

# AGENDA



**Rochester Land Bank Corporation**

**Meeting Agenda**

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

**January 16, 2025**

**3:00pm – 4:00pm**

- |            |  |
|------------|--|
| 3:00:      | Call to Order  |
| 3:00-3:05: | Approval of 12/19/24 Minutes   |
| 3:05-3:10: | Treasurer's and Cash Disbursements Reports   |
| 3:10-3:25: | Resolution No. 1 of 2025 to Enter into Agreement with Strategic Planning Consultant  |
| 3:25-3:35: | Resolution No. 2 of 2025 to Authorize sale of 4 Brooklyn Street and 266 Glenwood Avenue  |
| 3:35-3:45: | Resolution No. 3 of 2025 to Allocate funding and enter into a Memorandum of Agreement with a Development Consultant for an Affordable Homeownership Opportunity Program (AHOP) Project |
| 3:45-4:00: | Discussion Items <ul style="list-style-type: none"><li>• Annual Report to City Council</li></ul>   |

BOARD MEETING  
MINUTES

December 19, 2024

**Rochester Land Bank Corporation**  
**Meeting Minutes**  
**December 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,  
Isaura Valdivia and Cindy Castillo

The meeting was called to order at 3:04 pm by Erik Frisch.

LaShay Harris moved that the minutes from the last meeting held November 21, 2024 be approved; Carol Wheeler seconded. The motion was approved by the Board at 3:05 pm.

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

All reports were distributed to all members for review.

The board discussed the items noted on the meeting agenda. None required board action.

The first item of Discussion on the agenda was the **Rehabilitate the Dream Update**. Cindy Castillo provided an update of the project and shared the expected timeline for the website to go live.

The next item of Discussion on the agenda was the **Strategic Planning Consultant**. Rianne Mitchell provided an update of the selection process and advised when recommendations will be presented to the Board.

The next item of Discussion on the agenda was the **RHA Collaboration**. Rianne Mitchell discussed and provided details of the possible preliminary plans to collaborate with Rochester Housing Authority in a future project.

The final item of Discussion on the agenda was the **NYLBA Report Back**. Rianne Mitchell provided a synopsis of NY Land Bank Association's December meeting highlighting the main items of discussion and expectations for the upcoming year.

Rianne Mitchell reminded all of the upcoming annual report to City Council and provided a timeline of events leading up to the presentation.



TREASURER'S  
REPORTS

# RESOLUTION 1

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 **January 16, 2025 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 J. Scuderi Executive Director  
 Andrew J. Creary, Esq. Corporation Counsel’s office

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

Resolution No. 1 of 2025

**APPROVING PROPOSAL SELECTION FOR STRATEGIC PLAN DEVELOPMENT**

**WHEREAS**, the Land Bank issued a Request for Proposals for Strategic Plan Development on September 12, 2024;

**WHEREAS**, the Land Bank received a proposal to perform the requested services from Center for Community Progress;

**WHEREAS**, in the collective estimation of the Land Bank’s Strategic Planning Steering Committee staff, Center for Community Progress was the consultant who best demonstrated the experience and approach the Land Bank requires to develop a five-year strategic plan;

**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 of the Land Bank’s Procurement Policy states that the Board may exercise its discretion and apply its judgment regarding any aspect of the Request for Proposals, the evaluation of proposals received, and the negotiation and awarding of any contract resulting from the Request for Proposals.



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 Center for Community Progress in an amount not to exceed \$47,725 and a term not to exceed one year for strategic plan development and presentation.

Section 3. The Executive Director is authorized and directed to execute contracts and all other instruments 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. 1 of 2025 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 **January 16, 2025**.

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

# RESOLUTION 2

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #321B, City Hall, 30 Church Street, Rochester, New York 14614 on **January 16, 2025 at 3:00 p.m.**

The meeting was called to order and, 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		
Casmic Reid		
Eric Van Dusen		

**THE FOLLOWING PERSONS WERE ALSO PRESENT:**

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

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

Resolution No. 2 of 2025

**APPROVING SALE OF 4 BROOKLYN STREET AND 266 GLENDALE AVENUE TO A QUALIFIED PURCHASER**

**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 1609(d) of the Land Bank Act grants the Land Bank the power to convey, exchange, sell, transfer, lease as lessor, grant, release and demise, pledge any and all interests in, upon or to its real property;

**WHEREAS**, in accordance with this Board’s Acquisition Committee’s Resolution No. 1 of 2021, this Board’s Resolution No. 8 of 2024 and pursuant to Section 1608(b) of the Not-for-Profit Corporation Law, the Land Bank purchased the following adjacent parcels of real property (the “Subject Properties”):

<u>Address</u>	<u>SBL Number</u>	<u>Purchase Price</u>
4 Brooklyn Street, Rochester, NY 14613	105.26-3-60	\$15,000.00
266 Glenwood Avenue, Rochester, NY 14613	105.26-3-59	\$1.00



**WHEREAS**, the Subject Properties were found to be suitable, with the support of available grant funds, for inclusion in the Land Bank's acquisition and rehabilitation program for sale to owner occupants;

**WHEREAS**, pursuant to the Land Bank's Policy Regarding the Disposition of Real Property, Conveyance of real property by the Land Bank to nongovernmental entities shall require payment of consideration in an amount not lower than the Property Costs (i.e. -the aggregate costs and expenses of the Land Bank attributable to the specific property being sold, including costs of acquisition, maintenance, repair, demolition, marketing, legal expenses of the property and indirect costs of the operations of the Land Bank allocable to the property) to be paid in cash, unless the Board in its discretion approves a price reduction in conjunction with an approved redevelopment plan or municipal goal.

**WHEREAS**, Section 12 of the Land Bank's Policy Governing the Disposition of Real Property restricts sale of property owned by the Land Bank to those purchasers who meet the eligibility guidelines in Section 21-16 of the Charter and Code of the City of Rochester;

**WHEREAS**, the Land Bank and Joseph Salone, (the "qualified purchaser") desire to enter into a Purchase and Sale Agreement whereby the Land Bank will convey title to the Subject Properties in consideration of \$27,299.00 (Twenty-seven Thousand Two Hundred Ninety-nine and No Hundredths Dollars);

**WHEREAS**, the qualified purchaser has committed to rehabilitate the property for owner occupancy and has been approved for an acquisition and rehabilitation mortgage in an amount adequate to pay the purchase price in full and to complete the rehabilitation according to the scope proposed and approved by this Board's Resolution of No. 25 of 2024. The property will be entered into the Land Bank's Rehabilitate the Dream program in which acquisition and rehabilitation financing will be provided by HOME Headquarters and subsidy will be provided by Rochester Land Bank funding.

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 and directed to convey the Subject Properties to Joseph Salone in consideration of \$27,299.

Section 3. The Executive Director is hereby authorized to enter into a contract to provide subsidy to rehabilitate the Subject Properties according to the terms of the Rehabilitate the Dream program including but not limited to, a restrictive covenant requiring that the property obtain a Certificate of Occupancy within twelve (12) months of the date of closing, rehabilitation monitoring, and on-going residency/affordability monitoring.

Section 4. 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 5. This resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 2 of 2025 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Casmic Reid				
Jim 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 **January 16, 2025**.

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

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# RESOLUTION 3

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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 **January 16, 2025 at 3:00 p.m.**

The meeting was called to order and, 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 Creary, Esq.	Corporation Counsel’s office

Resolution No. 3 of 2025

TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH ROCHESTER CORNERSTONE GROUP, LTD. TO CONDUCT AN AFFORDABLE HOMEOWNERSHIP OPPORTUNITY PROGRAM PROJECT

WHEREAS, the Land Bank and Rochester Cornerstone Group, Ltd. (Cornerstone) have made preliminary application to the New York State Office of Homes and Community Renewal to participate in Affordable Homeownership Opportunity Program (AHOP) as co-developers;

WHEREAS, the Land Bank and Cornerstone have engaged environmental services contractors to conduct pre-development activities as funded by the Land Bank Initiative Phase 2 grant award accepted pursuant to this Board’s Resolution No. 7 of 2023 to enter into the grant agreement with the Housing Trust Fund Corporation;

WHEREAS, in accordance with this Board’s Resolution No. 10 of 2024 the Land Bank amended its agreement with the City of Rochester related to the American Rescue Plan Act (ARPA) funds to expand the authorized use of grant funds to include new construction of homes for sale to income-qualified purchasers;

WHEREAS, in accordance with this Board's Resolution No. 22 of 2024, the Land Bank entered into a contract with the ESL Charitable Foundation, Inc. to accept a grant award to



subsidize construction of a scattered-site affordable homeownership project;

WHEREAS, Cornerstone and the Land Bank desire to enter into a memorandum of agreement whereby Cornerstone will act as Managing Member and Borrower of the development entity, and the Land Bank will invest \$1,900,000 of its ARPA funds and \$500,000 of its discretionary funds, to leverage an AHOP project of approximately \$10,000,000 to build up to 20 single family units for affordable homeownership.

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 a memorandum of understanding with Cornerstone to create a development entity for the AHOP project wherein they will act as managing member and borrower of all construction financing and the Land Bank will provide funding for hard and soft development costs up to \$2,400,000.

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. 3 of 2025 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Casmic Reid				
Jim 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 **January 16, 2025**.

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