

# AGENDA



**Rochester Land Bank Corporation**

**Meeting Agenda**

**City Hall, Room 223B**

**30 Church St, Rochester, NY**

**October 17, 2024**

**3:00pm – 4:00pm**

- |            |  |
|------------|--|
| 3:00:      | Call to Order  |
| 3:00-3:05: | Approval of 9/19/24 Minutes  |
| 3:05-3:10: | Treasurer's and Cash Disbursements Reports   |
| 3:10-3:25: | Resolution No. 24 of 2024 to Authorize Acquisition of Properties at Tax Foreclosure Auction                        |
| 3:25-3:40: | Resolution No. 25 of 2024 to Authorize Acceptance of Proposals to Rehabilitate 5 Properties in Land Bank Inventory |
| 3:40-4:00: | Discussion: <ul style="list-style-type: none"><li>• Strategic Planning Process Update</li></ul>                    |

**BOARD MEETING  
MINUTES  
SEPTEMBER 19, 2024**

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**Rochester Land Bank Corporation**  
**Annual Meeting**  
**Meeting Minutes**  
**September 19, 2024**  
**City Hall, Room 223B**  
**30 Church St, Rochester, NY 14614**

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

Board Members Absent: None

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

The meeting was called to order at 3:06 pm by Erik Frisch.

Eric Van Dusen moved that the minutes from the last meeting held August 15, 2024 be approved; Carol Wheeler seconded. The motion was approved by the Board at 3:07 pm.

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

All reports were distributed to all members for review.

The first item on the agenda was **Election of Board Officers**. Paul Scuderi put forward the existing board officers as a slate for board approval. James Smith made a motion to elect the recommended slate of officers; Eric Van Dusen seconded. The motion was approved by the board at 3:10 pm. Officers appointed: Erik L. Frisch as Board Chair; Carol Wheeler as Board Vice-Chair; LaShay Harris as Board Secretary and John Fornof as Board Treasurer.

The next item on the agenda was **Resolution No. 20 of 2024 to Authorize Sale of 268 Jefferson Terrace**. Rianne Mitchell presented the Resolution and provided detailed information of the purchase offer for 268 Jefferson Terrace.

John Fornof made a motion to approve Resolution No. 20 of 2024 to Authorize Sale of 268 Jefferson Terrace; Eric Van Dusen seconded. The motion was approved by the Board at 3:13 pm.

The next item on the agenda was **Resolution No. 21 of 2024 to Authorize Sale of 83 Ridgeway Avenue**. Rianne Mitchell presented the Resolution and provided detailed information of the purchase offer for 83 Ridgeway Avenue. Paul Scuderi provided information regarding the property.

Eric Van Dusen made a motion to approve Resolution No. 21 of 2024 Authorize Sale of 83 Ridgeway Avenue; John Fornof seconded. The motion was approved by the Board at 3:20 pm.

The next item on the agenda was **Resolution No. 22 of 2024 to Authorize Acceptance of ESL Community Impact Grant**. Rianne Mitchell presented the Resolution and provided detailed information regarding the award and the AHOP application process, and described the program for which the grant will be used.

James Smith made a motion to approve Resolution No. 22 of 2024 to Authorize Acceptance of ESL Community Impact Grant; LaShay Harris seconded. The motion was approved by the Board at 3:23 pm.

The next item on the agenda was **Resolution No. 23 of 2024 to Re-adopt Approved Policies**. Paul Scuderi presented the Resolution and went through the policies and asked the Board to readopt the current policies.

LaShay Harris made a motion to approve Resolution No. 23 of 2024 to Re-adopt Approved Policies; Eric Van Dusen seconded. The motion was approved by the Board at 3:26 pm.

The next item on the agenda was **Presentation and Approval of Audited Financial Statements**. John Fornof presented the audited financial statements and provided a summary of the audit results.

John Fornof moved to approve Audited Financial Statements; Carol Wheeler seconded. The motion was approved by the Board at 3:29 pm.

The final item on the agenda was the **Presentation and Approval of Annual Report and Constituent Reports contained within it**. Rianne Mitchell presented the Resolution and provided detailed information regarding the Annual Report and went through each report pointing out the guidelines of each report.

All reports were distributed to all members for review.

LaShay Harris made a motion to approve the Annual Report; Eric Van Dusen seconded. The motion was approved by the Board at 4:01 pm.

Erik Frisch brought the discussion to a close. LaShay Harris made a motion to adjourn the meeting, John Fornof seconded, all were in favor.

The meeting was adjourned at 4:02 pm.

ATTEST: \_\_\_\_\_  
, Secretary

TREASURER'S  
REPORTS

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**RLBC Disbursements  
(9/20/24 - 10/17/24)**

| <u>Amount</u> | <u>Payee</u>      | <u>Purpose</u>                             |
|---------------|-------------------|--|
| \$ 526.20     | Rianne Mitchell   | Reimburse - lodging NYLBA Summit           |
| \$ 13.88      | Mariza Mejias     | Reimburse - supplies for property showings |
| \$ 82,979.11  | City of Rochester | Five 2023 acquisitions from foreclosure    |

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\$ 83,519.19

Rochester Land Bank Corporation  
 Treasurer Report to Board  
 October 17, 2024

| Revenue   | FY 21 Total        | FY 22 Total        | FY23 Total        | FY24 Total         | July            | August          | September        | Q1               | October         |
|---|--------------------|--------------------|-------------------|--------------------|-----------------|-----------------|------------------|------------------|-----------------|
| <b>Revenues</b>   |                    |                    |                   |                    |                 |                 |                  |                  |                 |
| CRI Round 4 reimbursement / Staffing costs                      | 107,138            | 1,218              | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement / Adm./Professional Svcs.             | 27,512             | 5,208              | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement/Acquisitions                          | 0                  | 54,445             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement/Rehabilitation Subsidy                | 540,000            | 230,652            | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement /Strategic Blight Removal- Demolition | 106,378            | 0                  | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement /New Construction                     | 500,000            | 0                  | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 reimbursement /Environmental Remediation            | 190,000            | 70,000             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| Other Revenue / Real Property/ etc....                          | 160,624            | 512,400            | 448,506           | 1,310,252          | 36,775          | 61,144          | 134,989          | 232,908          | 0               |
| <b>Revenue Grand Total</b>                                      | <b>\$1,631,652</b> | <b>\$873,923</b>   | <b>\$448,506</b>  | <b>\$1,310,252</b> | <b>\$36,775</b> | <b>\$61,144</b> | <b>\$134,989</b> | <b>\$232,908</b> | <b>\$0</b>      |
| <b>Expense</b>  | <b>FY 21 Total</b> | <b>FY 22 Total</b> | <b>FY23 Total</b> | <b>FY24 Total</b>  | <b>July</b>     | <b>August</b>   | <b>September</b> | <b>Q1</b>        | <b>October</b>  |
| <b>Overhead Expenses</b>  |                    |                    |                   |                    |                 |                 |                  |                  |                 |
| Staff   | 21,359             | 0                  | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| Other **  | 0                  | 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>0</b>        |
| <b>Operating Expenses</b>                                       |                    |                    |                   |                    |                 |                 |                  |                  |                 |
| CRI Round 4 / Staffing costs                                    | 0                  | 72,324             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 / Adm./Professional Svcs.                           | 12,230             | 35,754             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 /Acquisitions                                       | 73,258             | 101,917            | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 /Rehabilitation Subsidy                             | 308,000            | 273,000            | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 /Strategic Blight Removal- Demolition               | 124,275            | 59,605             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 /New Construction                                   | 1,100,000          | 0                  | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| CRI Round 4 /Environmental Remediation                          | 130,000            | 80,000             | 0                 | 0                  | 0               | 0               | 0                | 0                | 0               |
| Other Projects***   | 49,952             | 58,028             | 708,350           | 288,625            | 31,806          | 11,470          | 12,727           | 56,003           | 83,519          |
| <b>Operating subtotal</b>                                       | <b>\$1,797,715</b> | <b>\$880,628</b>   | <b>\$708,350</b>  | <b>\$288,625</b>   | <b>\$31,806</b> | <b>\$11,470</b> | <b>\$12,727</b>  | <b>\$56,003</b>  | <b>\$83,519</b> |
| <b>Expense Grand Total</b>                                      | <b>\$1,819,074</b> | <b>\$680,628</b>   | <b>\$708,350</b>  | <b>\$288,625</b>   | <b>\$31,806</b> | <b>\$11,470</b> | <b>\$12,727</b>  | <b>\$56,003</b>  | <b>\$83,519</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 24

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 **October 17, 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  |          |         |
| Casmic Reid               |          |         |
| James Smith               |          |         |
| Eric Van Dusen            |          |         |

THE FOLLOWING PERSONS WERE ALSO PRESENT:

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

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

Resolution No. 24 of 2024

TO AUTHORIZE ACQUISITION OF PROPERTIES AT THE 2024 CITY OF ROCHESTER  
 TAX FORECLOSURE SALE

WHEREAS, the acquisition of tax foreclosed, vacant properties by the Land Bank and the subsequent construction of quality housing for affordable homeownership is in the best interests of the City, and is consistent with the Land Bank’s mission to return underutilized property to productive use, preserve and create quality housing, enhance the quality of life within neighborhoods, and encourage economic opportunities;

WHEREAS, Section 1607(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;

WHEREAS, Section 1608(b) of the Land Bank Act grants the Land Bank the power to acquire real property or interests in real property by gift, devise, transfer, exchange, foreclosure, purchase, or otherwise on terms and conditions and in a manner that it considers proper;

WHEREAS, Section 1608(f) of the Land Bank Act permits any municipality may convey to a land bank real property and interests in real property on such terms and conditions, form and

substance of consideration, and procedures, all as determined by the transferring municipality in its discretion, notwithstanding any other provision of law to the contrary;

WHEREAS, Section 8 of the Policy Governing the Acquisition of Real Property by Rochester Land Bank Corporation states that The Land bank shall use its powers to place a bid on properties at a municipal tax foreclosure auction for the purpose of acquiring property for any approved project, program, or any other purpose in conformance with the mission of the land bank. The municipality and the Land Bank shall mutually agree as to form, substance, and timing of payment for real property acquisitions at auction;

WHEREAS, Section 13 of the Policy Governing the Acquisition of Real Property by Rochester Land Bank Corporation permits that purchase of real property made at auction may exceed fair market value in instances where they align with the purposes for acquisition outlined in defined in and remain within the operational and financial capacity of the Land Bank as defined the policy, notwithstanding Any payment of purchase price in excess of the fair market value shall be at the sole discretion of the Executive Director;

WHEREAS, the Land Bank has been awarded grant funds from various sources for which property acquisition an authorized use;

WHEREAS, by Ordinance Number 262 of 2024 the Rochester City Council authorized an agreement with the Land Bank with terms that include canceling payment of the City tax lien portion of the bid price, up to a maximum aggregate annual tax cancellation amount of \$500,000.

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

Section 1. The Executive Director is hereby directed and authorized to act on the Land Bank's behalf to bid on any real property parcels offered for sale at the City of Rochester tax foreclosure auction sale ("Tax Foreclosure Auction") currently scheduled for November 7, 2024, at the Rochester Riverside Convention Center, 123 East Main St, Rochester, NY 14604, in the manner provided for in the remainder of this Resolution.

Section 2. The Land Bank's high bid shall be limited to the maximum amount determined by the Executive Director, in his sole discretion, after consideration of the fair market value as determined by an appropriate method of valuation prior to the auction and taking into account the discounting of the amount of the municipal claims and liens which were the basis for the foreclosure. The total amount of purchases made at the tax foreclosure auction sale shall not exceed \$600,000.00 (Six Hundred Thousand Dollars and No Hundredths).

Section 3. The Executive Director may delegate the Bid authority assigned by this Resolution to any person whom he deems fit to exercise such authority, provided that the Executive Director provides the delegee with such advance instruction or direction that the Executive Director judges necessary to conduct the bidding in compliance with the other terms of this Resolution.

Section 4. This Resolution's assignment and authorization to submit bids shall expire upon the completion of the City of Rochester 2024 Foreclosure Action.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 24 of 2024 was duly put to a vote, which resulted as follows:

|                | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| John Fornof    |     |     |         |        |
| Erik Frisch    |     |     |         |        |
| LaShay Harris  |     |     |         |        |
| Casmic Reid    |     |     |         |        |
| 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 **October 17, 2024**.

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

# RESOLUTION 25

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 **October 17, 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  |          |         |
| Casmic Reid               |          |         |
| James Smith               |          |         |
| Eric Van Dusen            |          |         |

THE FOLLOWING PERSONS WERE ALSO PRESENT:

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

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

Resolution No. 25 of 2024

APPROVING PROPOSAL SELECTION(S) FOR REHABILITATION OF CERTAIN  
 PROPERTY IN ROCHESTER LAND BANK INVENTORY

**WHEREAS**, the Land Bank issued a Request for Proposals from developers and contractors to rehabilitate any or all of five (5) Land Bank-owned Residential Properties on September 3, 2024;

**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;

**WHEREAS**, section 3.C. of the Land Bank’s Procurement Policy states that the Land Bank may contract for only portions, or not enter into an agreement for any, of the Professional Services contemplated by the proposals solicited under this Policy. The Land Bank may select the proposal that best satisfies its interests without exclusively relying on price or any other single factor. The Land Bank may use such criteria in the selection of a provider of Professional Services as it deems most appropriate.

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 enter into an agreement with the contractors below for the rehabilitation of the following properties in accordance with the specifications and costs stated in their submitted proposals.

| Property Address   | ZIP Code | S.B.L. Number  | Selected Proposer               |
|--------------------|----------|----------------|---------------------------------|
| 4 Brooklyn Street  | 14613    | 105.26-3-60    | Rosario Home Improvement        |
| 169 Roycroft Drive | 14621    | 091.82-2-9     | Highrock Contracting Inc        |
| 236 Weaver Street  | 14621    | 091.72-1-46    | Lenmar Property Development LLC |
| 108 Weld Street    | 14605    | 106.73-2-9.001 | Rosario Home Improvement        |
| 72 Weyl Street     | 14611    | 091.72-4-40    | Lenmar Property Development     |

Section 3. The Executive Director is authorized and directed to execute deeds 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. 25 of 2024 was duly put to a vote, which resulted as follows:

|                | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| John Fornof    |     |     |         |        |
| Erik Frisch    |     |     |         |        |
| LaShay Harris  |     |     |         |        |
| Casmic Reid    |     |     |         |        |
| 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 **October 17, 2024**.

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