

Rochester Land Bank Corporation

Meeting Minutes

January 19, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Gary Kirkmire, Kate Washington, Carol Wheeler

Board Members Absent: Kim Jones, Dana Miller, George Parker

Non-Board Members Present: Margot Garcia, Maritza Mejias, Rianne Mitchell, Paul Scuderi, Scott Smith, Julie St. Clair

The meeting was called to order at 3:21 pm by Kate Washington, Board Chair.

The minutes from the last meeting were distributed. Gary Kirkmire moved that the minutes be approved; Andrea Guzzetta seconded. The motion was approved by the board.

As the Land Bank board secretary would not be attending the meeting, Carol Wheeler nominated Gary Kirkmire to serve as secretary pro-tem; Andrea Guzzetta seconded the motion. The board voted to approve the appointment of Gary Kirkmire as secretary pro-tem.

The first item on the agenda was discussion of the Land Bank's SWOT-A analysis. Kate Washington explained that the Land Bank had been encouraged to conduct the analysis in preparation for the strategic planning session it would like to have this quarter. Carol Wheeler volunteered to share her individual analysis to begin the discussion. Beginning with strengths, Carol noted the following: a good reputation with the Office of the Attorney General, our primary funder; successful completion of prior projects; a good relationship with the City of Rochester; access to experienced staff support; willingness to diversify in terms of activities and funding sources; the ability to use the preferred bid at City tax foreclosure auctions; a quick approval process as compared to the City. Gary Kirkmire expanded on the fact that the Land Bank's relationship to the City of Rochester government not only provides access to experience staff but, in fact, to subject matter experts on the types of activities in which it participates. Maritza Mejias expressed the opinion that the Land Bank seemed to engage in both more and also, more varied activities than many New York State land banks. Andrea Guzzetta added that our Land Bank did not have to "start from scratch" as the City of Rochester already had long-standing programs to address vacant properties. Paul Scuderi said that one of the main strengths of the Land Bank is its shared services agreement with the City of Rochester, allowing it to keep its operating costs very low.

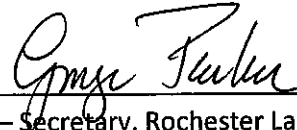
Discussion of weaknesses included: the Land Bank's dependence on the City for support; the fact that no new funding source has been identified; the Land Bank hasn't yet had the opportunity to do strategic planning; there is not adequate staff fully dedicated to the Land Bank; outside entities and the public do not have a full understanding of what we are and are not able to do. Some opportunities considered were: developing the capacity of the advisory board; finding other development partners; land bank eligibility to apply for state funding such as that provided by Homes and Community Renewal (HCR); applying for foundation funds; targeting geographic areas that have received or are

receiving high-levels of public and private investment; participation in the Rochester-Monroe County Anti-Poverty Initiative and Health in Housing initiatives. At this point, Kate Washington proposed postponing the discussion to allow time for the other agenda items. The board agreed to continue to develop the SWOT-A analysis by electronic communication prior to the next meeting.

The board next addressed the topic of potential participation in the City's Environmental Auction. As the topic almost immediately touched on real estate negotiations, Kate Washington moved that the board enter executive session. Andrea Guzzetta seconded the motion and the board voted to enter executive session at 3:46pm. The board returned to open session at 4:23pm. No actions were taken by the board during the executive session.

The meeting was adjourned at 4:25 pm.

ATTEST: _____



George Parker – Secretary, Rochester Land Bank Corporation

Rochester Land Bank Corporation

Meeting Minutes

February 16, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Gary Kirkmire, George Parker, Carol Wheeler

Board Members Absent: Dana Miller, Kate Washington

Non-Board Members Present: Margot Garcia, Maritza Mejias, Rianne Mitchell, Paul Scuderi, Scott Smith, Julie St. Clair

The meeting was called to order at 3:04 pm by Carol Wheeler, Vice Chair.

The minutes from the last meeting were distributed. George Parker moved that the minutes be approved; Gary Kirkmire seconded. The motion was approved by the board.

The first item on the agenda was discussion of the Treasurer's Report and the CRI Grant report. It was the final grant report to be presented for Round 1 and 2 as all of the activities have been completed and billed. The treasurer's report included the payments against the administrative invoices presented in December. Kim Jones noted that there appears to be \$800,000 of grant funds that have still not been allocated. Land Bank staff explained that while all of the grant activities have been completed and invoiced, not all of the payments have been issued as there had been some confusion in Accounting about the funds within the RHDFC contract. It is expected that final payments will be made by the end of the month.

The next item of business was the Certificate of Incumbency. While no award has been announced for Round 3 of the CRI grant, the grant manager has asked the Land Bank to provide some due diligence items that will be necessary prior to signing a contract. One of these is the Certificate of Incumbency where the board members identify themselves. The document was passed around so that all of the board members who were present could sign. The board then discussed another item on the due diligence list, Resolution No. 1 of 2017 where it agreed to accept funding to carry out the activities it had identified in its grant application and authorized the Executive Director to sign the documents necessary to do so. George Parker pointed out that the document presented read as if any board member might sign the contract documents and made a motion to amend the resolution to make it clear that the Executive Director's was the authorized signatory. Gary Kirkmire seconded the motion. The board voted to approve the amendment. George Parker then moved that the board approve Resolution No. 1 as amended. Gary Kirkmire also seconded that motion. The board approved Resolution No. 1 as amended.


Next the board discussed Resolution No. 2 of 2017 to amend the terms of the transfer of 1313 E. Main Street. Home Leasing, the purchaser of the property, modified the scope of the intended affordable housing project to reduce the number of units at the request of local residents. This change pushed out the completion date for the project. The deed as a reverter clause to return title to the Land Bank should the project not be completed by the end of this calendar year. Resolution No. 2 would allow a correction deed to be filed, extending the completion date to 2019 and revising

the number of units. George Parker moved that the resolution be approved; Gary Kirkmire seconded it. The board voted to approve the resolution.

The board next addressed the topic of its upcoming Strategic Planning Session. Paul Scuderi informed the board that after interviewing candidates, he and Kate Washington had selected Prescod Leadership Enterprise to facilitate the session. Carol Wheeler asked when and how long the session would be. The date of March 17th from 10am-2pm was finalized. Andrea Guzzetta expressed a preference for holding the meeting off site and the other board members agreed. Kim Jones suggested the meeting rooms at the port where last year's planning session was held. Carol Wheeler suggested the common room at the Mills at High Falls. It was agreed that Land Bank staff would find out which was available and inform the board of the location. There were no additional changes to the SWOT-A analysis.

Next on the agenda was discussion of the Land Bank's Annual Report to City Council. Andrea Guzzetta arranged for Kate Washington, the Board Chair, to present the report to City Council at a work session scheduled for Thursday, March 2. Gary Kirkmire suggested that one map showing all of the Land Bank's activities might be preferable to the three maps. He then asked what were the criteria used to determine the 25 most distressed areas, which were overlaid on one of the maps. Carol Wheeler explained that the areas were identified and mapped at the behest of HUD. They started with the census tracts with the highest poverty levels and included 13 other data points. Gary Kirkmire expressed surprise at the use of the term "distressed" as the City's Bureau of Inspection and Compliance Services had not been asked for blight data. Paul Scuderi asked how current the data used in the overlay was. He suggested that if there needed to be an update, the blight data could be included at that time. Kim Jones agreed that it would be nice to know the criteria that defined the most distressed areas. Land Bank staff informed the board that they would obtain that information and add it to the report. Andrea Guzzetta recommended that the lists of properties touched by Land Bank activities include a column identifying the quadrant.

The meeting was adjourned at 4:05 pm.

ATTEST: 
George Parker – Secretary, Rochester Land Bank Corporation

Rochester Land Bank Corporation

Meeting Minutes

March 16, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Gary Kirkmire, George Parker, Kate Washington, Carol Wheeler

Board Members Absent: Dana Miller

Non-Board Members Present: Margot Garcia, Maritza Mejias, Rianne Mitchell, Paul Scuderi, Julie St. Clair, Tom Warth

The meeting was called to order at 3:02 pm by Kate Washington, Chair.

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

The first item on the agenda was discussion of the Treasurer's Report and the Cash Disbursement Report. Kim Jones noted that there had been no payments made to date during the month of March, but checks were issued for fifteen HOME Rochester properties and the roof stabilization at 213-219 Conkey Ave in February. Land Bank staff added that there were still two HOME Rochester payments pending, but that checks should be cut prior to the next report.

The board next discussed Resolution No. 4 to amend the board's 2016 resolution to transfer five properties to the RHDFC. The properties in question were those purchased at the City's tax foreclosure auction. One of the properties was found not to be suitable to be rehabilitated within the cost parameters of the HOME Rochester program as the acquisition cost of the property was nearly double what was advertised prior to the auction and there is excessive personal property that will have to be removed from the house. Land Bank staff believes that inclusion of the property in one of its pre-qualified sale offerings would be adequate intervention to remove its destabilizing influence in a fairly stable neighborhood, so it was removed from the list of properties the Land Bank has agreed to sell to the RHDFC. George Parker moved that the board approve Resolution No. 4 to amend the resolution to transfer properties to the RHDFC. Kim Jones seconded the motion. The board approved the resolution.

The next agenda item was Resolution No. 5 to authorize sale of certain properties to Flower City Habitat for Humanity. At the 2016 Tax Foreclosure Auction, the Land Bank purchased five properties for inclusion in the City's new first-time ownership and rehabilitation program. The City has asked the Land Bank to sell two of the properties it had intended to purchase for the HOAP for Vacant Houses program directly to its development partner, Habitat for Humanity. The benefit to the program is that while the City must sell the properties for no less than fair market value, the Land Bank can transfer them at property cost. George Parker moved that the board approve Resolution No. 5 to convey certain properties to Flower City Habitat for Humanity. Kim Jones seconded the motion. The board approved the resolution.

The board then discussed Resolution No. 6 to authorize the donation of 213-219 Conkey Avenue to the City of Rochester. The ultimate disposition of the property for use by the Ibero American Development Corporation (IADC) has


not changed, but the project for which it is intended has expanded and IADC will not be ready to take title for some time. While the property is in the Land Bank's inventory, it must be covered by insurance. The City is self-insured and can hold the property without incurring those costs. Tom Warth, who attended the meeting on behalf of the Land Bank's attorney, noted that a recent change to the SEQR clause was misleading and that the phrases "by the board" and "the board has determined based upon the examination and recommendation of its executive director that..." be removed. Andrea Guzzetta moved that the board approve the amendment to the resolution; Carol Wheeler seconded. The board voted to amend the resolution. Andrea Guzzetta then moved that the board approve the resolution to donate 213-219 Conkey Avenue to the City of Rochester as amended. Carol Wheeler seconded the motion. The board approved the resolution.

The board next addressed the topic of its Strategic Planning Session, scheduled for the following day. The facilitator had sent some questions that had perhaps not been adequately addressed in the SWOT-A analysis. In response to the question, "What do you consider, 'fully staffed Land Bank,'" Carol Wheeler noted that it would be helpful to have additional staff to devote time to researching the ownership of abandoned properties, pursuing additional funding opportunities, and providing information to the public. Andrea Guzzetta asked whether Carol was anticipating the additional staff to be City employees or Land Bank employees. Kim Jones noted that, as we are nearing the end of the City's annual budget season, it would be important get any requests for additional City support in sooner than later. The facilitator also asked, "Is there a checklist for vacant buildings?" Paul Scuderi answered that the City has a checklist to record salient details for vacant properties and that it could easily be modified for Land Bank use. Gary Kirkmire asked how the City's checklist was used. Paul Scuderi answered that it was used to record the condition and potential disposition of properties after inspection, but that it could just as easily include a "napkin estimate" for rehabilitation. Carol Wheeler asked whether inspection was made prior to exercising the preferred bid at the tax foreclosure auction. Gary Kirkmire answered that inspection prior to transfer of ownership depended on the particular circumstances of a property. He added that, ideally, there would be multiple programs or projects into which to funnel vacant properties, making the need for inspection of properties that are privately-owned less of a concern.

Next on the agenda was a report back on the Land Bank's Annual Report to City Council. Andrea Guzzetta said that the session went very smoothly and that there were not questions from Council that remained to be answered after the session as there had sometimes been in previous years. Gary Kirkmire asked whether all of City Council attended the work session. Kate Washington answered that not every member was present. Carol Wheeler revisited Gary Kirkmire's question about the criteria for the 25 most distressed areas and asked how code enforcement criteria might be included. Gary noted that exterior blight was tracked using compatible reports that could be easily included in future GIS maps. Kate Washington noted that interior blight, such as hoarding, is also a concern. Gary Kirkmire agreed and informed the board that there is a local hoarding task force that includes representation from City Code Enforcement, the County Health Department, various social services agencies and the mental health community.

The board then discussed items on its Ongoing Action plan. Paul Scuderi noted that he and Kate Washington had had meetings with both City Administration and the Budget Office about the potential of sharing sales proceeds from City sale events. Kate Washington made the important point that while both seemed receptive to the idea, the current climate surrounding the federal budget and the clear intent to cut current funding sources means that both the City and the Land Bank will need to be more creative when sourcing funding. Gary Kirkmire asked if the Veteran's Outreach Center had been in touch with the Land Bank. Carol Wheeler shared that the VOC is working with a private developer to create veterans' housing outside of the center city. Paul Scuderi reported that, thanks in large part to the efforts of Kate Washington, the Land Bank is now in possession of a fully executed copy of the Consent Order between Pike and the State DEC and can proceed with the purchase using its preferred bid at the environmental sale.

The meeting was adjourned at 3:56 pm.

ATTEST: 
George Parker - Secretary, Rochester Land Bank Corporation
Gary Kirkmire - Secretary Pro tem

Rochester Land Bank Corporation

Meeting Minutes

April 20, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Gary Kirkmire, Dana Miller, Kate Washington, Carol Wheeler

Board Members Absent: Kim Jones, George Parker

Non-Board Members Present: Margot Garcia, Rianne Mitchell, Paul Scuderi, Scott Smith, Julie St. Clair

The meeting was called to order at 3:05 pm by Kate Washington, Chair.

The minutes from the last meeting were distributed. Carol Wheeler moved that the minutes be approved; Gary Kirkmire seconded. The motion was approved by the board.

As the Land Bank board secretary would not be attending the meeting, Carol Wheeler nominated Gary Kirkmire to serve as secretary pro-tem; Andrea Guzzetta seconded the motion. The board voted to approve the appointment of Gary Kirkmire as secretary pro-tem.

The first item on the agenda was discussion of the Treasurer's Report and the Cash Disbursement Report. The sole expense for April was to the clean out of a property acquired at the Tax Foreclosure auction in preparation for sale. Dana Miller asked whether the information about CRI Round 1 funding will eventually "fall off." Land Bank staff noted that as all Round 1 and 2 funds have been fully expended, there is no need to include them on future reports. When the Round 3 activities begin, they are what will be reflected on the report.

The board next discussed Resolution No. 7 to approve the sale of 697 Melville Street to the adjoining owner for additional yard space. As the lot is of a size that makes it unsuitable for development, Land Bank staff offered it to the adjoining owner. Dana Miller asked whether there were neighbors on both sides and was informed that there was only one neighbor on the same street. Gary Kirkmire asked whether the Land Bank has other lots in inventory. Land Bank staff let him know that some of the "worst of the worst" properties that his office had identified and that were purchased have already been demolished. One such property 1193 N. Clinton Avenue was currently being offered via request for proposal on the Land Bank's website. Gary Kirkmire then asked whether the Land Bank must pay insurance premiums for vacant lots and was informed that while the premium was lower, lots were also part of the cost of coverage. Gary Kirkmire moved that the board approve Resolution No. 7 to authorize the sale of 697 Melville Street. Dana Miller seconded the motion. The board approved the resolution.

The next item on the agenda was Resolution No. 9 to approve the 2017 Budget and Financial Plan. The document is a five-year projection required by the New York State Public Authorities Law. Gary Kirkmire asked the source of the anticipated municipal subsidies. Land Bank staff explained that there was no identified source, but that in each year since the Land Bank was formed, the City has provided funds for specific projects to further City initiatives. Dana Miller asked why there were no salary figures reported past 2019. Staff explained that guidance from the Authorities Board office characterizes reportable salary costs as those actually paid by the authority and the Land Bank can only reimburse

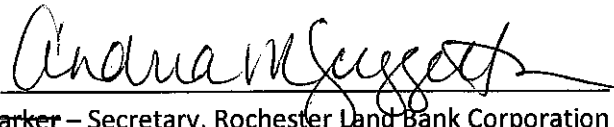
the City for staffing costs when it has outside funding such as the CRI grant, the current term of which ends in the 2018-2019 fiscal year. Andrea Guzzetta moved that the board approve the Resolution No. 8 approving the 2017 Budget and Financial Plan; Gary Kirkmire seconded. The board approved the resolution.

The board then discussed Resolution No. 9 to authorize the Executive Director to enter into a contract with Enterprise Community Partners to carry out the Neighbors for Neighborhoods program. The program promotes both a vacant property rehabilitation and affordable rental opportunities. Gary Kirkmire asked whether the Land Bank could use the Housing Council for the required landlord training. Land Bank staff explained that a feature of the program requires that buyers participate in Enterprise's online landlord training. Dana Miller asked how the 80% of AMI would be determined. Carol Wheeler explained that the program actually required the use of HUD's calculation of Fair Market Rent. Dana Miller then asked whether the goal of the program had more to do with providing affordable rental options or with improving the quality of investment properties. Paul Scuderi answered that the primary focus seemed to be on improving the quality of the rehabilitation of investment properties, given the amount of funds Enterprise is prepared to spend on the renovations and some of the parameters of the program such as the requirement that the investor live within the City limits. Gary Kirkmire suggested that if the goal is to improve the condition of the investor-owned properties in a neighborhood, the proximity requirement of 15 miles or the same municipality may not be adequate. A recent study performed locally by NeighborWorks showed that about 1.6% of rental properties in Rochester are owned by people who live in the same neighborhood and that those properties are maintained to a significantly higher standard than the norm. Gary Kirkmire then asked how the program would be advertised. Paul Scuderi said that the program would be publicized strategically. The Neighborhood Service Administrators in the targeted areas had been made aware and agreed to direct the Land Bank toward good candidates and to promote the program among neighborhood groups. Dana Miller asked how suitable properties were identified. Paul Scuderi explained that the properties were being inspected by the City's Division of Technical Services who would be providing the Land Bank with a scope of work and estimated budget. If those indicate the project could not be performed within the funding parameters, the Land Bank would find another use for the property.

Next, the board discussed the final report from the audit performed by the Office of the State Comptroller.

The meeting was adjourned at 3:55 pm.

ATTEST:


George Parker – Secretary, Rochester Land Bank Corporation
Pro-tem

Andrea Guzzetta

Rochester Land Bank Corporation

Meeting Minutes

May 18, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Dana Miller, Kate Washington, Carol Wheeler

Board Members Absent: Gary Kirkmire, George Parker

Non-Board Members Present: Margot Garcia, Paul Scuderi, Maritza Mejias, Julie St. Clair

The meeting was called to order at 3:05 pm by Kate Washington, Chair.

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

As the Land Bank board secretary would not be attending the meeting, Kate Washington nominated Andrea Guzzetta to serve as secretary pro tem; Carol Wheeler seconded the motion. The board voted to approve the appointment of Andrea Guzzetta as secretary pro tem.

The first item on the agenda was discussion of the Treasurer's Report and the Cash Disbursement Report. The total revenue for April was \$40,494, the bulk of which is payment for City foreclosure properties. The disbursements to date for May were \$229,781, which includes payment for Staub Cleaners and \$34K to pay for four foreclosure properties. Paul Scuderi mentioned that the transfer of Staub Cleaners went through as planned.

The Board next discussed Resolution No. 10 to amend the Land Bank Procurement Policy to designate a claims auditor. Paul Scuderi mentioned that the auditors suggested that one person be named, and offered George Parker's thought that it should be more generic. Kate raised the possibility of appointing an entity such as OPI to pursue audits for us. Kim stated that this is more a day-to-day thing, and OPI is more after-the-fact. Carol inquired as to the possibility of Admin/Finance being able to conduct audits, but it was determined that they are maxed out as far as work load. Paul Scuderi stated that the response to the State is due on July 7, it could be voted on now or held until the June meeting. Kate Washington moved to hold the resolution until June, Kim Jones seconded the motion. Resolution held.

The next item on the agenda was Resolution No. 11 to approve the sale of 43 Sterling St., an unbuildable vacant lot sold for \$1 to the adjacent owner to be combined and used as additional greenspace. Carol Wheeler moved that the board approve the resolution and Andrea Guzzetta seconded. The board approved unanimously.

The board then discussed the Strategic Plan. Kate Washington asked how we can expand the pool of potential partners. There is a Lunch and Learn focusing on the Land Bank scheduled for June 6. This is good for internal marketing but external marketing needs to be developed and expanded. The new Planning Director, Dorraine Kirkmire, will be invited to a future board meeting to discuss how to integrate Planning with the Land Bank and figure out how both can work together.

Paul Scuderi asked that everyone read and review the Controller Audit Report and contact him with any comments or changes. The final report will be issued next month.

The board then briefly discussed the Strategic Planning Session. The question was raised as to whether the board would like Nyron Prescod to come back and meet with them. Kate Washington suggested that more items on the Action List be completed before Mr. Prescod is consulted with again.

The Board then discussed the Action Plan. Some April items which have carried over are now complete and can be removed. Dana Miller inquired as to owner occupancy requirements of Land Bank properties. It was stated that owner occupancy is not required and rentals are closely monitored to insure that owners are adhering to the conditions. He then suggested that the Land Bank should require owner occupancy as often as possible. He used the Ravenwood Ave. property as an example, being that it is a street that is predominantly owner-occupied and a rental would alter the characteristics of the neighborhood. While that point was largely agreed with, the reality is that investors are far more likely to have the capital to purchase and rehabilitate these properties than those simply looking for a home. Paul Scuderi suggested that marketing could initially be for owner occupants, and later be open to investors if the search for an owner occupant is unsuccessful. It was then discussed that all departments need to work together to determine the best use for the vast inventory of vacant land. Needs and trends, such as tiny houses and housing for the aging, should be analyzed and considered.

Andrea Guzzetta moved to adjourn the meeting, Dana Miller seconded. The meeting was adjourned at 3:45 pm.

ATTEST: 
George Parker – Secretary, Rochester Land Bank Corporation

Rochester Land Bank Corporation

Meeting Minutes

June 15, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Dana Miller, Kate Washington, Carol Wheeler
Gary Kirkmire, George Parker

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Scott Smith, Julie St. Clair

The meeting was called to order at 3:05 pm by Kate Washington, Chair.

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

Monroe County Clerk Adam Bello, and Rebecca Caico, Esq. of the Empire Justice Center joined us to discuss the Monroe County Vacant and Abandoned Property Taskforce, on which they are co-chairs. Adam Bello began by explaining that roughly a year and a half ago, the Empire Justice Center met to discuss the issues of vacant properties in Irondequoit. Many town supervisors didn't know how to address the issue, and from that, the Taskforce was born to bring together those with something at stake to tackle the problems of the so-called zombie houses.

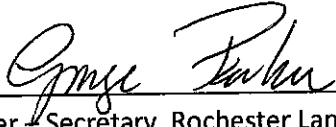
Next, Kim Jones presented the Treasurer's Report. May revenues were \$213,425, which was primarily City funding for acquisitions. Expenses for May were \$230,091.

The Board next discussed Resolution No. 10 to amend the Land Bank Procurement Policy to designate a claims auditor. This was carried over from last month, and some language has been changed to allow the Land Bank to designate a claims auditor to review all requests for payment pursuant to contract, rather than naming a specific auditor. There was discussion regarding further changes to be made in Section 2 of the resolution, including the specification that contracts for more than \$10,000 require board approval. George Parker moved to amend the resolution, the motion was seconded by Carol Wheeler and passed unanimously.

Next on the Agenda was Resolution No. 12, authorizing transfer of 293 Emerson St. to the City of Rochester. George Parker moved to pass the resolution, Dana Miller seconded the motion and it passed unanimously.

Next up was the discussion about the Comptroller Audit Final Report and CAP. This is the final version to be submitted by July 8. George Parker would like a change to the language regarding approval (Audit Recommendation 4). The suggested change will be made and the report will be submitted prior to the July 8 deadline.

The final agenda item, which was to discuss the Ongoing Action Plan, as well as any new business, will have to wait until the next meeting as time ran out. The meeting was adjourned at 4:00

ATTEST: 
George Parker Secretary, Rochester Land Bank Corporation

Rochester Land Bank Corporation

Meeting Minutes

July 20, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Kate Washington, Carol Wheeler, Gary Kirkmire, George Parker

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Scott Smith, Margot Garcia, Julie St. Clair

The meeting was called to order at 3:05 pm by Kate Washington, Chair.

The minutes from the last meeting were distributed. Kate Washington moved that the minutes be approved; Carol Wheeler seconded. The motion was approved unanimously by the board.

Next, Kim Jones presented the Treasurer's Report. Revenues from July (to date) were \$14,110, generated by the sale of the Ravenwood Ave & Culver Rd properties. There were no disbursements.

The Board next discussed Resolution No. 13, approving the sale of 402 Ravenwood Avenue and 929 Culver Road to qualified purchasers. These properties were both sold at on-site auctions and were sold to the same bidder, a local investor planning to maintain ownership and rent the properties out. Both sold for less than their acquisition prices. 929 Culver Road must be converted back to a single family dwelling. Gary Kirkmire moved to pass the resolution, the motion was seconded by George Parker and passed unanimously.

Next on the Agenda was Resolution No. 14, approving the grant agreement with the NYS OAG for the Community Revitalization Initiative (CRIII). The Land Bank received a signed grant agreement for \$1.5 million. The grant money will help fund staffing and professional services, and assist with costs of demolitions, acquisitions and rehabilitations. George Parker moved to pass the resolution, Gary Kirkmire seconded the motion and it passed unanimously.


Next, Carol Wheeler discussed the HOAP Program, which is in the process of acquiring two properties from the Land Bank. They are making sure they have all the approvals on their end and will submit to September Council for appropriation of funds.

The next topic discussed was the Neighbors for Neighborhoods program. Paul Scuderi explained that the money in the program can be used to assist buyers who live within a 15 mile radius of a property, up to \$100K per unit, focusing on multi-family dwellings. They are currently working with NSC offices to identify candidates. There is currently an RFP out for a construction manager, whose salary will come from the Neighbors for Neighborhoods grant. Paul then suggested some ideas for promoting this program and finding candidates. They included lawn signs on Land Bank properties, an e-mail blast, having an event on site, purchasing Adobe Pro software and more.

Gary Kirkmire discussed his meeting with Mayor Warren regarding tax foreclosures. The Mayor was curious about activity at the last City Tax foreclosure auction when an LLC out of Utah purchased 70 properties, most of which have not been deed recorded, and the LLC has since disbanded. There needs to be something in place to prevent this from happening again. Also, we need to determine how other land banks are getting foreclosed properties into their inventories.

Carol Wheeler moved to adjourn the meeting, Andrea Guzzeta seconded. The meeting was adjourned at 4:00

ATTEST:


Secretary pro tem

Rochester Land Bank Corporation

Meeting Minutes

August 17, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Kate Washington, Carol Wheeler, Gary Kirkmire,

Board Members Absent: Dana Miller, George Parker

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Scott Smith, Margot Garcia, Julie St. Clair

The meeting was called to order at 1:00 pm by Kate Washington, Chair.

The minutes from the last meeting were distributed. Gary Kirkmire moved that the minutes be approved; Andrea Guzzetta seconded. The motion was approved unanimously by the board.

In George Parker's absence, Andrea Guzzetta was chosen to be Secretary pro tem.

Next, Kim Jones presented the Treasurer's Report. Revenues from July (to date) were \$14,110, generated by the sale of the Ravenwood Ave & Culver Rd properties. There were no disbursements.

The Board next discussed Resolution No. 15 approving the sale of 1193 N. Clinton Avenue to the adjoining owner to combine with existing lot for future expansion. Kim Jones moved to pass the resolution, Gary Kirkmire seconded the motion and it passed unanimously.

Next on the Agenda was Resolution No. 16, regarding entering into a professional services agreement with GRHP to provide construction management services for up to five properties in the Neighbors for Neighborhoods Initiative. GRHP has vast experience and a quick timeline. They are very organized and offer an a la carte menu, which lays out all construction items individually. They will submit progress reports and manage each phase of construction. Gary Kirkmire moved to pass the resolution, Carol Wheeler seconded the motion and it passed unanimously.

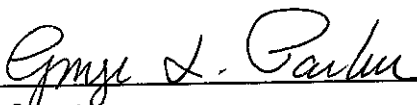
Next the Board discussed the upcoming annual meeting at which officer elections will be held in addition to discussing the Land Bank's accomplishments over the past year, what resolutions were passed and what the goals are going forward. Margot Garcia is currently reviewing last year's annual report in preparation for this year's meeting.

This led to the next topic discussed which was Board expansion. Scott Smith believes it is the Board's own decision to expand, which would first require a decision on how to go about doing so. He will research this topic to confirm that and to see whether or not expansion requires Council approval. There was much discussion about who the Board would want as additional member(s). It was established that the desire was for someone who could bring new and different perspectives to the table. Members of the community, the County Task Force and housing organizations were some of the early suggestions. Paul Scuderi suggested the Board may benefit from having an engineer, realtor, planner or

architect. Carol Wheeler pointed out that the Board currently has no community representation, someone who is familiar with the neighborhoods and their development.

Some miscellaneous items that rounded out the meeting were having Nyron Prescod come back to meet with the Board again in October. Kate Washington will e-mail him. Also, Carol Wheeler stressed that moving forward, we must make sure that strategic investment areas for the City are clear and determine how the Land Bank supports those areas. Lastly, Andrea Guzzeta suggested holding another lunch and learn program this winter in Council Chambers. The last one that was held internally was very well attended and perhaps hosting one for the public would be beneficial.

Andrea Guzzeta moved to adjourn the meeting, Gary Kirkmire seconded. The meeting was adjourned at 3:55

ATTEST: 
Secretary

Rochester Land Bank Corporation

Annual Meeting Minutes

September 21, 2017

City Hall, Rm. #223-B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Kate Washington, Carol Wheeler, Gary Kirkmire, Dana Miller, George Parker

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Scott Smith, Margot Garcia, Julie St. Clair

The meeting was called to order at 3:00 pm by Kate Washington, Chair.

The minutes from the last meeting were distributed. Andrea Guzzetta moved that the minutes be approved, Gary Kirkmire seconded. The motion was approved unanimously by the board.

The Treasurer's Report was distributed to all Board members for review. A total of \$227,235 was received from Round 3 of the CRI Grant. \$25,000 was received for the N4N program. Expenses totaled \$874 which was primarily to pay deed recording fees and mortgage expenses.

The Board then discussed Resolution 17 to re-adopt the approved policies of the Rochester Land Bank Corporation. A draft copy of the resolution was sent to Board members ahead of time for their review. Paul Scuderi asked if anyone had anything to add or change. No one did. George Parker moved to pass the resolution, Dana Miller seconded the motion and it passed unanimously.

Next on the Agenda was the presentation and approval of audited financial statements. Kim Jones distributed the Audited Basic Financial Statements from Freed Maxick CPAs, P.C. and went over it with the Board. The audit went very well. Kim pointed out the economic factors highlighted in the report to the Board, including Rochester's unemployment rate being as high as 40% for some populations in the city, as well as the fact that Rochester's high poverty rate ranks the city the 5th poorest in the country.

Next, Paul Scuderi briefly went over the Annual Report. It is very similar to last year's report with a few changes. There were a few minor corrections to be made, but George Parker moved to approve the Annual Report. Gary Kirkmire seconded the motion and it was approved unanimously.

The Board then had to elect officers. Andrea Guzzetta stated that the Governance Committee met and felt that the Land Bank was doing a good job and would like to keep the same officers for the next year. The Board then voted and the ballots were tallied by Paul Scuderi. It was unanimous that all of the current officers retain their positions. This means Kate Washington is Chair, Carol Wheeler is Vice-Chair, Kim Jones is Treasurer and George Parker is Secretary.

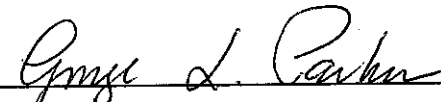
Up next for discussion was Resolution 18 which is for the Land Bank to purchase City tax foreclosures. Paul Scuderi stated that we have money from grant funding for acquisitions. The properties will be established soon and then raised. Appraisal value cannot exceed the tax lien amount.

Carol Wheeler has been approached by a not-for-profit regarding the Land Bank acquiring properties on their behalf. George Parker raised several questions including how this could be done and whether it is even legal, and concluded that he doesn't think it is possible and there is too much liability. Andrea Guzzeta stated that the City has a fiduciary responsibility to collect as much money as possible for these properties and this may prevent maximum earning. She also pointed out that if the Land Bank does this for one organization, it must do it for all organizations. The possibility of qualifying organizations came up, but there must be a process established to vet them. Kate Washington asked if a few would volunteer to identify possible organizations. Kate Washington, George Parker, Gary Kirkmire and Carol Wheeler will meet to address this matter. Bottom line, the Land Bank will not do it for this year's auction.

Paul Scuderi then mentioned the Neighbors for Neighborhood (N4N) grant, which helps qualified buyers rehab properties. There are a handful of properties established for the program as well as well as qualified buyers. There is an informational meeting next week then showings will begin, followed by on-site auctions. Kate Washington inquired whether this grant will be applied for again next year. Paul Scuderi was not sure at this time. It will depend largely on how it goes with the current properties.

Kate Washington mentioned that she e-mailed Nyron Prescod about meeting with the Board one more time and has not yet heard back from him. No one else had anything else to add. Andrea Guzzeta moved to adjourn the meeting, Gary Kirkmire seconded the motion and the meeting was adjourned at 4:00.

ATTEST:


Secretary

Rochester Land Bank Corporation

October 19, 2017

City Hall, Rm. #008-A

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Carol Wheeler, Gary Kirkmire, Dana Miller, George Parker

Board Members Absent: Kate Washington

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Julie St. Clair

The meeting was called to order at 3:00 pm by Carol Wheeler, Vice Chair.

The minutes from the last meeting were distributed. George Parker suggested a few minor corrections, then moved that the minutes be approved, Gary Kirkmire seconded. The motion was approved unanimously by the Board.

The Treasurer's Report was distributed to all Board members for review. There has been no new revenue in October to date. Expenses totaled \$4,443, covering deed recording fees, travel expenses and signs.

The Board then discussed Resolution 18 authorizing the exercise of the Preferred Bid to purchase certain properties at the City Tax Foreclosure Auction. Dana Miller asked if there was a limit to how many properties the Land Bank procures. Paul Scuderi explained that there is no limit. The current list contains 72 properties and some will be removed prior to the auction. He estimated that the Land Bank will purchase approximately 25 properties. Dana Miller then asked Gary Kirkmire if he had access to any additional information that would be helpful in choosing these properties. The answer was no, much of the information in the system is outdated. Carol Wheeler asked what the multiple family properties would be used for. Maritza Mejias answered that these and any properties that did not fit into specific programs would be auctioned. Carol Wheeler then asked whether Habitat for Humanity would be considered for any of the single family structures purchased. Paul Scuderi said they would. Gary Kirkmire moved to pass the Resolution, Andrea Guzzetta seconded the motion and it passed unanimously.

Next on the agenda was the discussion of Resolution 19 to enter into an agreement to carry out Community Revitalization Initiative. Two properties have been committed to Habitat for Humanity already – 112 Parsells Ave. and 221 Akron St. We now need a contract with them to rehabilitate the properties, similar to the contract already in existence with the Housing Partnership. Dana Miller moved to pass the Resolution, Gary Kirkmire seconded the motion and it passes unanimously.

Paul Scuderi then opened discussion on possibility of Board expansion. The subject has been brought up before and all or most thought it was a good idea, but there has been no resolution. He stressed the importance of identifying which section the Board would like to go. If the decision is made to expand, from what fields of expertise would the Board most benefit drawing members from? Board members made suggestions as to what fields would be beneficial,

including construction, planning, fundraising, and public relations. George Parker made the suggestion of having an advisory board, consisting of experts that can be consulted when necessary, but don't need to attend meetings or have voting privileges. He also asked if it would be wise to consult the Land Bank Coalition. Paul Scuderi said that he would reach out to them. Also mentioned were the facts that expansion would require City Council approval, the Land Bank has the ability to amend its by-laws, and that the certificate of incorporation does not require the State to take action.

Paul Scuderi then presented new signage which will be placed in front of Land Bank properties. There are four different signs to identify Land Bank projects in various stages. Carol Wheeler asked why the Land Bank logo was not included on the signs. She felt it is necessary for identity. Andrea Guzzeta and Dana Miller agreed, and Andrea also felt that the website should also be included.

Before ending the meeting, a follow-up meeting with Nyron Prescod was again mentioned. The date of which has not yet been set but one item that will be on the agenda for that meeting is the possibility of establishing an Advisory Committee. Paul Scuderi asked everyone to put the Reclaiming Vacant Properties Conference on their calendars. It is being held in Milwaukee May 15-17, 2018. Lastly, Paul Scuderi mentioned that all the October items on the Action Plan are complete and all other items are on target for timely completion. There was no other business to discuss and the meeting was adjourned at 3:55 p.m.

ATTEST: _____


Secretary

Rochester Land Bank Corporation

**November 16, 2017
City Hall, Rm. #223B
30 Church Street,
Rochester, NY 14614**

Board Members Present: Kate Washington, Kim Jones, Carol Wheeler, Dana Miller, George Parker

Board Members Absent: Andrea Guzzetta, Gary Kirkmire

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Julie St. Clair, Rita Rajca, Elizabeth Murphy

The meeting was called to order at 3:00 pm by Kate Washington, Chair.

The minutes from the last meeting were distributed. George Parker moved that the minutes be approved, Dana Miller seconded. The motion was approved unanimously by the Board.

The Treasurer's Report was distributed to all Board members for review. There was no new activity.

The Board then discussed Resolution 21, approving the sale of four properties to qualified purchasers via auction. Paul Scuderi explained that these properties (1329-1331 Clifford Ave, 10 Niagara St, 115 Woodward St, 186-188 Third St) were selected for the N4N program and did not sell. They will be auctioned at a later date, possibly January. Bidders will be screened and a Request for Qualifications will be issued. Maritza Mejias has been compiling a list of possible interested/qualified parties which currently consists of 20-25 candidates and growing. George Parker moved to pass the Resolution, Kate Washington seconded the motion and it passed unanimously.

Next on the agenda was the discussion of Resolution 22, authorizing a purchase agreement for the purchase of 54-54.5 Madison Street from the City for \$3,500 to be included in the Neighbors for Neighborhoods program. This program would grant \$200,000 to the purchaser for rehabilitation. There is an interested party ready to purchase the property, but it must be in Land Bank ownership before a contract can be entered. George Parker inquired as to how the money gets spent. Paul Scuderi explained that the buyer submits invoices and gets reimbursed. He also reassured the Board that the buyer is very aware of the preservation requirements, and also that renovation costs could far exceed \$200,000 and is prepared to meet that challenge. Kate Washington moved that the resolution be approved, George Parker seconded the motion and it passed unanimously.

Paul Scuderi then brought up Resolution 20 to enter into a grant agreement with LISC to carry out community revitalization initiative in support of the Charlotte Square III Development. This resolution was created and passed between Board meetings as the Land Bank was made aware of these monies just before the deadline for application and immediate action needed to be taken. Paul Scuderi wanted to make sure everyone was up to speed on the situation and answer any questions. This grant money (\$300,000) will be used for sewer improvements on the former Inner Loop site. Dana Miller asked what happens if the project goes over budget. Paul Scuderi said that the City would likely have to cover that cost.

There was a short discussion about Land Bank signage. There was some concern expressed at the last meeting that the logo and website were missing from the newly designed signs. Rather than redesign the signs, it was suggested that identifiers be used beneath the signs (there is a spot for them on the sign posts) with the logo and website. Everyone agreed that this was a good solution and that it was ok to move forward with the signs.

Kate Washington reminded everyone about the upcoming follow-up strategic planning session with Nyron Prescod of Prescod Leadership Enterprise, LLC which will take place on December 11.

Kate Washington brought up the idea of opening the use of Land Bank properties for not-for-profits and smaller developers. She will reconvene with Carol Wheeler for information on the housing process. Kate also had a meeting with Melanie Funchess of the Mental Health Association about creating access to healing houses in various areas of the City.

The Ongoing Action Plan was reviewed briefly and Dana Miller moved that the meeting be adjourned at 3:45, which Kim Jones Seconded.

ATTEST: 
Secretary

Rochester Land Bank Corporation

Meeting Minutes

December 21, 2017

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Gary Kirkmire, Dana Miller, George Parker, Carol Wheeler

Board Members Absent: Kim Jones, Kate Washington

Non-Board Members Present: Margot Garcia, Maritza Mejias, Rita Rajca

The meeting was called to order at 3:07 pm by Carol Wheeler, Vice Chair.

The minutes from the last meeting were distributed. After two corrections by George Parker and Andrea Guzzetta, Andrea Guzzetta moved that the minutes be approved; Dana Miller seconded. The motion was approved by the board.

The first item on the agenda was discussion of the Treasurer's Report and the Cash Disbursement Report. Rita Rajca explained that Kim Jones was unable to forward the reports from her home and would forward the reports to the Board on her return to work the following week.

The board next discussed Resolution No. 23 to authorize the transfer of certain properties acquired at the City Tax Foreclosure Auction to the Rochester Housing Development Fund Corporation ("RHDFC"). Margot Garcia discussed the properties acquired and the bid tendered by the Rochester Land Bank/purchase price for RHDFC. The question was posed as to the number of properties the Rochester Land Bank sought to acquire utilizing the trump bid. Maritza Mejias explained that initially ten to twelve properties were earmarked for acquisition, but due to last minute increases to outstanding tax liens/opening bid amounts of several properties, that number decreased. George Parker questioned if the City of Rochester (the "City") would incur additional costs after the Land Bank sells the properties for their respective bids listed in Section 2 of the Resolution. Maritza Mejias answered that per the existing PSA between the City and the Land Bank, the City will manage the properties for as long as the Land Bank continues to own said properties, at no cost to the Land Bank. George Parker then questioned, if the Land Bank is selling the property for the amount of the tendered trump bid, why are the properties subsequently appraised? Maritza Mejias noted the requirement to make public the current value of all property acquired by the Land Bank, per the requirements of the agreement between the RLBC and the OAG. George Parker moved that the board approve Resolution No. 23 to authorize the transfer of certain properties acquired at the City Tax Foreclosure Auction to the RHDFC. Gary Kirkmire seconded the motion. The board approved the resolution.

Next on the agenda was the discussion of letters sent to local NYS Senators (Joe Robach, Michael H. Ranzenhofer, Rich Funke), at the direction of the New York Land Bank Association, as a push to secure funding for NYS Land Banks beyond the end of 2018. The letter generated questions from the board. Andrea Guzzetta asked if the letter was sent to the members of the State Assembly. Dana Miller questioned why we had Syracuse's numbers in the form letter and whether we could replace them with either Rochester's numbers or numbers reflective of the collective group of land banks.

Margot Garcia will look in to both inquiries.

Next, the progress of the Neighbors for Neighborhoods ("N4N") was discussed. Carol Wheeler began by asking how many properties are currently in the N4N program and how much money the RLBC is providing for this program. Maritza Mejias offered that approval for the sale of 54 – 54.5 Madison Street for inclusion in the N4N program is scheduled for the January City Council meeting. Per Margot Garcia, the potential buyer is ready on all accounts in that she lives down the street from the subject property, knows what it takes to rehab the house, and is financially prepared. In addition, on-site auctions will be conducted for the other properties and new acquisitions are being reviewed to find doubles suitable for the program. Enterprise Community Partners provided a total of \$450k in funds for the N4N program. Margot Garcia expressed some obstacles to finding suitable applicants – the twenty year affordability stipulation is intimidating, finding the purchaser that meets the requirement of living within 15 miles of the subject property is difficult. The Board had questions surrounding the funding for N4N. Carol Wheeler asked if the funding must be expended by Dec. 2018. Maritza Mejias confirmed yes and added that if we use all the grant funds, we may request additional. George Parker asked if Enterprise could decrease the funding due to our slow movement with this program. Maritza explained that it is unlikely they would do so as they want Land Banks to carry out its goal of affordable rentals. Gary Kirkmire suggested that the Land Bank not apply for as much money or at least not until it has buyers lined up.

Next on the agenda was the Nyron Prescod meeting recap. As Dana Miller was absent from the December 11, 2017 meeting, he was looking for meeting notes. George Parker explained that the facilitators took notes and will send copies. Carol Wheeler shared her take of main points of the meeting – we have to assign tasks to be completed and identify partners to work with. "Prequalified" partners was added by Gary Kirkmire. George Parker added that there is a need for more strategic planning while Gary Kirkmire mentioned the need to develop a marketing strategy. There is a general consensus that, outside of the boardroom, there is little awareness of the existence of the Land Bank or how others may access the Land Bank. Margot Garcia asked if it is feasible for subcommittees to come up with viable solutions. Margot Garcia will check reserves to see if someone can be brought in to help with marketing. Dana Miller expressed an interest in assisting with marketing. Gary Kirkmire expressed an interest in helping with partnership planning.

Next, the discussion moved to revising the Land Bank Tax Foreclosure acquisition process. Gary Kirkmire spoke of a meeting with the Mayor involving changes to the tax foreclosure sale. He spoke of an approach in which the Land Bank targets a project area where the properties are more viable and plentiful, but recognizes that this approach is problematic as these properties are more likely to be occupied. Maritza Mejias commented that the Land Bank does not want to be known for displacing people or as a property manager. Gary Kirkmire expanded on his idea, adding that abandoned properties tend to be the worst of the worst and fall outside of the target areas he speaks of. Now that talks of target areas have begun, Gary Kirkmire is pushing to harness the momentum and pursue this goal. Gary will send minutes of the meeting he attended regarding the Tax Foreclosure process.

The Ongoing Action Plan was discussed briefly and Andrea Guzzetta mentioned the Report to City Council is scheduled for March 1, 2018 at 4:30 in Room 208A.

Andrea Guzzetta moved that the meeting be adjourned at 4:07 pm. Dana Miller seconded.

ATTEST:


Secretary