

Rochester Land Bank Corporation

Meeting Minutes

January 24, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

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

Board Members Absent: Dana Miller

Non-Board Members Present: Rita Rajca, Scott Smith, Maritza Mejias

The meeting was called to order at 3:02 pm by Carol Wheeler.

The minutes from the last meeting were distributed. Kim Jones moved that the minutes be approved; Jacklyn Ortiz 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 first reviewed the January revenue of \$230,000, which includes \$225,000 from Mayor Warren transferred from Cash Capital and the \$5,000 from the sale of 41 Darien Street. She then reviewed the expenditures of \$81,000.33 – payment to the construction manager for the N4N program, draws to cover the rehabilitation work of two of the N4N properties, disbursement for a completed HOAP property and administrative/professional services. In anticipation of receipt of the next round of the CRI grant funds, Kim Jones added the CRI Round 4 activity categories to the Treasurer's Report. The Round 3 activities will be removed once all funds from that round are expended.

Next on the agenda was Resolution No. 1 of 2019, authorization to transfer properties purchased at the 2018 City Tax Foreclosure Auction to the City of Rochester for blight removal through demolition. It was noted that Gary Kirkmire selected these particular properties for acquisition for the specific purpose of demolishing them. George Parker moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board. Jacklyn Ortiz requested that, going forward, Land Bank Staff provide a spreadsheet at each meeting to inform the board of the status of the properties the Land Bank acquired at the City tax foreclosure auction.

The next item on the agenda was Resolution No. 2 of 2019, authorization to enter into an agreement with the Rochester Housing Development Fund Corporation (RHDFC) to provide subsidy toward the rehabilitation and environmental remediation costs of Home Rochester properties. Both the rehab and the environmental remediation subsidy may be applied to the same property. Carol Wheeler explained that the total development costs far exceed the assistance the Land Bank provides. The development partner, in this case RHDFC, will spec out the project and provide a pro forma to the Land Bank and the City of Rochester Housing Department to demonstrate that the project is feasible/cost effective, but many other factors are considered – location, neighborhood stability, target households, etc. George Parker moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next on the agenda was Resolution No. 3 of 2019, authorization to enter into an agreement with Flower City Habitat for Humanity, Inc. (FCHH) to provide subsidy toward the rehabilitation and environmental remediation costs of properties

under the HOAP program. While FCHH has only acquired one property from the Land Bank's City's Tax Foreclosure Auction acquisitions, they can receive assistance on up to five properties including inventory they hold from other sources. Jacklyn Ortiz moved that the resolution be adopted. Andrea Guzzetta seconded. The motion was approved by the board.

Next on the agenda was Resolution No. 4 of 2019, authorization to enter into an agreement with the Greater Rochester Housing Partnership (GRHP) to provide subsidy toward new home construction costs of homes under the Neighborhood Builders program. The construction will take place on scattered sites mainly in middle market neighborhoods. The GRHP will provide a breakdown of costs and indicate how our funding is applied. Andrea Guzzetta moved that the word "development" replace the word "rehabilitation" in Section 2, and the incorrect numbering of Sections 4 and 5 be revised to read Section 3 and 4, respectively. Gary Kirkmire seconded. Andrea Guzzetta moved that the resolution be adopted, as amended. Gary Kirkmire seconded. The motion was approved by the board.

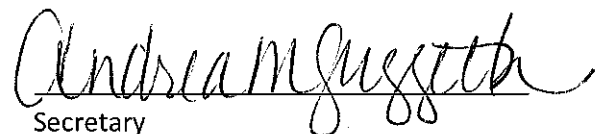
Next on the agenda was Resolution No. 5 of 2019, authorization to sell 47 and 49 Lime Street to FCHH. The structure on 47 Lime Street will be demolished prior to the transfer. Jacklyn Ortiz moved that the resolution be adopted. George Parker seconded. The motion was approved by the board.

Next on the agenda was Resolution No. 6 of 2019, authorization to amend Resolution 20 of 2018. For the Grantee's tax purposes, the named Grantee will be changed to Charles Settlement House, Inc., sole owner of its subsidiary CSH Housing II, Inc., which is the co-managing member of Josana Stadium II, LLC, developer of Stadium Estates – Phase II. Without the change, the funding provided would be subject to taxation. George Parker moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next on the agenda was the discussion items. It was decided that the press release for the Phoenix Project should be addressed when activities ensue, likely in the spring. Discussion of the Marketing Plan was tabled until the next meeting to allow time for a sub-committee meeting. The board was informed that NY Land Banks owned properties are tax exempt regardless of when a property tax bill is imposed.

Carol Wheeler then took the board through the on-going action plan. We are adding the Project Phoenix press release to the plan. Resolutions that were approved today will be removed. We can enter into agreement with partners for CRI IV activities once due diligence items are accepted by Enterprise, which should occur next month. It was clarified that our current partners can participate in the onsite auctions of properties in our inventory planned for April.

The meeting was adjourned at 3:59 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

February 21, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Gary Kirkmire, Andrea Guzzetta, Jacklyn Ortiz

Board Members Absent: George Parker

Non-Board Members Present: Rita Rajca, Scott Smith, Maritza Mejias, Elizabeth Murphy

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

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.

The first item on the agenda was discussion of the Treasurer's Report and the Cash Disbursement Report. Kim Jones first reviewed the February revenue of \$319,420, which includes \$300,000 from Enterprise for the N4N program and demolition funds accompanying the donation of 47-49 Lime Street. She then reviewed the expenditures of \$753.56 – a draw disbursement under the N4N program and administrative/professional development costs.

Next on the agenda was Resolution No. 7 of 2019, amending Resolution No. 19 of 2018. Paul Scuderi clarified that unlike previous years where the OAG administered the CRI grant funds, this year, CRI IV funding is being administered by Enterprise Community Partners. As such, we are revising Resolution 2018-19 to approve a grant agreement with Enterprise. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

The next item on the agenda was Resolution No. 8 of 2019, amending Resolution No. 21 of 2018. Paul Scuderi stated that the purpose of this resolution is to make changes and additions to the properties being transferred to our named partners. These changes did not affect the prices paid for the properties. As the partners are unable to access and assess the properties they earmark for acquisition from the City's Tax Foreclosure Auction, they sometimes find that the chosen properties do not meet their program parameters. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next on the agenda was Resolution No. 9 of 2019, authorization to sell ²⁶⁹~~268~~ Garson Avenue. This property is one of two acquired from the City's Tax Foreclosure Auction for sale to tenant occupants with the intended outcome of "wealth building" through owner occupancy of one unit and rental of the second unit. The cost to the purchaser is the price the Land Bank paid for acquisition. The purchasers must have a development plan and financial resources. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next on the agenda was Resolution No. 10 of 2019, authorization to sell 144-146 Glendale Park. This property is the second two family property to be transferred to the tenant occupant for strategic wealth building. While there are no

residency requirements for ²⁶⁹~~268~~ Garson or 144-146 Glendale, the Land Bank Board may choose to add such a requirement in the future, as well as other requirements that would lend to the program goals and success. Jacklyn Ortiz moved that the resolution be adopted. Gary Kirkmire seconded. The motion was approved by the board.

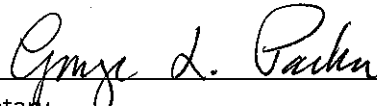
Next on the agenda was Resolution No. 11 of 2019, authorizing membership in NYLBA and payment of annual dues. Membership gives Land Banks access to educational seminars/webinars, lobbying and legislative initiatives, ideas and success stories. The Land Bank Board would like to be informed of the NYLBA deliverables. Kim Jones moved that the resolution be adopted. Gary Kirkmire seconded. The motion was approved by the board.

Next on the agenda was review of the annual report to City Council scheduled for February 28, 2019. Dana Miller stated that he will present a written report as well as a PowerPoint presentation. Jacklyn Ortiz mentioned that, in her opinion, points that should be conveyed to City Council should include the Land Bank's sources of funding and how grants are acquired; the N4N program and the concept that access to varied sources of funding drives our program creativity. Gary Kirkmire added to that vein stating Council should be told of the funds contributed by Mayor Warren and their effect on our acquisitions (expansion to owner occupied properties) and our move toward wealth building. Already included in the report is the expansion of our RFP/program expansion efforts (i.e., Project Phoenix, City Roots Community Land Trust) and a map showing the areas impacted by the Land Bank.

Next on the agenda was the discussion items. Maritza Mejias passed around a report of the status of the partner properties. Gary Kirkmire spoke of phase two of the Zombie grant he is applying for, which incentivizes work with community land trusts. Some of the grant funds may be used for financial resources by the Land Trust to offset costs of rehab of the property acquired from the Land Bank while other funds may be applied to skill set building. Tarik from the Center for Community Progress will perform cost estimates for Land Trust (and possibly the Land Bank) training to formulize a path forward that will optimize its productivity. It may also include seed money to create a code enforcement fund to make corrections in situations where owners haven't done so; Gary Kirkmire is working on a budget where any collection of monies replenishes these funds. Next, Jacklyn Ortiz handed out a marketing plan identifying goals, strategies and steps and scheduled a follow-up meeting for February 26th in Gary Kirkmire's office. One focus will be identifying to whom we are marketing and qualifying partners within groups or pools. Lastly, Paul Scuderi stated that progress is underway for all three N4N properties. He anticipates that all will have Cs of O by end of summer or early fall.

Time ran out before discussion of the on-going action plan.

The meeting was adjourned at 4:06 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

March 21, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Gary Kirkmire, George Parker, Jacklyn Ortiz

Board Members Absent: Andrea Guzzetta

Non-Board Members Present: Rita Rajca, Scott Smith, Maritza Mejias, Elizabeth Murphy

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

The minutes from the last meeting were distributed. Carol Wheeler moved that the minutes be approved with a minor correction to the Garson Avenue address, in all areas it appears, to 269 Garson Avenue; 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 Cash Disbursement Report. Kim Jones first reviewed the March expenses of staffing costs, administrative and professional services, N4N disbursements, and payment of dues to the NYLBA. She then reviewed the revenue consisting of grant disbursements from Enterprise and reimbursement of the price discount given to the purchaser of 57-59 Jerold Street. Rita Rajca explained that when the purchaser of 57-59 Jerold failed to meet the requirements meriting a twenty percent acquisition price discount, the discount amount was called due and payable. The Land Bank requires that the property be held at affordable rent for a ten year period, which in this instance means rent that is no more than 30% of the tenants' gross income. The owner had tenants paying more than thirty percent of their income. In accordance with the deed restrictions, the only recourse the Land Bank had was to call for the payment of the amount of the discount afforded. This relieves the owner of the affordable rent obligation, but it also prohibits him from future auctions. It was decided that future deeds of auctioned properties need to be more restrictive.

Next on the agenda was Resolution No. 12 of 2019, authorizing the City to demolish the structure at 47 Lime Street. Paul Scuderi explained that the Land Bank acquired 47 and 49 Lime Street (49 Lime is a vacant lot) from NCST by donation and inclusive of \$20,000 in contribution funds. The balance of the contribution funds after deducting closing costs, \$19,419, will be applied to the City's clean demolition costs of 47 Lime Street. George Parker moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next on the agenda was the discussion items. First, Gary Kirkmire told the board that the Zombie Grant-Round Two application for \$500,000 over two years has been submitted and awards should be announced on April 12, 2019. Gary discussed the categories for which money was requested. Next, Jacklyn Ortiz gave an update on the marketing committee progress. Jacklyn Ortiz and Rita Rajca will be included in a group Ektron training that will enable us to update the website. The communications department will be getting back to us on whether we can post to our own social media sites (Facebook, Twitter and Instagram) and the guidelines for doing so, or if we must rely on communications to make our posts. Jacklyn Ortiz would like to utilize Hoot Suite, which would enable us to post an item once and have it

appear on each of these three sites. Lastly, Dana Miller told the board of the success of the Landlord Summit. There was a full group presentation, with each presenter speaking for approximately twenty minutes, followed by an opportunity for the attendees to visit the exhibition tables of each of the presenters. Paul Scuderi and Dana Miller spoke on behalf of the Land Bank. Rita Rajca and Paul Scuderi manned the table, which had a steady flow of interested parties. A second summit has been scheduled for April 8th.

Paul Scuderi next notified the board that the potential buyer of 269 Garson Avenue has been unresponsive to multiple requests for the return of information (proof of funding/proposal outline) and/or attempts to speak to her. Gary Kirkmire will attempt to contact her and find her physical address rather than a post office box currently being used.

Dana Miller then went over the changes to the on-going action plan. The demolition of 47 Lime Street was approved and we will push back the date of transfer to Habitat until the property is demolished. The target date for agreements for CRI IV activities will be changed to April. A meeting with a trade union and City Roots Community Land Trust is scheduled to discuss the progress of Project Phoenix. The model of Project Phoenix may change from its initial conception.

The meeting was adjourned at 4:03 pm.

A handwritten signature in black ink, appearing to read "Andrea M. Geyso". The signature is written in a cursive, flowing style.

Secretary

Rochester Land Bank Corporation

Meeting Minutes

April 18, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Gary Kirkmire, Jacklyn Ortiz

Board Members Absent: Dana Miller, Carol Wheeler, George Parker

Non-Board Members Present: Paul Scuderi, Rita Rajca, Scott Smith, Maritza Mejias, Elizabeth Murphy

The meeting was called to order at 3:02 pm by Gary Kirkmire.

The minutes from the last meeting were distributed. Andrea Guzzetta moved that the minutes be approved; Jacklyn Ortiz 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 first reviewed the disbursement for N4N draws, Scatter Site draws, appraisal fees paid to the City for tax foreclosure properties, and lead and asbestos inspections. The monthly revenue consists of monies from Enterprise for CRI III grant activities and N4N. Kim Jones stated that the Land Bank has approximately \$1.8 million on hand, \$800,000 of which is encumbered. Gary Kirkmire would like to know on an on-going basis what the Land Bank holds as cash verses regulated OAG/grant monies.


Next on the agenda was Resolution No. 13 of 2019, approval of the budget and financial plan. Paul Scuderi explained that the budget reflects revenues and expenses by fiscal year; it does not show account balances. The report is submitted to the Public Authorities website. Kim Jones added that though funds may be encumbered, they will not show as expenditures until they are actually paid out. Kim Jones moved that the resolution be adopted. Jacklyn Ortiz seconded. The motion was approved by the board.

Next on the agenda was the discussion items. First, Gary Kirkmire spoke of the Zombie Grant-Round Two application and the opportunity it provides for partnering in the best interest of the community. For example, partnering with the Land Trust gets people into affordable housing, but limits them in building equity, while partnering with others may lend to our goal of wealth building, in that homeowners will reap the benefits of any increase in their property values. Three thousand dollars of the Zombie Grant application request was allocated for a strategic planning session with CCP, interested Land Bank board members and staff, and the City Roots Community Land Trust (CRCLT) to develop a plan for a working relationship in light of a grant the CRCLT is applying for. Next Gary Kirkmire gave an update on Project Phoenix. Dave Young and Kareem Perry met with members of CRCLT as they felt Project Phoenix would stall out without a partner. The two groups married well as the Phoenix group didn't want to have control of the project properties and CRCLT needs the labor the Phoenix group offers. Gary Kirkmire/Buildings and Zoning has requested fifty thousand dollars in CIP monies to put toward this effort. Next, Paul Scuderi told how well attended the second Landlord Summit was and that people formed a line to visit the Land Bank table to obtain additional information. Next, Maritza Mejias updated the board that we are ready to close on 269 Garson Avenue. Paul Scuderi then told the board that the OAG has collected more monies that are earmarked for Land Banks, so we will likely get another round of funding. Finally, Jacklyn Ortiz stated that she made changes to our outline of our marketing plan and is looking for input on how to measure our

outcomes and hold ourselves accountable for results. Martiza Mejias mentioned that Michael Woodruff updated the Real Estate website. He is willing to help the Land Bank with its website as well. Paul Scuderi said that we are also going to update the Partnering RFQ. We will prioritize by the developers end goal – owner occupancy or affordable rental. While we need some deed covenants to ensure that partners follow through on their obligations of partnering, we have to balance that with our goal of returning properties to productive use.

Paul Scuderi then went over the changes to the on-going action plan. We are still working on our agreements with GRHP, RHDFC and Habitat. GRHP has identified their scattered new build lots. Habitat is nearing completion on 3 of the 5 current rehab properties and will be taking on up to five more with CRI IV. The Annual Budget was approved by the board today and will be uploaded to PARIS. The surplus property auction is coming up, with a limit of two properties per purchaser. If a potential purchaser is currently working on other city properties, we will seek Gary Kirkmire's help in determining if they are doing good work and are in good standing and pulling required permits. The 2019 RFQ draft will be presented at the next meeting. The remainder of the items are unchanged.

The meeting was adjourned at 3:49 pm at which time the board met in executive session.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

May 16, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

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

Board Members Absent: Dana Miller, Jacklyn Ortiz

Non-Board Members Present: Paul Scuderi, Rita Rajca, Scott Smith, Maritza Mejias

The meeting was called to order at 2:35 pm by Carol Wheeler.

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.

The first item discussed was the upcoming RFQ from partner candidates. Paul Scuderi informed the board that changes were made to last year's RFQ, namely removal of the rotational/lottery system and pointedly adding that preference will be given to partners whose goal is owner occupancy, as opposed to affordable rentals. Decisions will be made by the Executive Director based on the weighted evaluation criteria outlined in the RFQ. Carol Wheeler requested that wording be added that the evaluation criteria will be consistent with the goals and projected outcomes of the City of Rochester Comprehensive Plan. George Parker suggested that we edit the section regarding relevant experience to request disclosure of rehab work within the last ten years only. He also expressed that the smaller scale developers may need assistance in preparing their RFQ as they may lack the writing skills necessary to submit a viable proposal. Paul Scuderi expressed that he is somewhat lenient in his review of the application in that he is looking for the core elements that illustrate the probability of success. Lastly, George Parker suggested using a reverter deed when transferring these properties, subject to any superior lien of a mortgagee. In an attempt to define the audience being considered, board members stated that they envisioned working with our established, successful developers; developers who may consider this partnership a lift, but who will grow as a result of the opportunity; homebuyers seeking owner-occupancy; and qualified persons to whom the Land Bank may funnel properties we consider to be of critical importance. The RFQ will be issued June 3, 2019 with an informational meeting June 11, 2019. Those applicants who do not qualify as partners will still have the opportunity to participate in the Land Bank auctions.

Next, Kim Jones reviewed the Treasurer's Report and the Cash Disbursement Report. Kim Jones first reviewed the disbursement for N4N draws and construction management fees. The monthly revenue consists of \$175,000 for the remaining Scattered Site grant funds and proceeds of \$8,200 from the sale of 144-146 Glendale Park.

Next on the agenda was the discussion of onsite auctions of nine Land Bank properties. The properties are made up of those chosen for Project Phoenix, properties turned down by partners, and some that were chosen specifically for resale. The auction was advertised in the D&C and via email. Applicants were vetted and approximately twenty were approved to participate. Property showings are scheduled for May 20-22 and the auctions will take place May 29-31. All bids start at \$5,000, regardless of our preferred bid price, with the expectation that they will be bid up. The new partnering RFQ states that if a partner chooses a property for acquisition, that partner must follow through with the purchase of the property regardless of the condition of the property. The Land Bank, at its discretion, may use demo

money for extenuation circumstances. Paul Scuderi noted that we need leeway in dealing with this situation so that we neither discourage a partnership, nor shoulder an excessive financial burden.

Next, Gary Kirkmire spoke of meetings with Mayor Warren on the topic of developing a housing policy. The City will be looking at quadrants to determine what land it controls and the type of housing that is most suitable for the area and whether there is value in the Land Bank banking the land in an effort to implement a development project. The Land Bank is a tool by which we can control property. From a neighborhood development perspective, the more property you control, the greater the opportunity to qualify purchasers, to foster owner occupant programs and to steer owners toward obtaining their C of O.

Paul Scuderi then went over the changes to the on-going action plan. We are still working on our agreements with GRHP, RHDFC and Habitat. GRHP has identified their scattered new build lots, but not all of their funding. Habitat is nearing completion on 3 of the 5 current rehab properties and will be taking on up to five more with CRI IV. The property at 54-54.5 Madison Street is making substantial gains with the owner requesting her fifth draw disbursement. Johanna Santiago has 47 Lime Street in her sights for demolition, which needs to occur prior to the transfer to Habitat. Jacklyn Ortiz is not present, but she is working on the marketing plan. Paul Scuderi mentioned that he will look at the budget to determine what funds we have for travel to the upcoming Center for Community Progress Conference scheduled for October. Gary Kirkmire may present at the conference which may help to cover his expenses.

The meeting was adjourned at 3:27 pm at which time the board met in executive session.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

June 20, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Gary Kirkmire, Carol Wheeler, Jacklyn Ortiz

Board Members Absent: Dana Miller, George Parker

Non-Board Members Present: Paul Scuderi, Rita Rajca, Scott Smith, Maritza Mejias

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

Contrary to the agenda, the board first discussed the resolutions at hand as Jacklyn Ortiz was scheduled to arrive late and Kim Jones had to leave the meeting early. Resolution No. 14 of 2019 was to authorize the sale of eight properties to approved bidders. Paul Scuderi explained that these properties were acquired at the 2018 Tax Foreclosure Auction and sold at on-site auctions. Some of these properties were declined by our development partners (400 First St. and 724 Ramona St.) and two were to be included in Project Phoenix, had it come to fruition (242 Roycroft Dr. and 472 Tremont St.) Gary Kirkmire suggested charting the properties declined by our development partners to track whether we netted more or less money with the subsequent sale in relation to the preferred bid cost. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Resolution No. 15 of 2019 authorizing the sale of 88 Tyler Street to the RHDFC was presented next. This property was chosen specifically for resale by on-site auction. Paul Scuderi stated that when there were no bidders on this property at the on-site auction, it was offered to and declined by Habitat and next offered to and accepted by the RHDFC. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

Next, Paul Scuderi presented Resolution No. 16 of 2019 authorizing the Land Bank to enter into a contract with Rosario Home Improvement, Inc. for rehab work at 225-227 Michigan Street. He reminded the board that this is the N4N property in which the purchaser committed fraud. We are contracting with the contractor to complete the rehab work. The available grant fund cap remains at \$100,000 per unit, to be expended by September 2019. Gary Kirkmire moved that the resolution be adopted. Kim Jones seconded. The motion was approved by the board.

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.

Next, Kim Jones reviewed the Treasurer's Report and the Cash Disbursement Report. Kim Jones first reviewed the disbursements for N4N draws, payroll reimbursement, professional development costs, a portion of the County tax bill paid for 236 Breck Street, the 2nd and final payment to Stadium Estates (Scattered Sites), payment for our trump bids placed at the tax foreclosure auction and payment toward demolition costs. The monthly revenue of \$269,001 consists of a combination of reimbursements for the payments of the properties acquired at the tax foreclosure auction and

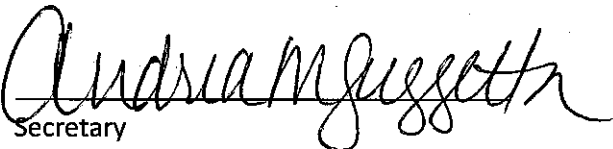
adjustments to the recorded revenue for the trump bid payments received from partners. These adjustments were made to accurately report the funds as passing through the Land Bank revenue and expense accounts.

Next on the agenda was the discussion of the RFQ for Development Partners public informational meeting. Paul Scuderi said that the meeting was an open meeting to discuss the process and components of the RFQ. Paul Scuderi went through the RFQ to clarify purchaser eligibility and what we are looking for in a partner. There seemed to be a range of experience among the attendees. The RFQ is due on July 8, 2019 and there is no limit to the number of partners that may be approved. The qualifying categories are weighted, with the highest ranking partners having first choice of available properties should more than one partner be interested in the same property. Those partners obtaining properties for sale to owner occupants are ranked higher than those whose end intention is affordable rental housing.

Next, Paul Scuderi spoke about the travel expenses for the Reclaiming Vacant Properties Conference, noting that the average cost per person last year was \$1300. Assuming the numbers stay the same, there is enough money in the budget to fully fund five people and partially fund one other. All are welcome to seek alternative funding sources or to pay out of pocket to attend. Gary Kirkmire stated that he will not need to use Land Bank funds, as he is conducting a short presentation and Q&A session with a woman from Minneapolis at the conference. The two were chosen by the CPC to share their model and challenges of code enforcement, after it reviewed rental inspection programs across the country. Rita Rajca has a conflict and cannot attend. Paul Scuderi and Maritza Mejias will attend as Land Bank staff. Jacklyn Ortiz suggested we coordinate our course picks so that we have as much coverage as possible. Rita Rajca will forward course and hotel information to the Board and staff.

Paul Scuderi then went over the changes to the on-going action plan. The agreements with GRHP, RHDFC and Habitat were completed, but Enterprise recently issued notice of new language that must appear in each contract. Scott Smith is adding the language. GRHP has identified their scattered new build lots, but not all of their funding. Habitat is nearing completion on 3 of the 5 current rehab properties and will be taking on up to five more with CRI IV. They have acquired one property, 236 Breck Street, for the next round of rehabs. When asked how Rochester Revitalization was performing, Gary Kirkmire stated that they are doing quality work (more than minimal code standards) in a timely fashion, but they need to get their process down for obtaining permits. He suggested that in the future, we can raise the bar of work product expectations, as the Land Bank is limiting partners' competition for acquisitions. Jacklyn Ortiz asked if individuals are ruled out of the partnering opportunity. Paul Scuderi explained that if an individual meets all criteria except for rehab experience, he or she need only demonstrate that they have a development team or a relationship with a contractor to become an approved partner. Jacklyn Ortiz gave an update of the marketing plan. She sent an update of the plan to the marketing plan committee and she would like feedback. We need to work on our web and social media presence. Finally, the ribbon cutting for 54 – 54.5 Madison Street has been pushed out until September.

The meeting was adjourned at 3:48 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

July 18, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Andrea Guzzetta, Kim Jones, Gary Kirkmire, Carol Wheeler, Jacklyn Ortiz, George Parker (via telephone)

Board Members Absent: Dana Miller

Non-Board Members Present: Paul Scuderi, Rita Rajca, Tom Warth (for Scott Smith), Maritza Mejias, Jose Cassatto (Guest)

The meeting was called to order at 3:02 pm by Carol Wheeler.

Before addressing the agenda, Board Members and staff introduced themselves to the meeting guest, Jose Cassatto who explained that his interest in acquiring investment property led him to the meeting.

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

Next Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. Revenue consisted of nearly \$77,000 in proceeds from the sale of various properties. The expenses were disbursements under the HOAP program for 46 Delmonte Street and 129 Fernwood Avenue; and a payment of the utility bill for 225-227 Michigan Street, a \$44.35 payment that was inadvertently omitted from the Treasurer's Report.

Next on the agenda was the discussion of the RFQ for Development Partners. Paul Scuderi reported that fourteen submissions were received and are under review. Most of the applicants are familiar as they participated last year (all but Project Phoenix reapplied this year) or have previously purchased properties from the City. Gary Kirkmire explained to the guest in attendance that we held two landlord summits prior to issuing the RFQ, information about which would likely be of interest to him and can be found on the City's website. Rita Rajca will send a list to the board of those that applied. The list of approved partners will be shared at the August meeting. The list of the potential properties to be included in the tax foreclosure sale will go out to approved partners in late August or early September. Treasury will note on the list whether a property previously had tax liens sold. The Land Bank has a broader authority of properties where there have not been liens sold.

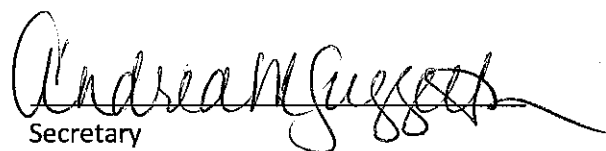
Next, Paul Scuderi spoke about the Reclaiming Vacant Properties Conference and requested that each person attending the conference submit a list of the courses he or she is most interested in attending so that we cover as many relevant topics and sessions as possible. It was agreed that choices would be submitted to Rita Rajca by Friday, July 26, 2019. The board discussed booking flights through a travel agent used City-wide. The advantage is that costs would not have to be paid out of pocket by an attendee and then reimbursed. The disadvantage is that the City pays a premium for this service which may outweigh the benefit.

Next, Paul Scuderi discussed Land Bank and City of Rochester efforts to reuse/rehab of the Pulaski Library. The building presents challenges due to its size, relative to the availability of parking and its historical status relative to rehab requirements. In an effort to stabilize the building, the original copper Yankee gutters have been replaced, Secure View windows were installed and air quality was addressed. Ideas for rehabilitation (Medical clinic, athletic facility, tutoring center) previously received via RFP were halted mainly due to the parking limitation of eight spaces. The City had the surrounding lots appraised (two improved, two vacant), should the need arise to present an offer to the current owner for the purchase of said properties for increased parking. Additionally, the diocese was approached regarding the use of the parking lot servicing St. Stanislaus, but it turned the City down. An alternative idea is to approach the owner of the Galleria of Hair for use of its underused parking lot, though it is a less appealing option as it is located across a right of way. A meeting earlier today involving the Land Bank, the City, CPC and NYSHCR sought to find a viable plan for the building. The focus was a plan for residential reuse, but the C-1 zoning of the property requires a commercial or retail component, however small. Lenny Skrill of NYSHCR suggested a conversation with CDS Monarch, which recently applied for funding for a mixed use project in the Joseph/Clifford area, to inquire about the possibility of including the Pulaski Library in its project. If funding is promised from other sources, Paul Scuderi would approach Enterprise for funding as well. Concern was expressed regarding the inclusion of the neighborhood in decisions about the use of the popular landmark. Carol Wheeler stated that as part of any funding application process, we will have the neighborhood groups submit letters of support.

Next, Paul Scuderi stated that we need to think about the upcoming election of officers. Andrea Guzzetta will check legislation to see if named titles are to serve on specific committees or if it is only the committees are named. We will revisit the topic at the August meeting and vote at the September meeting.

Paul Scuderi then went over the changes to the on-going action plan. The agreements with GRHP, RHDFC and Habitat were completed, but are pending receipt of insurance. Currently, the insurance requirements seem excessive for our area and are being challenged. The location of the GRHP new build sites will be Clay Ave., Magee Ave., Pollard Ave., Woodward St. and Taft Ave. The style of the homes should fit with the existing design of the neighborhood, will be subject to all zoning regulations and must be "visitable" as well. Jacklyn Ortiz also requested that a chart which monitors the properties involved in our CRI IV activities be provided each month. The "marketing plan" will remain on the on-going action plan for consistent monitoring of marketing efforts. Jacklyn Ortiz asked that all partners be added to our website as well as past and present projects and programs. The date of transfer of 47 and 49 Lime will be pushed out another month. Madison Street is on track for a September ribbon cutting.

The meeting was adjourned at 3:52 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

August 15, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Andrea Guzzetta, Kim Jones, Carol Wheeler, Gary Kirkmire, Kurt Martin

Board Members Absent: Dana Miller, Jacklyn Ortiz, George Parker

Non-Board Members Present: Paul Scuderi, Scott Smith, Guests: Scott Sydelnik, Matthew Marino

The meeting was called to order at 3:00 pm by Dana Miller.

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

Dana Miller invited the guests to introduce themselves. Scott Sydelnik, Esq. and Matthew Marino are General Counsel and Member, respectively, of Nexus Capital Real Estate LLC. Nexus applied and was approved to partner with the Land Bank, which led them to attend the board meeting.

Dana Miller then discussed the addition of Kurt Martin as an ex-officio Land Bank board member due to his new position as Director of Buildings and Zoning for the City of Rochester. Gary Kirkmire was his predecessor.

Paul Scuderi then reviewed the make-up of the Land Bank committees, explaining that the committees must be comprised of a majority of independent board members, or non-City staff members. In this case we are referring to Jacklyn Ortiz and George Parker. They will be joined on the Audit Committee by Kim Jones and Andrea Guzzetta, on the Finance committee by Kim Jones, and on the Governance Committee by Dana Miller. For Kurt Martin's first year with the Land Bank, he will not be assigned to any committee.

Next Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. There is no revenue to report and the single disbursement was for the fourth quarter payroll. The lack of activity is reflective of the MUNIS blackout period.

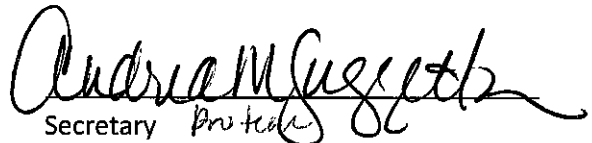
Next on the agenda was the discussion of the RVP conference. Paul Scuderi explained that we attempted to cover as many session topics as possible while fulfilling the session requests of the attendees. At times attendees may have been placed in their second or third choice session to make this happen. Theo Finn, President of GRHP, will be attending the conference and is willing to fill in the gaps to ensure full session coverage. Afterward, she will attend the Land Bank's RVP Conference debriefing meeting. Carol Wheeler suggested we schedule the separate debriefing meeting prior to the conference so that it doesn't get away from us. Paul Scuderi encouraged all to make their hotel reservations as soon as possible, as the conference hotel is filling up quickly.

Next, Paul Scuderi spoke about the results of the partnering RFQ. We have evolved from six partners last year to sixteen partners this year. With many more mouths to feed, we hope to acquire enough properties to go around. We are working with the Law Department and Treasury to strategize how to best meet partner demands and control the disposition of as many properties as possible without subjecting ourselves to any legal liability with lien holders. The increased response to this year's RFQ is likely due to the two well attended Landlord Summits and the new contacts realized. Paul suggested we determine a maximum number of partners that we may effectively manage. Kim Jones suggested that we name our partners on our website and add a blurb about who they are and what they do (with their authorization). Dana Miller mentioned that the limiting factor is that we won't necessarily have enough houses. He added that the City has just under 2,000 vacant structures and would like to investigate how we may acquire some of these houses. Carol Wheeler recommended targeting those vacant homes located near other City developments or investments.

Kim Jones next spoke about the upcoming audit by Freed Maxick. Auditors have visited various departments obtaining data. The Audit Committee meeting is generally scheduled in September about a week before the Land Bank board meeting so Kim Jones may present the final audit results at the board meeting.

Paul Scuderi then went over the changes to the on-going action plan. Scott Smith completed the contracts for new construction, rehabs and environmental remediation. Paul Scuderi reviewed the CRI IV Activities handout identifying the properties slated for each activity. The approved development partners have been notified. The structure at 47 Lime Street was demolished and it will be transferred to Habitat. The owner of 54 -54.5 Madison is working on pinning down a date for a ribbon cutting ceremony and is aware that we need as much lead time as possible so that we may have Mayor Warren present. Land Bank staff is working on the Annual Report for the Public Authorities Reporting system, due September 30th.

The meeting was adjourned at 3:33 pm.


Secretary *Pro tem*

Rochester Land Bank Corporation

Meeting Minutes

September 25, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Andrea Guzzetta, Kim Jones, Kurt Martin
Via teleconference: Jacklyn Ortiz, George Parker

Board Members Absent: Carol Wheeler

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Rita Rajca
Guests: Scott Sydelnik, Matthew Marino, Brendan Bascom

The meeting was called to order at 3:14 pm by Kim Jones.

Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. The revenue received consisted mostly of our first CRI IV grant disbursement, with additional monies representing proceeds from the sale of 88 Tyler Street and 131 Post Avenue. Being the first period after the MUNIS blackout period, there are numerous disbursements made including disbursements under the HOAP and N4N programs, demolition expenses, administrative expenses for the RVP Conference, and expenses for 225-227 Michigan Street (alarm/security, utilities, taxes). Maritza Mejias noticed that one of the demolished properties listed (127 Clifton St.) was not a Land Bank property and she will look into why it was listed on the invoice.

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

Next, Kim Jones presented the audited financial statements for the fiscal year ending June 30, 2019. There were no audit adjustments, no uncorrected misstatements, no disagreements with management, and no difficulties in performing the audit. Kim Jones provided an overview of our operations to the auditors including things that are going on in our state (economics, unemployment rate, poverty, top employers). Next she reviewed the reports of our net position, our sources of revenue and expenses, and our cash flow contained in the audited statements. Overall it was an excellent audit.

Paul Scuderi then presented Resolution No. 17 of 2019, re-adoption of the approved policies of the Rochester Land Bank Corporation. No changes were made to the policy this year. When an insurance inquiry came up, Paul Scuderi explained that we have Officers and Directors (Defense and Indemnification) insurance and general liability insurance through Haylor, Freyer & Coon, Inc., as well as coverage under the City of Rochester through the shared services agreement. Kim Jones moved that the resolution be adopted. Jacklyn Ortiz seconded. The motion was approved by the board.

Next, Andrea Guzzetta spoke regarding the election of officers, stating that the Governance Committee recommends putting forth the same slate of officers currently serving as Chair, Co-chair, Secretary, and Treasurer as each is willing to continue on in his or her role. Andrea Guzzetta motioned that the slate of officers be re-elected. Kurt Martin seconded. The motion was approved by the board.

Next on the agenda was the presentation and approval of the Annual Report and the constituents reports contained within it. Paul Scuderi stated that Kim Jones went through the financial portion of the report. Other sections of the document he pointed out were the Land Bank accomplishments (most notable, Peace Village at 97 Industrial Street), CRI III activities (scattered site development, HOAP program properties) and the Neighbor for Neighborhoods rehabilitation properties. Kim Jones moved to approve the Annual Report. Jacklyn Ortiz seconded. George Parker abstained. The motion was approved by the board.

Gary Kirkmire, Commission of NBD, stepped into the meeting to discuss the City's continued effort to increase the number of owner occupied properties. He asked that the Land Bank make its partners aware that the City is looking to expand the Choice Program and intends to present its plan to City Council in December. The Commissioner discussed another possible strategy which would entail reviewing code fines that are compounding the tax debt of properties that partners plan to market for owner occupancy and reinstate the code fines as judgements so as to remove them from the tax debt. Kim Jones, addressing the strategy from her role as Treasurer, suggests that a preliminary analysis of the affect it may have on the city financially in terms of collectability. These properties would be transferred to partners from the Land Bank (acquired by preferred bid), not from the City; this is not a strategy that would apply to all properties sold at the City's tax foreclosure auction. The Commissioner expressed that his priority is furthering community development over the collection of nominal revenues.

Dana Miller then moved on to the discussion items. Paul Scuderi updated the board on his plan to add to our property inventory by approaching lenders to determine if we can acquire any of their vacant bank owned properties via donation. The balance of the identified vacant properties are privately owned. Obtaining vacant properties would lend to the Land Bank's self-sustainability. Paul Scuderi updated the board on CRI IV activities. We have nearly fully expended our demolition dollars, we are beginning to see the completion of rehabs and environmental remediation and GRHP is moving forward on its new construction projects. We want to be poised to accept additional grant monies should they become available a year from now. Finally, all deeds have been recorded for the conveyance of the properties sold by on-site auction.

Dana Miller quickly reviewed the on-going action plan. Habitat is doing its due diligence before accepting the transfer of 47 and 49 Lime Street. Scott Smith is working toward the revesting of title to 225-227 Michigan Street. Jacklyn Ortiz wants to pin down how we are going to execute the steps outlined in our marketing plan. We need the assistance of IT to help with the digital aspect of our plan. The ribbon cutting for Madison Street is tentative for October. All those going to the RVP Conference should be all set with travel arrangements and course selection.

The meeting was adjourned at 4:06 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

October 17, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Andrea Guzzetta, Kim Jones, George Parker

Board Members Absent: Carol Wheeler, Jacklyn Ortiz, Kurt Martin

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Rita Rajca
Guests: Scott Sydelnik, Matthew Marino, Brendan Bascom

The meeting was called to order at 3:14 pm by Dana Miller.

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

Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. There were only three expenditures: the fifth draw for N4N property 69-71 Sherwood Avenue, RVP conference registration fees and CRI IV rehab funds for 188 Jerold Street. There were no revenues received for the month of October to date.

Paul Scuderi then presented Resolution No. 18 of 2019, authorization to exercise the preferred bid at the City of Rochester tax foreclosure auction scheduled for November 13th at the Riverside Convention Center. The listed properties represent those for which the Land Bank would like to reserve the option to exercise its preferred bid. Those highlighted in yellow are slated for acquisition for the purpose of blight elimination through demolition as identified by the Commissioner of NBD and the Mayor's Office. Many properties will be redeemed prior to the auction and of those that remain, we will determine which the Land Bank will actually bid on. If history is an indicator, sixty percent of the properties will likely drop off the list. Many people choose to wait until the very last minute/receipt of their notice to foreclose to either pay to redeem their property (with 12% annual interest), file for bankruptcy or apply for a tax agreement. Paul Scuderi explained that we will ask the partners to prioritize their properties two weeks before the auction so that we may disburse properties in accordance with their "partner ranking" and by their preference. Dana Miller suggested that we map the properties on the list to get a visual sense of where they are located. Paul Scuderi suggested we do so once the auction is completed. Kim Jones moved that the resolution be adopted. George Parker seconded. The motion was approved by the board.

Dana Miller then moved on to the discussion items. Paul Scuderi updated the board on the partner property choices, stating that we charted their choices and then worked internally to scale down the list for publication as we could not include all choices without jeopardizing the City's standing with third party lien holders. We will continue to monitor the list. There are approximately 767 properties remaining in the foreclosure action. Paul Scuderi then informed the board of the lack of response from lenders regarding our attempt to acquire any of the (~40) vacant bank owned properties via donation. We did however learn that a couple of the properties that were vacant were subsequently sold and that some

permit activity has taken place on some properties. The balance of the identified vacant properties are privately owned. We sorted the list by length of vacancy thinking that it may have some bearing on an owner's willingness to part with the property. Paul Scuderi commented that some people may purposely leave properties vacant to incur losses to offset gains on other properties they own. Next he reviewed the handout of the CRI IV activities which showed disbursements for rehabs and environmental remediation and expenditure of all demolition monies. GRHP has been approved for a large chunk of their financing and may now begin work on new builds.

Dana Miller moved on to the on-going action plan. Habitat is doing its due diligence before accepting the transfer of 47 and 49 Lime Street. Scott Smith is working toward the re-vesting of title to 225-227 Michigan Street. The delay is due to the backed up court system. The property rehab is complete and we are maintaining the property until we are able to sell it. It will be listed through the MLS subject to the parameters of the N4N program. Lastly, we are waiting to hear from Communications about the Mayor's availability for a ribbon cutting ceremony for 54-54.5 Madison Street at the end of the month.

The meeting was adjourned at 3:39 pm.



Secretary *proten*

Rochester Land Bank Corporation

Meeting Minutes

November 21, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin

Board Members Absent: George Parker, Jacklyn Ortiz, Andrea Guzzetta

Non-Board Members Present: Paul Scuderi, Scott Smith, Rita Rajca
Guests: Scott Sydelnik, Matthew Marino, Brendan Bascom

The meeting was called to order at 3:03 pm by Dana Miller.

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

Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. There were several expenditures in November including payments toward demolitions, rehabilitation and environmental remediation work; travel expenses, Democrat and Chronical advertising and professional services expenses for tree removal and alarm monitoring at 225-227 Michigan Street. Prior to the printing of the report there were no revenues received for the month of November, but a wire was received today from Enterprise for grant proceeds. Receipt of the wire will be reflected in next month's report. Kurt Martin added that \$3,000 of an awarded Zombie Grant was allotted for the recent RVP Conference with another \$3,000 allocated toward training. He is working with CCP to set up training at a cost of nearly \$6,000 and has requested that the \$3,000 allotted for the RVP Conference be re-allocated toward training. He will let the board know if his request is approved.

Dana Miller then moved on to the discussion items. Paul Scuderi updated the board on the tax foreclosure auction, stating that the Land Bank successfully bid on forty-five properties, though the list will not be made public until it is finalized with Treasury. We should know within the next couple of weeks whether there are any military exemptions or bankruptcies filings affecting the list and then we can contract to convey the properties to our partners and begin our activities. He called the auction predictable as far as the number of properties included; approximately two-thirds of the properties were redeemed prior to the auction. We will also have the acquired properties mapped by our GIS unit once our property list is finalized.

Paul Scuderi then explained that he and Kurt Martin met with Tarik Abdelazim of the CCP regarding coming to speak to the Land Bank board and staff regarding partnering opportunities, mainly with the City Roots Community Land Trust. The Albany Land Bank has a substantial reach into their community and though they are set up and funded differently than the RLBC, identifying how they have established their expansive, philanthropic funding may inform our future practices. Tarik Abdelazim will assist in setting up a meeting with the members of the Albany Land Bank.

Dana Miller moved on to the on-going action plan. Paul Scuderi told the board that when performing its due diligence, Habitat uncovered some environmental issues at 47 Lime Street due to past uses of the site. The RLBC is going to work with the City's DEQ to delve into the nature of the contamination and clean up measures. To protect the RLBC from potential excessive costs of clean up, an LLC may be formed to take title to the property prior to moving forward with investigations.

Scott Smith filed paperwork to foreclose on 225-227 Michigan Street, but due to backlog of the court system, it could be weeks before it gets in front of a judge. Real estate brokers are ready to list the property, with the conditions of the N4N program clearly outlined for potential buyers, as soon as they are given to go-ahead.

As an update of the CRI IV activities, Paul Scuderi reiterated that we are spending our acquisition money on the tax foreclosure properties, we have spent down all of our demolition funds as well as some of our rehab and environmental remediation funds and that the GRHP is ready to start construction at 16 Taft Avenue. It has funding in place for three of the remaining four sites, but still has a small funding gap for the remaining site. The GRHP plans to have construction of all five homes complete by the end of December 2020.

Next Paul Scuderi spoke about the bank and privately owned vacant properties; the private owners have not shown any interest in selling their properties. No headway has been made with the banks due to a lack of reliable contact information, but we have an outside source who will be assisting us with more relevant contact information (rather than call centers or loan servicing numbers). The hope is to build a trusting relationship with these lenders.

The ribbon cutting ceremony for 54 -54.5 Madison Avenue is scheduled for December 5, 2019. Attendees can look forward to viewing an impressive transformation.

The marketing committee is meeting on December 4, 2019. The committee will require the assistance of IT in implementing the plan, as per the shared services agreement with the City. This item will be pushed out to the January meeting.

Finally, Paul Scuderi informed the board that George Parker has expressed his desire to step down from his Mayoral appointed board position. Recommendations for his replacement are being sought out for references for the Mayor. The replacement must be a city resident and he or she would fulfill George Parker's term.

The meeting was adjourned at 3:42 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

December 19, 2019

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, George Parker

Board Members Absent: Jacklyn Ortiz, Andrea Guzzetta

Non-Board Members Present: Paul Scuderi, Scott Smith, Rita Rajca, Maritza Mejias
Guests: Scott Sydelnik, Matthew Marino, Brendan Bascom

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

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

Paul Scuderi then discussed Resolution No. 19 of 2019, authorization to transfer certain properties acquired at the 2019 City of Rochester Tax Foreclosure Auction to development partners. The resolution listed twenty-six of the thirty-nine properties acquired at the tax foreclosure auction that will be sold to development partners. George Parker suggested that the language in Section 2 correspond to the policy regarding the disposition of real property stating that the cost of property sold to nongovernmental entities shall not be less than defined property cost. The language will be changed to read "The Board hereby agrees to convey the following parcels of real property to the Development Partners for the purchase prices specified which are equal to the Property Costs," rather than "equal to the Land Bank's tendered bid." The potential for the Land Bank to incur costs over and above the tendered bid before conveying a property to a partner lends to the need for this logistical change. As is typical, many of the properties slated for inclusion in the auction were redeemed or cancelled prior to the auction date. As a result, some of our partners were unsuccessful in acquiring any of their identified potential acquisitions. The Land Bank acquired twelve properties on its own behalf which it will either resell or funnel into a program. Scott Smith stated that the deed to transfer title to the Land Bank is prepared and awaiting the signature of Corporation Counsel. Once recorded, the transfer of these properties are set in stone and will not be subject to cancellation. Kim Jones moved that the resolution be adopted as amended; Carol Wheeler seconded. The motion was unanimously approved by the board.

Kim Jones discussed the Treasurer's Report and Cash Disbursement Report. There were several expenditures in December including payment of the final rehabilitation draw for the 54-54.5 Madison Street N4N property, travel expenses, staffing costs (payroll), and professional services expenses for GRHP as the construction manager of the N4N program, costs of alarm monitoring and utility costs at 225-227 Michigan Street, and the cost of appraisal services. Prior to the printing of the report for the month of November, a wire was received from Enterprise for grant proceeds in the amount of \$227,738 for CRI IV program expenditures, which is reflected as this month's report as revenue.

Paul Scuderi spoke to the board about the completion of 54-54.5 Madison Street and the impressive job Cynthia Silver did on the rehabilitation project, which would not have been possible without the Neighbors for Neighborhood program funding. Kim Jones mentioned that this would be an excellent project to portray in the Saturday D&C Real Estate section. Dana Miller will reach out to Mary Chao, real estate reporter, to see if this is a possibility.

Moving on to the discussion items, Paul Scuderi discussed the map provided to the board as a visual display of the location of Land Bank acquisitions. Some partners choose properties based on their current holdings while others employ an opportunistic approach. He then discussed a tentatively planned February meeting with Tarik Abdelazim of the Center for Community Progress regarding partnering opportunities with land trusts, to learn how other Land Banks have secured ties to and have built a partnership with land trusts. Tarik Abdelazim played a significant role in establishing the Albany Land Bank. The Albany Land bank has a substantial budget, and apparently large donations. The plan is to attend one of its board meetings and then have a Q and A session regarding their organization in hopes of informing our future practices. Tarik Abdelazim will assist in setting up a meeting with the members of the Albany Land Bank; we must assist him in gathering any requested information about RLBC in an effort to cut down on the cost of his assistance.

Paul Scuderi moved on to the on-going action plan. Scott Smith filed paperwork to foreclose on 225-227 Michigan Street, but due to backlog of the court system that has only one judge assigned to foreclosures, the process will take some time. He went on to say that we have expended thirty-three percent of our CRI IV grant funds. All demolition funds have been spent as well as some of our rehab and environmental remediation funds. The GRHP is ready to start construction at 16 Taft Avenue. It has funding in place for three of the remaining four sites, but still has a small funding gap for the remaining site. Paul Scuderi expects the grant funds to be fully expended by this time next year.

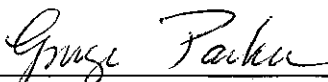
While working on the foreclosure processes, attempts to acquire bank and privately owned vacant properties was put on the back burner. The development partners that are present today assisted us with relevant bank contact information that we will utilize when we return our attention to this matter.

The marketing committee met with members of the Office of Communications on December 16, 2019 who offered advice on social media awareness and will be meeting with us in January to provide training on updating our website. The board would like to see a marketing plan laid out – here is what we expect to do, here is the timeline and responsible party.

The RLBC is still working with the City's DEQ to delve into the nature of the contamination and clean up measures required for 47 Lime Street due to past uses of the site. Paul Scuderi predicts the Land Bank will walk away from this property and transfer it to the City given the potential excessive costs of clean up.

Last on the action plan is Landlord Summit Meeting earmarked to take place in March or April of 2020.

The meeting was adjourned at 3:52 pm.


Secretary