

# AGENDA

---



**Rochester Land Bank Corporation**

**Meeting Agenda**

**City Hall, 30 Church St, Rm. 223B, Rochester, NY 14614**

**May 16, 2024**

**3:00pm – 4:00pm**

- 3:00: Call to Order
- 3:00-3:05: Approval of 4/18/24 Minutes
- 3:05-3:10: Treasurer's and Cash Disbursements Reports
- 3:10-3:20: Resolution 10 to Amend Resolution 10 of 2021 to Enter in to an Agreement with the City of Rochester related to ARPA
- 
- 3:20-3:30: Resolution 11 to Enter into an Agreement for the City of Rochester act as Construction Manager for the Rehabilitate the Dream program
- 3:30-3:40: Resolution 12 to Enter into an Agreement with the City of Rochester to Administer the Home Electrification and Revitalization Opportunity (HERO) Program
- 3:40-4:00: Discussion
- NYS Budget Updates

# Meeting Minutes

---

4/18/2024

---

---

**Rochester Land Bank Corporation**  
**Meeting Minutes**  
**April 18, 2024**  
**City Hall, Room 321B**  
**30 Church St, Rochester, NY 14614**

Board Members Present: Erik Frisch, Carol Wheeler, John Fornof, LaShay Harris, Kurt Martin, James Smith and Eric Van Dusen

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Andrew Creary, Rianne Mitchell, Maritza Mejias and Cindy Castillo

The meeting was called to order at 3:08 pm by Erik Frisch.

Carol Wheeler moved that the minutes from the last meeting held March 21, 2024 be approved; Kurt Martin seconded. The motion was approved by the board at 3:08 pm.

John Fornof presented the **Treasurer's Report and the Cash Disbursement Report for the month of April 2024**. The Treasurer's Report for the month of April classified the disbursements for the month and reported the revenue received for the month of April.

All reports were distributed to all members for review.

The first item on the agenda was **Resolution No. 6 of 2024 to Approve the 2024-2025 Annual Budget**. Paul Scuderi presented the Resolution and the 2024-2025 Annual Budget and went through the budget providing detailed information of its computation. Rianne Mitchell provided the Board with a narrative description to the budget.

LaShay Harris made a motion to approve Resolution No. 6 of 2024 Approving the 2024-2025 Annual Report as amended; John Fornof seconded. The motion was approved by the Board at 3:22 pm.

The next item on the agenda was **Resolution No. 7 of 2024 to Approve the Sale of 376 Hague Street**. Paul Scuderi presented the Resolution and provided detailed information of the purchase offer for 376 Hague Street.

Eric Van Dusen made a motion to approve Resolution No. 7 of 2024 Approving the Sale of 376 Hague Street; Kurt Martin seconded. The motion was approved by the Board at 3:26 pm.

The next item on the agenda was **Resolution No. 8 of 2024 to Authorize Acquisition of Real Property at 266 Glenwood Avenue**. Paul Scuderi presented the Resolution and provided the detailed information for the acquisition of 266 Glenwood Avenue by RLBC.

LaShay Harris made a motion to approve Resolution No. 8 of 2024 Authorizing Acquisition of Real Property at 266 Glenwood Avenue; Eric Van Dusen seconded. The motion was approved by the Board at 3:29 pm.



# Treasurer's Reports

---

**RLBC Disbursements  
(4/19/24 - 5/16/24)**

<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
\$ 60.12	City of Rochester	Water Bill 4 Brooklyn St
\$ 110.00	Exodus Extermination	77 Sidney St
\$ 2,470.00	Red Oak Management	Property Management Services
\$ 275.00	Rianne Mitchell	Reimbursement - NYS Charities Bureau
\$ 6,184.89	Day Environmental Inc.	Environmental Consulting
\$ 2,739.50	Day Environmental Inc.	Environmental Consulting

---

**\$ 11,839.51**

**Rochester Land Bank Corporation**  
**Treasurer Report to Board**  
**May 16, 2024**

Revenue	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Q1	FY 24 Q2	FY 24 Q3	April	May
<b>Revenues</b>								
CRI Round 4 reimbursement / Staffing costs	107,138	1,218	0	0	0	0	0	0
CRI Round 4 reimbursement / Adm./Professional Svcs.	27,512	5,208	0	0	0	0	0	0
CRI Round 4 reimbursement/Acquisitions	0	54,445	0	0	0	0	0	0
CRI Round 4 reimbursement/Rehabilitation Subsidy	540,000	230,652	0	0	0	0	0	0
CRI Round 4 reimbursement /Strategic Blight Removal- Demolition	106,378	0	0	0	0	0	0	0
CRI Round 4 reimbursement /New Construction	500,000	0	0	0	0	0	0	0
CRI Round 4 reimbursement /Environmental Remediation	190,000	70,000	0	0	0	0	0	0
Other Revenue / Real Property/ etc...	160,624	512,400	448,506	237,196	23,079	911,046	70,299	27,979
<b>Revenue Grand Total</b>	<b>\$1,631,652</b>	<b>\$873,923</b>	<b>\$448,506</b>	<b>\$237,196</b>	<b>\$23,079</b>	<b>\$911,046</b>	<b>\$70,299</b>	<b>\$27,979</b>

Expense	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Q1	FY 24 Q2	FY 24 Q3	April	May
<b>Overhead Expenses</b>								
Staff	21,359	0	0	0	0	0	0	0
Other **	0	0	0	0	0	0	0	0
<b>Overhead subtotal</b>	<b>\$21,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>								
CRI Round 4 / Staffing costs	0	72,324	0	0	0	0	0	0
CRI Round 4 / Adm./Professional Svcs.	12,230	35,754	0	0	0	0	0	0
CRI Round 4 /Acquisitions	73,258	101,917	0	0	0	0	0	0
CRI Round 4 /Rehabilitation Subsidy	308,000	273,000	0	0	0	0	0	0
CRI Round 4 /Strategic Blight Removal- Demolition	124,275	59,605	0	0	0	0	0	0
CRI Round 4 /New Construction	1,100,000	0	0	0	0	0	0	0
CRI Round 4 /Environmental Remediation	130,000	80,000	0	0	0	0	0	0
Other Projects***	49,952	58,028	708,350	68,992	53,006	81,067	63,941	11,840
<b>Operating subtotal</b>	<b>\$1,797,715</b>	<b>\$680,628</b>	<b>\$708,350</b>	<b>\$68,992</b>	<b>\$53,006</b>	<b>\$81,067</b>	<b>\$63,941</b>	<b>\$11,840</b>
<b>Expense Grand Total</b>	<b>\$1,819,074</b>	<b>\$680,628</b>	<b>\$708,350</b>	<b>\$68,992</b>	<b>\$53,006</b>	<b>\$81,067</b>	<b>\$63,941</b>	<b>\$11,840</b>

\* Rochester Land Bank Corp. was incorporated 8/9/2013.

\*\* Other overhead expenses include office supplies, IT services, Directors and Officers insurance premiums etc., as provided in the Shared Services agreement.

\*\*\* Other Project expenses are operating expenses not covered by the Shared Services agreement.



# Resolution 10 of 2024

---

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **May 16, 2024 at 3:00 p.m.**

The following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Paul J. Scuderi	Executive Director
Andrew J. Creary, Esq.	Corporation Counsel’s office

The following resolution was offered by \_\_\_\_\_,  
 seconded by \_\_\_\_\_:

Resolution No. 10 of 2024

AMENDING MEMORANDUM OF AGREEMENT WITH THE CITY OF ROCHESTER  
 RELATED TO CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND  
 ESTABLISHED BY AMERICAN RESCUE PLAN ACT

**WHEREAS**, Resolution No. 10 of 2021 authorized the Land Bank to enter into an agreement with the City of Rochester to invest \$2,400,000 in acquiring and rehabilitating properties to create homeownership opportunities for low to moderate income residents;

**WHEREAS**, the Land Bank intends partner with a not-for-profit developer to construct homes on vacant lots using public and private funding sources to create homeownership opportunities for low to moderate income residents;

**WHEREAS**, an amendment to the existing grant agreement will add new construction to the acquisition and rehabilitation activities authorized for funding without any other material changes to the agreement;

**WHEREAS**, Section 1607(a)(7) of the Land Bank Act grants the Land Bank the power to contract and execute other instruments necessary to performing its duties and exercising its powers;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as it fully set forth.

Section 2. The Executive Director is hereby authorized to amend the agreement with the City of Rochester related to American Rescue Plan Act (ARPA) funds to expand the authorized use of grant funds to include new construction in addition to acquisition and rehabilitation of homes for sale to income-qualified purchasers.

Section 3. The Executive Director is authorized and directed to execute contracts and all other documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 10 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
James Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **May 16, 2024**.

Attest: \_\_\_\_\_  
Secretary

# Resolution 11 of 2024

---

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **May 16, 2024 at 3:00 p.m.**

The meeting was called to order and, upon roll being called, the following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

The following resolution was offered by \_\_\_\_\_,  
 seconded by \_\_\_\_\_:

Resolution No. 11 of 2024

TO ENTER INTO A PROJECT AGREEMENT FOR THE CITY OF ROCHESTER TO ACT AS CONSTRUCTION MANAGER FOR THE REHABILITATE THE DREAM PROGRAM

WHEREAS, in accordance with this Board’s Resolution No. 7 of 2021, the Land Bank and the City of Rochester have previously entered into a Shared Services Agreement that includes procurement services for the Land Bank, and shared staffing to carry out Land Bank activities without charge to the Land Bank;

WHEREAS, Resolution No. 7 of 2021 authorized the Land Bank to enter into a memorandum of understanding with HOME Headquarters whereby HOME Headquarters will provide acquisition and rehabilitation financing to eligible purchasers of Land Bank properties;

WHEREAS, Resolution No. 10 of 2021 authorized the Land Bank to enter into an agreement with the City of Rochester to invest \$2,400,000 in acquiring and rehabilitating properties to create homeownership opportunities for low to moderate income residents;

WHEREAS, Resolution No. 7 of 2023 authorized the Land Bank to enter into a contract with the NYS Homes & Community Renewal’s Office of Community Renewal (OCR) to stabilize properties within Land Bank control for sale to owner-occupants as part of the Land Bank Initiative – Phase 2.

WHEREAS, the Land Bank has properties in its inventory for which a thorough scope of work has demonstrated that they are in a condition such that repair would be prohibitive to purchasers who do not intend to use the properties to generate income;

WHEREAS, the Land Bank desires to establish a program, herein after known as the Rehabilitate the Dream (RTD) Program, whereby it will stabilize the properties by repair and replacement of certain elements of the building envelope, transfer the property to income-qualified purchasers who are able to obtain an acquisition and rehabilitation mortgage, and manage and subsidize the remaining repairs necessary to make the properties suitable for affordable homeownership;

WHEREAS, Sections 1607(a)(7) and (8) of the Land Bank Act grant the Land Bank the power to enter into contracts necessary to the performance of its duties, including contracts that provide for a municipality or municipal agency to perform specified functions on behalf of the Land Bank;

WHEREAS, Section 1617(a) of the Land Bank Act grants the Land Bank the power to assign contracts for supervision and coordination to the successful bidder for any subdivision of work for which the land bank receives bid, and allows for any construction, demolition, renovation and reconstruction contract awarded by the land bank to contain such other terms and conditions as the land bank may deem desirable;

WHEREAS, the City of Rochester is uniquely qualified to engage qualified contractors in accordance with the Land Bank's Procurement Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as if fully set forth.

Section 2. The Executive Director is hereby authorized to enter into an agreement with the City of Rochester for a one-year term with two (2) one-year options to act as Construction Manager for the Rehabilitate the Dream Program where in the City's Contract Services Office will create a scope and bid out the work necessary to complete a renovation of selected Land Bank properties. The Contract Services Office will monitor the work through the completion of the rehabilitation. The Land Bank will issue payment of grant funds to selected contractor upon submission of approved draw requests. The Land Bank will enter into an agreement with the selected contractor to stabilize the property, and will condition the sale of the property on the buyer completing the renovation with the selected contractor.

Section 3. The agreement shall contain such other terms and conditions as the Executive Director deems appropriate.

Section 4. The Executive Director is authorized and directed to prepare and execute all documents on behalf of the Land Bank which may be necessary or desirable to complete the acquisition and further the intent of this Resolution and to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 11 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
James Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **May 16, 2024**.

Attest: \_\_\_\_\_  
LaShay Harris, Secretary



# Resolution 12 of 2024

---

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **May 16, 2024 at 3:00 p.m.**

The following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

**THE FOLLOWING PERSONS WERE ALSO PRESENT:**

Paul J. Scuderi Executive Director  
 Andrew J. Creary, Esq. Corporation Counsel’s office

The following resolution was offered by \_\_\_\_\_,  
 seconded by \_\_\_\_\_:

Resolution No. 12 of 2024

**TO ENTER INTO AN AGREEMENT WITH THE CITY OF ROCHESTER RELATED TO  
 ADMINISTRATION OF THE HOME ELECTRIFICATION AND REVITALIZATION  
 OPPORTUNITY (HERO) PROGRAM**

WHEREAS, the City of Rochester received a \$1 million award from the Environmental Protection Agency (EPA) to fund the HERO program to addresses persistent environmental and public health challenges by funding the creation of sustainable, all-electric homes through existing whole-house rehabilitation programs.

WHEREAS, the Land Bank has acquired certain tax delinquent, tax foreclosed, vacant, and abandoned properties and intends to complete whole-house rehabilitation of those of such properties (“Program Properties”) prior to their disposition;

WHEREAS, the Land Bank has obtained and selected proposals for whole house rehabilitation of Program Properties through a process in accordance with its Procurement Policy;

WHEREAS, Section 1607(a)(7) of the Land Bank Act grants the Land Bank the power to contract and execute other instruments necessary to performing its duties and exercising its powers;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as if fully set forth.

Section 2. The Executive Director is hereby authorized to enter into an agreement with the City of Rochester for that shall commence July 1, 2024, and shall terminate three (3) years from such date on June 30, 2027, for an amount not to exceed \$169,000, to effect the full electrification of approximately four (4) Program Properties. The grant award will be comprised of the incremental additional cost to incorporate electric heating/ cooling and appliances as well as renewable energy where feasible and cost effective, added insulation, and EV charging into the existing whole-house rehabilitation scope, and may include operational/ administrative fees necessary to install the electrification upgrades.

Section 3. The agreement shall contain such other terms and conditions as the Executive Director deems appropriate.

Section 4. The Executive Director is authorized and directed to prepare and execute all documents on behalf of the Land Bank which may be necessary or desirable to complete the acquisition and further the intent of this Resolution and to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 12 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
James Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **May 16, 2024**.

Attest: \_\_\_\_\_