Castillo has been monitoring the activities of the mortgage and tax lien purchaser's foreclosures which have started to be scheduled. She obtained a list of properties and scheduled dates of the upcoming auctions. It is conceivable that we could participate in one of those auctions or, if a property is sold back to the lien holder, we may be able to acquire the property by approaching the lien holder. However, during the call we had with our grant manager, she suggested we come up with an alternative (plan B) for the acquisition funds that is not entirely reliant to the foreclosure auctions or acquiring through the private market. We should think about a plan B and having it in place in time to execute it before the grant deadline. As staff have been brainstorming a plan B we thought about the three vacant lots we currently have in our inventory. Two lots are adjacent, 47 and 49 Lime Street, and were intended to be transferred to Habitat for Humanity. A Phase I conducted indicated there may be some environmental issues on

those parcels and Habitat for Humanity was not in the position to take them. We cannot transfer them until we have determined the exact environmental issues. The City's Division of Environmental Quality, to whom we have access through our shared services agreement, indicated if RLBC wanted to proceed with a Phase II investigation, he would be able to do the same for \$25,000 to \$30,000. We think it would make sense to ask to reallocate the acquisition funds for this project. This would be accomplished within the set amount of time we have for the extended grant and in addition, these properties have been in our inventory since January 2019 and we do not see a prospect of transferring them out of inventory until further environmental discovery is completed. We have this in mind if we are not able to acquire any properties from the public auctions. Kim Jones advised she was unsure if a sale will be conducted before December 31 as the action has not been commenced. Law is anticipating the action will be commenced in September. Rianne Mitchell advised we will have to discuss this with Enterprise, as in December we would make our prospective expense report and we would need to have adequate explanation of how the funds will be spent in order to draw them down. We will have to show Enterprise how we are reallocating the funds and that this would be a backup plan. Paul Scuderi advised we are still looking at other ways for acquisitions and if something comes up, we will consider it either through a public auction or private acquisition.

Rianne Mitchell then discussed the HAPI program and the concern regarding the expending of the grant funds. RLBC was approved for this pilot grant which was then expanded with CCCS taking the lead. The expanded program is being funded by a separate Enterprise grant to CCCS with the same partners as the pilot. The legal services and home inspections are paid from the RLBC grant awarded. Currently we have had one homeowner complete the program and have another one in the works. Now that the Grant has been extended to March 31, 2022, there may not be as much of a concern. Previously we had not done promotion as CCCS held off on media advertising until all contracts with the partners were signed. CCCS has commenced the pay for click advertising which has generated more interest. Enterprise will also be going forward with their press release regarding the additional funds for the expanded grant programs in NY State. There were ten CFI (Call for Ideas) awards issued in NYS, five downstate and five upstate and we were one of them. This was a grant related to innovative ways to impact housing policies as it relates discrimination in terms of race and ethnicity. Carol Wheeler asked what was the average cost for the homeowner that completed the program. Rianne advised the grant for each participant calls for \$2,000. For the homeowner that completed the program, the complete \$2,000 was used along with additional assistance from CCCS. Carol Wheeler asked what was the total amount we had to spend down. Rianne confirmed we have \$23,500 to spend down which includes cost for advertising in the sum of \$1,500. We will also ask Patrick Flanigan, through our shared services with the City of Rochester, for assistance with a press release. Carol Wheeler asked if we had someone else in the works. Rianne confirmed we did.

Rianne Mitchell then discussed the Administrative funds remaining to be expended totaling \$4,595. This amount can be devoted to anything edifying to RLBC. The ideas we have in mind are for Board training and strategic planning. Paul Scuderi also suggested using some of the Administrative funds for grant sourcing and obtaining grant writing support. We do not have a particular grant in mind but potentially hiring a grant writer do some resourcing and to structure something for RLBC so we won't have to start from scratch. We may have something in the future we are looking into but may not be in time to spend down the funds. If there is some Board training activity and strategic planning the Board has in mind, we can certainly use the funds for that. We just want to make sure we have everything in place in time to spend down the funds before the March 31, 2022 date. Given that the funds remaining are less than \$5,000, we do not have to bid out for a contract.

The board's next item on the agenda was **Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St.**

Paul Scuderi began the discussion of the Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St. He advised we are recommending Rosario Home Improvements, one of five entities who submitted proposals, to be the purchaser of 6 Madison St. The other submissions include Shanita Parson, RHDFC, WNY Homes LLC and Michael Warfield & Angel Licea. The proposals were all good but some had more strength than others. Rosario Home Improvements is local and

his proposal was rated high on all categories. He has worked in the City before and is a Home Rochester contractor. We have seen his work on RLBC subsidized properties and did excellent work. LaShay Harris asked if the property will be used for rental verses homeownership. Paul Scuderi confirmed it will be used for rental. Dana Miller then questioned if it was two units and will it be rented at fair market value for 10 years. He also asked what will happen after the 10-year mark. Paul Scuderi confirmed it is two units and is required to be rented for 10 years at fair market value. After the reporting period is over, the obligation will end. Dana then asked if we knew the total cost for the renovation. Paul Scuderi advised Rosario Home Improvements has estimated the cost at \$178,500 which is pretty close to the amount of our internal scope (\$180,000). The Board then discussed the details of the renovation, the importance of the timeline and of going in front of the preservation board and of keeping the Susan B. Anthony Neighborhood Group advised. Carol Wheeler asked if Rosario Home Improvements had any experience in property management and if they actually own and manage property. Martiza Mejias advised we have gone through the proposals and have researched all properties that are owned by Rosario Home Improvements they are clear of any outstanding violations. Dana then asked if there were any further questions and asked for a motion to approve **Resolution No. 5 of 2021 Authorizing the sale of 6 Madison St** to Rosario Home Improvements for the sum of \$8,000 plus the cost of recording fees and the award of \$100,000 in rehabilitation subsidy, giving the purchaser nine (9) months to complete the project. LaShay Harris moved for a motion to approve Resolution No. 5 of 2021 to Approving Sale of 6 Madison Street to Qualified Purchaser; Kurt Martin seconded. The motion was approved by the Board.

The board's next item on the agenda was discussion of **RLBC Board ABO Training and Committees**. Paul Scuderi discussed the ABO Training and reminded all new Board members are required to go through the ABO Training. Rianne Mitchell advised we are coming up to the annual meeting in September and we must prepare our annual report. The Authorities Budget Office specifically asks if all Board members have completed the training. The other part of the annual report is our audit and the Audit Committee will have to meet to approve the audit prior to the Annual meeting. Right now the Audit Committee members include Kim Jones, Kurt Martin and Condenessa Brown. We will need to coordinate a new member as Condenessa Brown has advised us that this is her last meeting. The board expressed well wishes and appreciation to Ms. Brown for her significant contribution to RLBC during her brief tenure. Dana asked how our other committees are doing and also noted there is still the need to fill the last Board member position. Rianne Mitchell advised we have adequate membership for all of the statutory Committees, but will need to fill Ms. Brown's role on the Audit Committee. Kim Jones has advised she can fulfill the role of chair for the Audit Committee.

Dana Miller brought the discussion to a close. Kim Jones made the motion to adjourn the meeting, LaShay Harris seconded, all were in favor.

The meeting was adjourned at 3:48 pm.

ATTEST: \_\_\_\_\_  
LaShay Harris – Secretary