

Rochester Land Bank Corporation

Meeting Minutes

January 16, 2020

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: Matthew Marino, Brendan Bascom

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

The minutes from the last meeting were distributed. George Parker 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. Expenditures included payment for a lead clearance report and monitoring charges for 225-227 Michigan Street, demolition costs for 150 Campbell Park and the CHAR 500 filing fee. There was no revenue reported for the month.

Paul Scuderi then discussed Resolution No. 1 of 2020, amending resolution No. 19 of 2019, authorization to transfer certain properties acquired at the 2019 City of Rochester Tax Foreclosure Auction to development partners. We are adding 77 Mason Street to the list of properties and Rochester Refugee Settlement Services, Inc. as a Development Partner. George Parker disclosed that he serves as an uncompensated board member for the company. The Land Bank board sees no reason for George Parker to abstain from voting on this resolution. Paul Scuderi explained that properties will likely be transferred to the Development Partners by next month. George Parker moved that the resolution be adopted as amended; Kim Jones seconded. The motion was unanimously approved by the board.

Paul Scuderi then told the board that the properties acquired at the Tax Foreclosure Auction were deed transferred to the Land Bank the last week of December. Inspections are underway to determine property condition and occupancy. Once completed, we will be able to more accurately propose a disposition of those properties we acquired as Land Bank inventory.

Paul Scuderi moved on to the on-going action plan. Scott Smith updated the board on the 225-227 Michigan Street foreclosure timeline; the current owner was personally process-served which will save approximately sixty days and thousands of dollars in publication costs in our progress toward revesting title to the Land Bank. A broker will list the property according to the N4N program guidelines once title is revested.

We continue to spend down our CRI IV grant funds. All demolition funds have been spent as well as some of our rehab and environmental remediation funds and acquisition funds. The City's Bureau of Real Estate is going to City Council in

March to sell four lots to GRHP for its new construction projects. Theodora Finn of GRHP expressed to Paul Scuderi her confidence that AHC dollars will fill the remaining construction financing gap.

Kurt Martin discussed the meeting with Tarik Abdelazim planned for February 25, 2020. An agreement was sent to the board for input. Kurt would like to return the signed agreement tomorrow and encouraged all to review it. Moreover, he asked that all attendees review the meeting syllabus in an effort to complete any related research prior to the meeting to cut down on the meeting time and expenses.

Paul Scuderi said we are still aiming for a March or April meeting with the Albany Land Bank to glean information on their processes, procedures and partnerships. April weather may be more conducive should the meeting include any neighborhood outings.

Last on the action plan is Landlord Summit Meeting which is also earmarked to take place in March or April of 2020. NBD is taking the lead on this year's meeting, with much direction from Commissioner Kirkmire. A main focus will be on the Cities Rise grant with an emphasis on new laws regarding tenants' rights and victim prevention. Carol Wheeler suggested that organizations such as the Legal Aid Society, which can interpret these new laws, also be included. Kurt Martin stated that CGR will also be conducting a study on landlord and government impact. The summit will likely include breakouts to smaller discussion groups that will reconvene for a full group discussion. Kurt Martin expressed his opinion that landlords and tenants need to establish open lines of communication so that the City can state its expectations and step away from being the "middleman." Meetings surrounding the direction of the summit will have to be planned soon.

As a miscellaneous item, Kim Jones mentioned that she'd like to see 54-54.5 Madison project portrayed in the Saturday D&C Real Estate section and asked Dana Miller to reach out to Mary Chao, real estate reporter, to see if this is a possibility.

The meeting was adjourned at 3:36 pm.


Secretary

Rochester Land Bank Corporation

Meeting Minutes

February 20, 2020

City Hall, Rm. #223B

30 Church Street,

Rochester, NY 14614

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, George Parker, Jacklyn Ortiz, Robert J. Scanlon II

Board Members Absent: none

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

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

Kim Jones disclosed that she is unable to provide the Treasurer's Report and Cash Disbursement Report at this time due to the MUNIS upgrade installation. Once the upgrade is complete, she will forward the report to the board.

Paul Scuderi then discussed Resolution No. 2 of 2020, authorization to submit a response to the RFA issued by Enterprise Community Partners for CRI Round 4.2. The RFA submission deadline was February 18, 2020, requiring a decision prior to the scheduled February meeting time. As such, the resolution was adopted unanimously via email on February 5, 2020 and such vote was ratified at the meeting. The application is for additional funding up to one million dollars. A work scope for the full million, including acquisitions, property rehabilitation, environmental remediation, blight removal through demolition and administrative/professional services costs was submitted. We have already acquired some of the properties to which this funding may be applied and expect to acquire additional properties at the 2020 City Tax Foreclosure Auction. Properties are not limited to receiving funding for only one activity. For example, one property may receive assistance with acquisition, rehabilitation and environmental remediation costs. The results of the application are expected in approximately six weeks. Jacklyn Ortiz moved that the board ratify the resolution that was previously adopted unanimously; Kim Jones seconded. The motion was unanimously approved by the board.

Paul Scuderi then discussed Resolution No. 3 of 2020, adopting the amended Real Property Disposition Policy of the Rochester Land Bank Corporation. The policy is revised to read, "Post title transference the Land Bank will implement a system to track the ethnicity and income demographics of the homebuyer/tenant to determine whether the benefits of our programs are realized in a racially equitable manner." George Parker questioned whether the tracking of the data will inform the board as stated. While the data is available, we are not using it for any purpose other than to report to enterprise. As a result, the policy will be revised to read, "Post title transference the Land Bank will implement a system

to track the ethnicity and income demographics of the homebuyer/tenant.” Developers and partners will be required to report this information on subsequent purchases/sales; this requirement will be written into future contracts and the next partner RFQ. George Parker moved that the resolution be adopted as amended; Kim Jones seconded. The motion was unanimously approved by the board.

Dana Miller moved on to the discussion item informing the board that the Annual Report to City Council will be delivered Monday, March 2, 2020 from 12:30 – 1:00pm. The report, which speaks to our accomplishments and upcoming events, is currently in draft form. Once in final form, a copy will be forwarded to the board members.

Paul Scuderi moved on to the on-going action plan. Scott Smith updated the board on the 225-227 Michigan Street foreclosure timeline stating we are days away from submitting the request for judgment to the court and approximately sixty days from sale. A broker will list the property according to the N4N program guidelines once title is revested in the Land Bank.

We continue to spend down our CRI IV grant funds. All demolition funds have been spent as well as some of our rehab, environmental remediation and acquisition funds. The City’s Bureau of Real Estate is going to City Council in March to sell four lots to GRHP for its new construction projects. We have a large portion of our monies accounted for. Round 4.2 funding will carry us through June of 2021. It remains to be seen if additional funding becomes available in September of 2020 or in June of 2021. Paul Scuderi stated that we acquired 34 properties at the tax foreclosure auction with eleven being held as Land Bank inventory for future sales. Not all of our partners walked away with a property. Jacklyn Ortiz would like to develop an annual survey for Land Bank partners that would drive improvement opportunities.

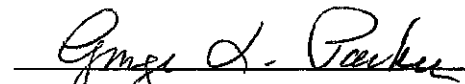
Jacklyn Ortiz spoke about the marketing plan and how we are lacking exposure on social media and our website due to capacity to manage these components. We have preplanned ideas for quarterly posts for social media (i.e. publicizing the Landlord Summit in March, RFQ in June) and would also like to hold an annual event in September in alternating quadrants to inform the public of the workings of the tax foreclosure auction. Additionally, we need a photo gallery, a section regarding partnering opportunities, an informational section and a “value of the Land Bank” section – how many properties have we impacted.

Paul Scuderi reiterated that Tarik Abdelazim will be here on February 25, 2020 to present a half day working seminar to discuss components and successes of other land banks, possible funding options and working with land trusts. Some of our partners from the City Roots Community Land Trust will be present at the seminar.

Paul Scuderi said we are now aiming for an April meeting with the Albany Land Bank to glean information on their processes, procedures and partnerships. The City of Albany does not have a real estate department and the Albany Land Bank takes on a lot of the functions a real estate department would handle.

Last on the action plan is Landlord Summit Meeting which will take place on March 26, 2020. Kurt Martin explained that a survey has been circulated for feedback on the desired content of the meeting. The number of responses received will inform him as to whether we will hold a whole group seminar or breakout sessions.

The meeting was adjourned at 3:55 pm.


Secretary

RLBC ON-GOING ACTION PLAN

<u>Task</u>	<u>Target Meeting Date</u>	<u>Participants</u>	<u>Completed</u>
225- 227 Michigan St. Update	February, 2020	Land Bank Staff	
CRI IV Activities / 4.2	February, 2020	Land Bank Staff	
Marketing Plan Update	February, 2020	Land Bank Board/Staff	
Meeting with Tarik Abdelazim	February, 2020	Land Bank Board/Staff	
Meeting with Albany Land Bank	March, 2020	Land Bank Board/Staff	
Landlord Summit Meeting	March/April, 2020	Land Bank Board/Staff	

Rochester Land Bank Corporation

Meeting Minutes

April 16, 2020

Virtual Online Video Call

Board Members Present: Dana Miller, George Parker, Kim Jones, Carol Wheeler, Kurt Martin, Jacklyn Ortiz, Robert J. Scanlon II

Board Members Absent: none

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Diane Powell, Councilwoman Mary Lupien, X Pimental

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

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

Kim Jones provided the Treasurer's Report and Cash Disbursement Report for April and March, in that order.

The board next discussed Resolution No. 4 of 2020, authorizing membership in the New York Land Bank Association for 2020 year. Carol Wheeler inquired what the value of membership in the state Land Bank Association provides to us as members. Scott Smith responded that the Rochester Land Bank gets its worth in terms of the lobbying they do on behalf of all the land banks across the country; additionally, they are happy to accommodate changes to the Land Bank Act and apply technical advancements. Paul Scuderi confirmed that meeting with state officers in person was helpful and were/are a strong resource for us but also, they accomplish a lot on our behalf that we would be unable to do. Carol Wheeler moved that the board approve Resolution No. 4 for the 2020 calendar year, Jacklyn Ortiz seconded the motion. The resolution was approved unanimously.

Paul Scuderi presented Resolution No. 5 of 2020 to approve the sale of eleven properties to qualified purchasers via auction. Those who make it through the vetting procedure, which is the same as the process used for City property sales, become participants in the sale event. The original plan was to hold a sale in the summer, but that is on hold for now due to the COVID quarantine. It is undetermined at this point if onsite sales are actually more profitable as was originally thought. Jacklyn Ortiz expressed concern that it seems like a lot of properties go directly to the Land Bank rather than our partners and wondered why, especially since that is one of the main purposes of the RLB. Paul Scuderi explained that it is actually an issue of timing: the properties are available to purchase now as a result of the tax foreclosure sale. Some partners are not purchasing properties because they either did not identify what properties they wanted or that what they chose was redeemed by the owner and retracted from the sale process. Jacklyn reiterated that it was important to give all partners the opportunity to identify properties they would like to have. George Parker moved that the board ratify Resolution No. 5 for 2020; Kurt Martin seconded. The board unanimously approved the resolution.

The board then discussed Resolution No. 6 of 2020 to enter into agreement to list & sell 225-227 Michigan Street. Paul Scuderi stated that even though we are not at the point where we are ready to sell it yet, it behooves us to approve the resolution so that when we are ready to do so, we don't have to wait for this board's approval before we get a listing contract: the current selling market is very fast. Selling this property on the market does not conflict with original

funding parameters as set up by Enterprise. Jacklyn Ortiz moved that the board approve the Resolution No. 5 of 2020 approving the listing and selling of 225-227 Michigan Street; Robert Scanlon II seconded. The board approved the resolution with a unanimous vote.

Resolution No. 7 of 2020 is the Amendment of Resolution No. 18 of 2019 for authorization to exercise preferred bid and is for the singular addition of 143-147 Webster Avenue to the list of properties acquired by the Land Bank. It was mistakenly left off the list and was part of the original transfer. George Parker moved that the board approve Resolution No. 7 to amend Resolution 18 of 2019; Jacklyn Ortiz seconded. The board unanimously approved the resolution.

To follow, Resolution No. 8 of 2020 Authorizing Sale of 143-147 Wester Av to Qualified Purchaser. Having gone through the RLB's vetting process, Caring & Sharing Daycare, LLC is a qualified purchaser. Previously owned by Dazzle Theatre, a strong neighborhood amenity, Caring & Sharing Daycare, LLC wants to do what Dazzle could not: use it as a parking lot to support their business, maintain the parcel and keep current on taxes. Jacklyn Ortiz moved that the board approve Resolution No 8, Carol Wheeler seconded it. All members were in favor.

Discussion topics

- Many photos have been submitted to Communications for the Market Committee to be used on the Rochester Land Bank's webpage. We now have a comprehensive photo gallery of before and after photos of renovations done by our partners. A photo log, not yet posted, is in progress. It was determined that Patrick Flannigan in Communications would be the designated person to get our materials posted on line, Michael Woodruff in the Division of Real Estate will be an emergency backup for immediate needs.
- The Landlord Summit was cancelled for the quarantine and we are assuming it will be rescheduled. RLB would like to promote and maintain its landlord relationships.
- The Center for Community Progress/CCP meeting was informative and timely: we shared strategies with and from other Land Banks who have the same issues we do. More than one person reflected that it would be good to do more of that kind of networking and learning. RLB might want to consider other initiatives available in the area, like the Office of Community Wealth Building here at City Hall and possibly working with Rochester Housing Authority. Discussing these ideas with our partners would be the next step.
- Kim Jones and Scott Smith talked about closure on the upcoming foreclosure act commencement. The shutdown will force a shifting of events and dates for everything, including the tax foreclosure sale. Moving the date of the sale to January or February 2021 is a strong possibility. An analysis will be done from a catch responsibility standpoint.
- Jacklyn Ortiz sought closure on taking steps to work more closely with our partners in the process of identifying and buying City parcels through the RLB. Holding semi-annual meetings with them, creating connections, keeping them updated and informed would be the objectives. Paul Scuderi confirmed that it is doable to hold one or more meetings for them by June 2021, especially if we took advantage of holding virtual meetings. It may also help us to look deeper into the kinds of programs that other land banks are doing to see if they are adaptable to our market in Rochester.

In closing, all the members wished George Parker well as this was his last meeting: he has announced that he will not renew his membership to the board of the Rochester Land Bank Corporation. George has served the RLB since its inception; about seven years. We wish you the best, Mr. Parker!

The meeting was adjourned at 4:04pm.

ATTEST:


Kurt Martin, Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

May 21, 2020

Electronic Video Call

Board Members Present: Dana Miller, Kim Jones, Carol Wheeler, Kurt Martin, Jacklyn Ortiz, Robert J. Scanlon II

Board Members Absent: none

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Diane Powell, Rianne Mitchell

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

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

Kim Jones provided the Treasurer's Report and Cash Disbursement Report for May. Disbursements and receipts were reviewed; all is in order.

The board discussed **Resolution No. 10 of 2020**, to authorize agreements with the Rochester Housing for Development Fund Corp, Flower City Habitat for Humanity and City Roots Community Land Trust to carry out Round 4.2 of the Community Revitalization Initiative as provided for by a grant from Enterprise Community Partners [refer to Resolution No. 2 of 2020] and spend that money down. Activities include rehab, demolition and environmental work. The property at 6 Madison St is not included in this activity and will be offered by a separate RFP and more than likely, sold to a private entity with terms to be committed to owner-occupancy. RLB will still offer an RFQ for new partners. Since the timing of the foreclosure sale is still under discussion, we'll back into the RFQ so the timing is consistent with the release of the actual auction date. New partners would be accommodated as needed, including going back to Enterprise to amend the funding if a new development model is presented. The deadline for spend down on the funding is 6-30-21; our goal is to use the funds in the time frame we originally committed to.

BJ Scanlon moved that the board amend Resolution No. 10 to remove 'A' in the resolution title and to insert all the names of the partners in Section 1 to match the title of the resolution, Kim Jones seconded the motion. The changes were approved unanimously.

To follow, BJ Scanlon moved to approve Resolution 10 as amended, Kim Jones seconded it; all were in favor.

Paul Scuderi presented **Resolution No. 11 of 2020** to authorize transfer of 166 Wakefield St to Nexus Capital Real Estate, LLC. This resolution allows us to take the property out of the RLB inventory and sell to one of our partners. Kim Jones moved that the board ratify Resolution No. 11 for 2020; Kurt Martin seconded. The board unanimously approved the resolution.

Discussion topics

- The Landlord Summit, originally cancelled for the COVID quarantine, will happen in the fall but no date or format has been determined yet. As with the foreclosure sale, the landlord summit will be presented electronically with the biggest challenge being how to have a panel discussion in that format. The agenda will largely remain the same, according to the Commissioner. The response to last year's summit was good and we are expecting similar interest for this conference as well; we hope to pick up a few more new partners in the process. The topic of property management and licensing, with the new legislation having just gone through, will be met with opposition.
- The City very much wants to initiate the action for the next foreclosure. The RLB inventory is almost entirely dependent on the City's tax foreclosure auction; it feeds our partners and fulfills our grant obligations so the Land Bank can have a role in selling these properties directly to people. Discussions are ongoing about timing: the most doable plan right now involves starting the initiation in August and consequently pushing the tax auction out to January or February 2021. An alternative date was reserved for the Convention Center in January, but we are unsure if we will even use it since the format is still undecided. The Mayor and Corporate Council are juggling between following standard auction in a big room, going electronic, or creating some kind of hybrid. We cannot answer questions on when, where or how, but we do know it will be run differently than in prior years. A later auction date puts a time crunch on the Land Bank and our partners to have monies spent/committed by June 21st. It will require us to be able to mobilize quickly (to get title, prepare to convey them over, process approvals, etc.) to service our partners and ensure that we are in good standing for future funding.
- Just this week, the Mayor's Office asked about our plans for 24 Lancraft St. Our intention was to sell it and put unrestricted money into our coffers; the Mayor is requesting us to accelerate our plans and we will. All nine properties in the Land Bank inventory are to be offered via sealed bid to minimize contact. Notifications will be announced in the paper and the vetting process will follow that of a regular City land sale for responsible buyers. Plans are already underway to show the properties in a way that controls potential interactions but we do not anticipate unmanageable numbers of people to show up for any single parcel. There will be ads in two Saturday papers (5-30-20 and 6-6-20), we will send out a large e-mail blast, and of course, make announcements on the RLB webpage. The properties will be sold over the summer. We suspect that the Mayor's Office is fielding a lot of inquiries for this and/or other of the properties and thus driving this request.

Action Plan Update

1. CRI IV Activities / 4.2

We are working on all CRI and other similar activities with the new grant (excepting for 6 Madison St which will have its own process).

- All our existing demolitions money has been spent down
- Rehab funds are substantially down
- Environmental monies are reduced by more than half

We are operating at a good pace to have all original grant disbursements spent down by the end of December 2020. For the jobs that had already started, our partners worked through the shutdown; work is still getting done. It's great for the economy and reflects well on us. No new constructions have started yet, although survey work and environmentals were completed on all our parcels.

2. Marketing Plan Update

Jackie's idea of creating a photo gallery on the RLB website is being worked on with assistance from Michael W. in Real Estate and Patrick F. in Communications. We are encouraging the developers to take before and after photos to help us to brag about our successes.

3. Michigan St Update

Courts have been frozen up to this week; the Judgement of Foreclosure application was returnable on March 24th so there has been no movement since the shutdown began. Scott will call the law clerk's office to see when we can get back into court on this. He hopes to have more information to share soon.

4. Albany Land Bank

This was updated by Paul as a way to make a placeholder for us. We would like to re-engage with Albany and the target date of October 2020 is completely tentative. As with all spring plans, our original intention to make this happen did not manifest, but hopefully by fall, permissions will be in place. October is more realistic given the moving back of our tax foreclosure sale; a November sale would make an October visit almost impossible. We will consider video conferencing; as a pre-meeting, a video call could make an in-person visit even more productive.

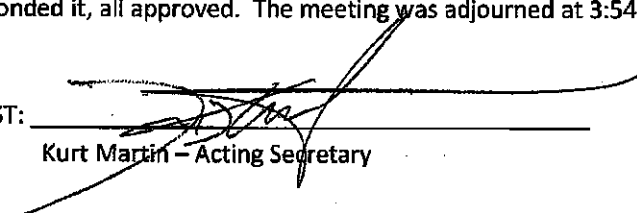
5. Landlord Summit Meeting was one of the Discussion Topics above.

Miscellaneous Items

- Councilmember Ortiz has asked staff in the Council office to start looking at the website and come up with suggestions for how to improve the Land Bank website. They would like to have this on a future land bank meeting agenda to review ideas for RLB's physical outreach piece and how it could/should look. This would be lengthy and involved, but a round table-type discussion with Council staff would give valuable feedback as well as a different perspective. The Council office has found the Syracuse Land Bank website to be a particularly good model to follow. Once on our agenda, the staff will get materials out to RLB members in advance to review beforehand.

BJ Scanlon moved to adjourn the meeting, Carol Wheeler seconded it, all approved. The meeting was adjourned at 3:54 pm.

ATTEST:


Kurt Martin - Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

June 18, 2020

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Jacklyn Ortiz, Kim Jones, Kurt Martin, BJ Scanlon

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Rianne Mitchell, Diane Powell, Matthew Marino

The meeting was called to order at 3:05 pm by Dana Miller, Chair.

The minutes from the last meeting were distributed. Jackie Ortiz moved that the minutes be approved; Kim Jones seconded. All were in favor.

Kim Jones gave the Treasurer's Report and the Cash Disbursements Report.

Discussion Item #1 – Explore Partnership Opportunity

Enterprise Round 4.2 grant was issued with a requirement that the additional funds provided to Land Banks be used to attempt to address racial inequity in housing and home ownership. Nationally, there is a gap in ownership between the white and black communities, with the gaps in Rochester, Albany and Buffalo being among the highest in the country. While almost all of RLB's work is in African-American and minority areas and we have a good track record in all our programs, we wanted to move forward from a good place to a better one. Action for a Better Community/ABC, helps low-income individuals and families become self-sufficient in the Rochester area, has maintained an excellent reputation in the local area for more than fifty years. Combining our efforts with them would help us get the money to the people that need it most.

RLBC is developing a plan to provide subsidy for a grant program at ABC that would assist with the cost of home inspections and for closing costs with a real estate attorney in private market sales in which there is no mortgage. This would go a long way to offset long-term legal and construction issues. Questions were asked about how much money would we give for each participant (approx. \$2,000), finding the people that need these services (many of ABC's clients could be potential participants). If what we do is unsuccessful, unspent money can be reprogrammed to other causes. We already have the money, now we need to set up a process, get approval from our board, then get approach Enterprise to get their OK to use the money for this purpose.

Discussion Item #2 – Nominee Suggestions for Mayor's Appointment to the Board

George Parker has stepped down from serving as the Mayor's appointee to the Rochester Land Bank board. When we tell the Mayor we need an appointment, we'd like to give her a list of potential candidates at the same time. They must have an interest in this work as well as experience and, reside in the City of Rochester. This position is not a huge time commitment. If you know of someone who meets these qualifications, provide their name and résumé to Paul and he will channel recommendations to the Mayor. He would like to send a list up to her before our next meeting.

Discussion Item #3 – Update on Responses to RFQ

The deadline for the bidders' applications is tomorrow, Friday, June 19 at 3 pm. A full list will be compiled in a couple of weeks when all the reviews have been completed. So far, seven applications have been received.

Discussion Item #4 – Updates from Center for Community Progress

Jackie Ortiz would like to assist in the Land Bank process of identifying dedicated funding sources to help fuel the work we want to get done. She asked Paul and Dana to schedule a meeting with her to discuss some ideas she has to offer.

Miscellany

- The RFQ for partners will probably be scheduled for September or October which is more proximate to the tax foreclosure sale in February 2021.
- The Landlord Summit will take place in virtual format. We are hoping for a date in early August; getting things ready in time requires us to get the planning started up and set activities in motion.

Jackie Ortiz made the motion to close the meeting; we adjourned at 3:55 pm.

ATTEST: _____


Kurt Martin – Acting Secretary, RLB

Rochester Land Bank Corporation

Meeting Minutes

July 16, 2020

Electronic Video Call

Board Members Present: Dana Miller, Jackie Ortiz, Kurt Martin, Carol Wheeler, BJ Scanlon, Kim Jones

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Scott Smith, Maritza Mejias, Rianne Mitchell, Diane Powell

The meeting was called to order at 3:05 pm by Dana Miller, Chair.

The June 18th minutes were reviewed and accepted: Kim Jones moved that the minutes be approved; Jackie Ortiz seconded. No changes were necessary; the minutes were approved by the board.

The first item on the agenda was the Treasurer's Report and the Cash Disbursement Report given by Kim Jones. Thus far, there was not much activity in the Disbursement Report for July; all items were reviewed.

Discussion Items

#1 – Partnership Opportunity with ABC

As reported by Rianne, the Private Market Homebuyer Assistance program is proceeding. We have drafted and received approval from Enterprise on a contract with ABC. They are now reviewing it. The Legal Aid Society has agreed to accept referrals for real estate closings. Land Bank staff has purchased a training package from University of Buffalo School of Social Work on institutional trauma sensitivity that might give us some ideas about how to make more effective overtures and connections to those who have a mistrust of governmental entities based on past experience or cultural knowledge. The 5-hour course at UB was extremely cost effective as the full course cost about \$300, and three participants could take it remotely and at their convenience and receive a certification. We also get to keep the training modules indefinitely. In addition, the UB Trauma-Informed curriculum seems to be very well-regarded nationally.

#2 – Update on Responses to RFQ

Paul updated the board as to how the RFQ process was going: the RFQ was put out for nine properties and we are currently collecting applications. The response was very good with 25 applications submitted and 17 of them being approved. Depending on each applicant's qualifications, they are limited to one, two or three purchases (three structures is the limit). The biggest concern is not letting people get into a place of being overwhelmed or unable to complete their work, but also getting as many people to participate as possible. Showings are done and we do expect bidding to be aggressive. Sealed bids are due June 24th. From there it operates as an auction; high bid receives the property. Bidders are notified within a week for whether their bids 'won' or not. All bids are reviewed and evaluated individually. New owners are expected to get their C of O within twelve months from the date the reverter deed is recorded in their name.

#3 – Neighborhood Builders Program

Carol presented on the NBP program which is the building of five new single family homes for home ownership and is a partnership with the Greater Rochester Housing Partnership. It is part of the grant received from Enterprise to ensure that we could do these five homes within this calendar year. The Taft St location is already under construction. This is a popular program that looks to make the homebuying experience more equitable and to have a broader reach than we've had in the past, especially with housing inventories so low. We are tasked with getting information out to as many people as possible.

Lissette Wearing and Lia Anselm were present to help explain how the process should operate.

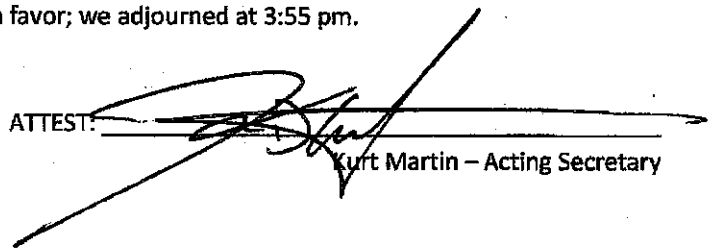
- Access to the properties would be allowed to either about August 7 or 14. A mid-September deadline has been set for everybody to write their purchase offer which allows closings and reconciliation of funds to take place by the end of the year. That three week time frame gives enough time for those who do not have immediate access to technical equipment a fair chance to participate.
- Housing's major concerns are awareness (of the program) and opportunity (to buy a new home). Language barriers, technical ignorance and low median family income are some of the obstacles people face that this program is looking to dismantle.
- Outreach goes beyond those who already know about GRHP's programs. To cast as wide a net as possible, the Partnership is marketing to the Rochester Refugee Resettlement group, new American households, social media by way of the City of Rochester, and Celebrate City Living's media. All homes meet the Visible Home Guidelines requirements. Greening & sustainable materials, longterm cost savings, house amenities, color choices are not a part of this program. The houses clock in at about \$175,000 to 200,000 to build but we do not yet know what price they will be made available to purchase for.

Miscellaneous

Kim Jones announced that the Rochester Land Bank is preparing for its annual audit. The audit committee will be scheduling a time to present and discuss the audit to the board in September.

Jackie Ortiz made a motion to close the meeting, all were in favor; we adjourned at 3:55 pm.

ATTEST:



Kurt Martin – Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

August 25, 2020

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, BJ Scanlon, Kurt Martin, Jackie Ortiz

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Rianne Mitchell, Diane Powell, Matthew Marino

The meeting was called to order at 3:04 pm by Dana Miller, Chair.

The minutes from July 16th were reviewed and approved. BJ Scanlon moved that the minutes be approved; Kim Jones seconded. No corrections were necessary and were approved by the board.

The Treasurer's Report and the Cash Disbursement Report were presented by Kim Jones. Activity for August has been low. There were a few questions about the disbursements for 227 Michigan Street, in particular for paying the taxes on the property. RLB – a nonprofit organization – is the holder of the mortgage, not the owner, so taxes must be paid.

Resolution No. 12 of 2020 for Approving Sale of Eight (8) Properties to Approved Bidders as presented by Paul Scuderi. The resolution lists the buyers of each property and the amount of the winning bids. To account for the large spread in bid amounts, Paul explained it was mostly due to location of the site, although condition of the property plays a role as well. The RFQ is open to partners and regular investors; there is no way to legally deny applicants or to reserve properties for those most in need. Of the sealed bids that were submitted, two bidders declared they would be owner-occupied, which we are very pleased with. We can only encourage people of all economic levels to apply but we cannot restrict bidding or be selective in any way. Jackie moved that the board approve Resolution No. 12; Kurt seconded. All were in favor; the resolution was approved.

Discussion Items

#1 - Performance Measures Report

Dana represented the Governance Committee to review the Performance Measurement Report which, once approved, is to be included in RLB's upcoming audit report. This report is a straight forward statement of our mission statement and the activities we've done to fulfill those goals for the 2019-2020 fiscal year. Some changes have occurred since the initial start of some of the projects: N4N no longer exists (4th arrow project) and the Reclaiming Vacant Properties Conference (5th arrow project) will more than likely be a virtual conference this year.

#2 - RFP for title services

Paul wanted to explore the idea of RLB contracting out for title services. The City's Tax Department regularly subcontracts out for the tax foreclosure sale to resolve title issues before the sale takes place, but there are always 10-12 issues that are not caught and have to be returned to the original owner. The 2019 judicial sale was particularly difficult and RLB lost many of its top choice properties to title issues, greatly reducing our potential inventory. While Scott Smith has stated that this was an isolated situation, it would be in our best interests to at least research potential companies to do the work and prevent the losses we incurred last fall from happening again.

#3 - 2020/21 Partnership Program

RLB is still working to create our first partnership but nothing is in place. This discussion was postponed for now. Pau asked that board members look at ways for the Land Bank to adopt a donation policy. This would include voting for a slate of officers and reapproving all land bank policies and procedures regarding donations.

#4 - Board Vacancies

Dana announced that the Mayor had given names as potential candidates for George Parker's position as RLB Secretary, but we have not received any résumés yet. It is possible for a volunteer to take the position.

#5 - Board member evaluations


Five responses – all to remain anonymous - were received from the Board Member Evaluations having to do with the Board's operating process. Dana asked for all the members to fill it out and return responses to Rianne Mitchell as soon as possible. It can also be filled out on line. It was noted that not all the responses added up to five for individual topics. Not all our members have been on the board long enough to be familiar with all that we do; some questions were left blank. For now, we will hold off until the last member responds. This evaluation must be included in the upcoming annual report; Dana will arrange an offline discussion at a later time.

Announcements

- Kim announced the next audit meeting will be September 10th at 11 am. The audit committee is comprised of BJ, Kim and Jackie Ortiz with Kurt Martin leading.
- In an audit-related discussion about grants received and spending, Maritza Mejias announced that RLB has spent down \$895,979.93 from the 1.9 M granted to us by Enterprise.
- A Public Authorities training, mandatory and helpful, is available for our newest members to register for. BJ and Kurt will each take the class soon.

Dana proposed we close the meeting. Jackie moved to do so, Kim seconded, all were in favor. The meeting was adjourned at 4:01 pm to segue into Discussion Item #6 - Executive session for board member evaluation, for board members only.

ATTEST:



Kurt Martin – Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

September 17, 2020

Electronic Video Call

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

Board Members Absent: Robert J. Scanlon II

Non-Board Members Present: Paul Scuderi, Maritza Mejias, Rianne Mitchell, Theo Finn, Nicki

The annual meeting was called to order at 3:04 pm by Dana Miller, Chair.

The minutes from August 25th were reviewed and approved. Kim Jones moved that the minutes be approved; Carol Wheeler seconded, LaShay abstained. No corrections were necessary and the minutes were approved by the board.

LaShay Harris is attending her first Land Bank meeting as the appointee replacement for Jackie Ortiz. She comes with interest and real estate experience: we are pleased to have her on board.

The **Treasurer's Report and the Cash Disbursement Report** were presented by Kim Jones. There was quite a bit of activity for September to date due to the return of the sealed bid deposits; the Treasurer's Report was also reviewed.

Resolution No. 13 of 2020 amending Resolution No. 12 Approving the Sale of Real Property, presented by Paul Scuderi. Three of the individual bidders wanted to put the property in the name of a sole proprietor limited liability corporation as a way to protect themselves from potential liability. It is a very common practice. LaShay moved to approve Resolution No. 13, Kim seconded. All were in favor, the board approved the resolution.

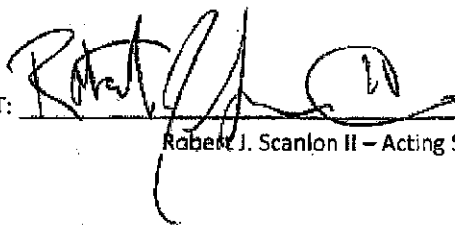
Resolution No. 14 of 2020 adopting Real Property Donation Policy, as explained by Paul Scuderi, is an add-on to the Land Bank's already existing donation policy and details specifically, the Land Bank's donation procedures and decision-making processes. Kurt Martin made the motion to accept Resolution No. 14, Kim Jones seconded it. The motion was approved by the board.

Paul Scuderi presented **Resolution No. 15 of 2020** to pre-approve the adopted policies of the Rochester Land Bank Corporation. Done annually, we vote to re-adopt and re-affirm the policies we operate by, as required by the Authorities Board. The only change made was the change just made above with the approval of Resolution No 14. LaShay moved to approve Resolution No 15, Kurt seconded; Resolution No. 15 was approved with all ayes, no abstentions.

Presentation by and Approval of **Audited Financial Statements**; Kim Jones gave a summary of the financial statements for the fiscal year ending Jun 30, 2020. Given that it was accomplished in a remote environment, it went very well. All standards were met, we received an unmodified opinion and represented fairly in all material respects the financial position of the Rochester Land Bank Corp. There were no material weaknesses, no deficiencies, no audit corrections, no uncorrected misstatements, no disagreements with management: it was a terrific audit. Kurt moved to accept the Audited Financial Statements, La Shay seconded; all were in favor with no abstentions, Statements were approved.

LaShay Harris moved to close out the meeting, Kurt Martin seconded, all were in favor. Dana Miller adjourned the meeting at 4:11 pm.

ATTEST:



Robert J. Scanlon II – Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

October 15, 2020

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, Robert J. Scanlon II, LaShay Harris

Board Members Absent: None

Non-Board Members Present: Paul Scuderi, Patrick Beath, Maritza Mejias, Rianne Mitchell, Diane Powell, Dr. Lomax Campbell

The meeting was called to order at 3:04 pm by Dana Miller, Chair.

The minutes from the September 17th meeting were reviewed and corrected. Kim Jones moved that the minutes be approved; LaShay Harris seconded. All voted aye, no abstentions; the minutes were approved by the board.

The first item of business was the presentation and approval of **Resolution No. 16 Authorization to Contract with Consumer Credit Counseling Services**, as presented by Dr. Lomax Campbell from the Office of Community Wealth Building/OCWB and Rianne Mitchell. This is a document created by Dr. Campbell and Rianne that would allow the land bank to contract with an outside organization to give assistance to people who want to buy a home without the assistance of a lawyer. Funding comes from Enterprise and is known to us as Part II of Round 4.2 of the Homebuyer Asset Protection Initiative meant to address the racial inequities in housing policy while using land banks to help mitigate some of those issues. Up to \$2,000 can be awarded per candidate and applied only to legal expenses and home inspections for a property under contract. Unused funds go back into the program. Participants may not currently be participating in the City's Homebuyer Program; although they may be eligible for it, we are trying to reach those people who would not otherwise be getting assistance from another source. Income guidelines are 100% of median family income or less and participants must show proof of income as part of their qualifications.

The outside organization we are planning to partner with, Consumer Credit Counseling Service of Rochester/CCCS, is the organization that provides finance counseling to the Rochester Financial Empowerment Center, a part of OCWB, and also to Division of Housing's Homebuyer Services Program. CCCS' working relationship with the City allows for direct referrals into this grant program. As counselors, CCCS helps guide people on whatever path fits with the program at that time. They strive to help their customers fix credit, alleviate debt, start saving and get access to safe & affordable banking. Those in the 'gray economy', i.e. persons buying property without a mortgage or without a lawyer, are at greater risk of falling prey to predatory lending practices, often ultimately losing their properties and/or their assets due to lack of awareness. This resolution and our Enterprise fund seeks to afford help to people in this 'gray economy'.

Dana Miller opened the Resolution up for approval: LaShay Harris made the motion to approve, Kim Jones seconded and the board voted unanimously in favor of Resolution No. 16 of 2020.

Treasurer's and Cash Disbursements Reports were presented by Kim Jones. There was not much activity in October; Kim Jones reviewed the three expenditures on the disbursement report and their reflection in the Treasurer's Report. All grant dollars have been extended to June 2021.

Grant Updates

- **CRI 4.2 Allocation** – Paul spoke of some of the challenges to spend-downs on our grants, due almost entirely to COVID restrictions placed on their economic functions, namely evictions and foreclosures. Without the City's ability to hold a tax foreclosure sale, the Land Bank's main source of intake and inventory has been closed off. This leaves the Land Bank with acquisition dollars that will be very difficult to spend. We have approached Enterprise with how we might reallocate some of those dollars and are currently looking for ways to spend those funds down: we may be able to use some of the acquisition dollars and subsidies for new construction. Enterprise was receptive to that idea. GRHP may also be able to accept our dollars; that is still being worked out. Unspent dollars have to be relegated to something that fits in line with our goals. Our other activities are looking good: all our demolitions are spent down, new construction is spent and rehabs are almost completely spent.
- **225-227 Michigan Street** - We are moving close to acquiring title to this property but as Paul admitted, it has gone slower than we would have liked. John Campolieto in Law has assisted in its foreclosing while minimizing our exposure with it and it should not be long from now before we actually have title. In the meantime, even though it is off our books, we are incurring expenses: keeping it secure and winterizing it.
- **6 Madison Street** – Paul announced that the City has released the RFP for the sale and rehab development of this property. This is a parcel that has been in City ownership for quite some time and is the last remaining property in the Susan B Anthony neighborhood in need of work. Land Bank has a significant role in this development: we have identified \$60,000 of funds to be applied towards its rehabilitation. The informational meeting was held Wednesday, October 14th. All factors together make this renovation one that will not be able to be covered by private dollars alone: public, i.e. Land Bank, dollars are necessary to get the project off the ground. The Landmark Society is involved with this sale and has asked for their information to be given to the buyer as they may be able to help with funds. The property could possibly be added to the National Landmark Registrar for the potential to reduce taxes, but that would increase the restrictions placed on the renovations. Deadline for RFP's is November 6th, showings will be on Friday, October 16th and Monday, October 19th. A condition of the sale is that this structure is for owner-occupant only. Three main avenues exist through which this could be satisfied: the house can remain as a 2-family with the owner in one of the units, it can be converted to a single-family, or it can be used as a live-work situation. We are pleased to have this building be renovated and lived in.
- **New Enterprise Opportunity** – Rianne introduced us to a new grant we just received notification of that is funded by Enterprise; the deadline to apply is November 6th. Land banks cannot apply for it directly, but they can be partnered with another organization interested in pursuing the funds. Structured similarly to the 4.2 funds we are using for our partnership with CCCS, the focus is on improving racial inequities in home ownership and choice of home and giving people a way to build wealth. CCCS will partner with RLB, CCCS being the primary applicant, to try to increase the level of funding for the program described in Res. No. 16 of 2020. Protocol may not require a resolution for the action because we are not the signatory. CCCS has asked for some staff support, but further logistics still have to be worked out; a meeting is planned for Monday, October 19th. There are ten awards available for New York State; five will remain in NYC, the remaining five will be open for applications from upstate NY institutions. Awards will range anywhere from 200 to 500 thousand dollars.

Discussion Items

Given the importance of the topics and the amount of time we had available, it was decided to delay our discussions on staffing structure, board meeting structure and board training to our next meeting as well as add an additional half hour to the meeting time (on the front end). Our next meeting will be Thursday, November 19th and will start at 2:30 pm. Placeholder invitations will be sent out.

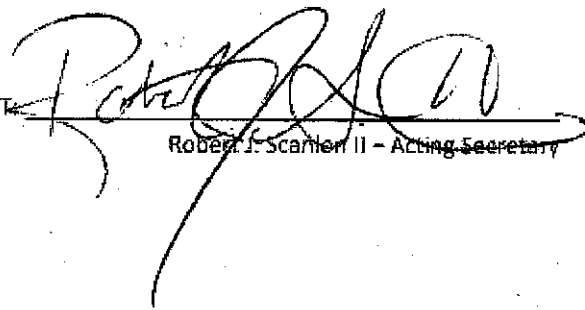
Dana led the session on the remaining two topics.

- Committees – With all the changes over the last ten months, there are several open positions on RLB’s committees. We ended with several slots being filled; the Finance Committee remains short.
 - Audit Committee: Kurt Martin, Chair
Kim Jones
BJ Scanlon
 - Governance Committee: Dana Miller, Chair
LaShay Harris
BJ Scanlon
 - Finance Committee: Kim Jones, Chair
Two unfilled positions remain.

- New Board Member Candidates –
 - Patrick Beath is filling in as legal counselor as a non-board member to replace Scott Smith. He has been officially invited to continue on a permanent basis, but for now, he will act as interim counsel.
 - LaShay Harris is the City Council President’s Appointee and replaces Councilwoman Jackie Ortiz.
 - The Mayor’s Appointee is unfilled; Dana and Paul will focus on finding another candidate. Ultimately, we are looking for a person with a specialty in real estate or who has nonprofit experience. A law background would also be very beneficial. BJ Scanlon agreed to act as Secretary Pro Tem until a new person is selected. We will approach Scott Smith about becoming a candidate and serving RLB out of retirement.

Dana Miller brought the discussion to a close. Carol Wheeler made the motion to end the meeting, Kim Jones seconded, all were in favor. The meeting adjourned at 3:55 pm.

ATTEST



Robert J. Scanlon II – Acting Secretary

Rochester Land Bank Corporation

Meeting Minutes

November 19, 2020

Electronic Video Call

Board Members Present: Dana Miller, Carol Wheeler, Kim Jones, Kurt Martin, LaShay Harris, Robert J. Scanlon II

Board Members Absent: None

Non-Board Members Present: Paul Scuderj, Patrick Beath, Maritza Mejias, Rianne Mitchell, Diane Powell,

The meeting was called to order at 2:32 pm by Dana Miller, Chair..

The minutes from the last meeting were distributed. Robert J. Scanlon II moved that the minutes be approved; Kim Jones seconded. There was a typographical correction offered by LaShay Harris. The minutes were approved with corrections: all were in favor.

The first item on the agenda was the review of the Treasurer's Report and the Cash Disbursement Report; Kim Jones went through the highlights of both reports.

Led by Rianne Mitchell, the board opened discussion on the **Proposal Regarding Board Meetings and Staffing Structure**, with **Staffing Structure** first on the list. As RLB positions itself to move forward and more clearly define itself 'post-Community Revitalization Initiative/CRI' funding, we must identify staff roles and responsibilities especially as we anticipate working with organizations that are not familiar with us. Staffing structure is not addressed in our bylaws or in the articles of incorporation, so no action is required by RLP; it is simply the executive director arranging his staff as needs be. Rianne did a walk-through of each title. Suggestions were made to include responsibilities for communications and marketing & advertising. With our funding changes imminent, this will become more and more important. Difficult to do completely in-house, RLB's shared services agreement with the City would allow us to use the office of Communications to give us that capacity. A Communications & Outreach Ad Hoc Committee will be created to get RLB started; we will ask for Communications to designate someone to sit in on the meetings.

The second topic was about the **Board's Meeting Schedule** and to explore options for potentially going to meeting every other month. While most land banks meet on a monthly basis, we are finding the need for more flexibility especially on the part of supporting staff. A reduced frequency certainly has its appeal but may have to be modified with longer meeting times and not everyone has time in their schedules to go longer than an hour at a time. Keeping the RLB meetings monthly keeps the land bank in the forefront of our minds and schedules; so much is going on right now, especially while we are building momentum as an organization. One of the stronger disadvantages to not meeting monthly is getting approval from board members in a timely fashion and being able to move forward when opportunity arises, particularly when buying properties in the current market. An Acquisitions Committee will be set up that would be more available on short notice.

New Board Member Candidates, especially for the mayoral appointee (George Parker's position) need to be identified, as well as defining the qualities in a candidate we are looking for. They would include, but are not limited to, legal experience, someone outside of City government plus, experience in a second area like non-profits or real estate. At this point, our announcement to fill the position has been sent out to Leadership Rochester, United Way and La Cumbre. One interested response has been received; no resume. To widen our scope, we might want to consider finding a way

to receive input from the people impacted by our programs and activities. The next distribution of our announcement will be to NSC administrators with a request to share with neighborhood and community organizations.

Board Training, the last topic in this discussion item, in the past has been to bring someone in to provide enrichment to the board that is useful to our services. As we transition out of having a steady funding source to position of more independence, we must define how/where we can have impact and how to sustain ourselves as a not-for-profit yet continue to work directly in the community. One option is, since we share some similarities with REDCO, to have someone from REDCO speak to us on moving forward while maintaining an impact as a non-profit. Other suggestions included:

- learning about our own Divisions of Inspection & Compliance and Buildings & Zoning - what they do and how they relate to what we do, how we can work together
- reaching out to the Albany Land Bank group which is composed of the directors of all the land banks in NYS. Most, if not all, have been through this and could speak about their process, their learning curve, the land mines they encountered.

The second set of discussion topics, also facilitated by Rianne Mitchell, centered around **Strategies for Future Activities**. We need to determine what RLB will be doing next and clarifying how we see ourselves moving forward. RLB started out miles ahead of other land banks because of the practices that the Division of Real Estate already had in place: we would like to maintain that lead. **Alignment with the Rochester 2034 Comprehensive Plan** gives us ample opportunity to find ways to do that. Blight removal, neighborhood enhancement could be topics for us to explore as we move away from CRI funding. This discussion gave way to another board training idea:

- asking Dorraine Kirkmire, Director of Planning, or a member of her team, to speak to us on how the RLB fits in to the goals & ideals of the comprehensive plan

Planning for Post-CRI Activities presents a change in tactics for us. It would behoove us to define it early on and clearly. What acquisitions should we look at in the upcoming year? Our first proposal is the Potential Owner Occupant Tax Foreclosure Relief Program. We discussed potential legal challenges from our lienholders, the type of exposure we'd be putting both the City and RLB under if we follow through on it, exactly how we might implement it. While we want to proceed in a less 'risk-averse' way, how much risk are we willing to take on? This was the start of exploring new ideas; the discussion will be revisited.

Grant Updates were the next agenda item; presented by Rianne Mitchell.

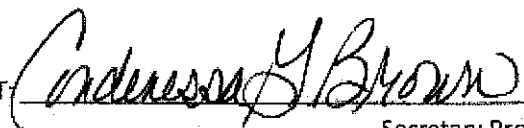
6 Madison St has been City owned for 24 years and is in a strong, stable preservation district; the City wants to see it preserved and used, the Land Bank wanted to see it be successful. The \$60K that the Land Bank is contributing to the renovation comes from CRI 4.2. Two applications were received but more information is being requested; it will be a few more weeks before a buyer is selected. The funds will be awarded when the renovation is complete.

HAPI stands for Homebuyer Asset Protection Initiative and is an Enterprise grant opportunity. In brief, it is a pilot program with Consumer Credit Counseling Services/CCCS. We are providing support for home inspections and legal services. A grant application was submitted by CCCS with Ibero and Urban League as additional partners for an expanded "menu of services" of which the inspections and legal services are just two of the menu items.

BJ Scanlon announced his departure from City Hall by January 2021; it was met with much surprise and dismay. We will miss his input, his insights and his administrative skills at our Land Bank meetings.

Dana Miller brought the discussion to a close. LaShay Harris made the motion to end the meeting; all were in favor. The meeting was adjourned at 3:59 pm.

ATTEST



Secretary Pro-tem

Rochester Land Bank Corporation

Meeting Minutes

December 17, 2020

Electronic Video Call

Board Members Present: Carol Wheeler, Kim Jones, Kurt Martin, Condenessa Brown, LaShay Harris

Board Members Absent: Dana Miller

Non-Board Members Present: Paul Scuderi, Patrick Beath, Maritza Mejias, Rianne Mitchell, Diane Powell

The meeting was called to order at 3:01 pm by Carol Wheeler.

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

Kim Jones presented the **Treasurer's Report and the Cash Disbursement Report**.

The board next discussed **Resolution No. 17 of 2020 Approving Sale of 21 Morgan Street to Qualified Purchaser**. Originally purchased from the City's tax foreclosure auction on November 13, 2019, the structure was demolished for the purpose of blight removal. Put out for RFP, the property received no positive response from contractors to build on it. The adjacent church is interested in the lot and has agreed to purchase the land. At this point, they will use the land for green space with the potential to use as parking as they grow. Sale price of the parcel is \$800. Condenessa Brown moved that the board approve Resolution No. 17 to approve the sale of 21 Morgan Street and it was seconded by Kim Jones. The resolution was unanimously approved by the board with no abstentions.

The next item on the agenda was **Resolution No. 18 of 2020 To Enter Into A Grant Agreement With Local Initiatives Support Corporation/LISC To Carry Out Community Revitalization Initiative**. RLB entered into an agreement with LISC to use their grant funds as housing subsidy for the Charlotte Square III development by way of the approval of Resolution No. 20 of 2017. That project was completed without RLB funding. LISC has approved the use of the unused funds for Urban League of Rochester Economic Development Corporation/ULREDC's Lease to Purchase Program, AKA L2P Westside. One of ULREDC's lenders has backed out and RLB will fill the gap with this funding. All units will be in the southwest quadrant of the City. Kurt Martin moved that the board approve the Resolution No. 18 of 2020; LaShay Harris seconded. The resolution was unanimously approved by the board with no abstentions.

The board was presented with **Resolution No. 19 of 2020 Authorizing Agreement With Urban League of Rochester Economic Development Corporation To Provide Subsidy For The L2P Affordable Homeownership Program** and is a companion resolution to Resolution 18 of 2020, above. This resolution authorizes RLB to change its direction in the use of funds from the Charlotte Square III development to a contract with ULREDC for the L2P Westside project. The resolution was amended to correct the name of the organization in the title of the document. Condenessa Brown made the move to approve the activity of the amended resolution. It was seconded by LaShay Harris; all were in favor. Resolution 19 was adopted.

Resolution 20 of 2020 Amending Policy Governing The Acquisition of Real Property By The Rochester Land Bank Corporation allows the RLB to create an Acquisition Committee for the purpose of acquiring properties on behalf of RLB. An Acquisition Committee would have the flexibility to act swiftly and competitively within the current real estate market simply by virtue of being able to meet more spontaneously than the RLB would. This amendment makes changes in RLB's acquisition policy and gives the committee the authority to authorize acquisitions of property in certain circumstances outlined the policy. LaShay Harris made the motion to amend the acquisition policy; it was seconded by Kim Jones. A standing acquisition committee was approved by unanimous vote of RLB, no abstentions.

Discussion Items

Five New Constructions was presented by Maritza Mejias:

There are five properties completing construction; Certificate of Occupancy applications will be in place by the end of the month. These building sites are located on Pollard, Taft, Woodward, Clay and McGee streets. The Land Bank will provide \$50K in subsidy for each property. Total construction costs are approximately \$250,000 and most likely sell for around \$125,000. These homes are eligible for closing cost assistance through the City's Homebuyer Assistance Program. Terms of sale require that buyers must live in their home for 10 years. The Taft St home will be handicapped accessible, Woodward St is the only one at this writing that remains unsold.

HAPI/Homebuyer Asset Protection Initiative updates were given by Rianne:

Currently, RLB will provide funding for home inspections and legal services for closings through CRI 4.2. An application is being made to fund an expanded program. A verbal pitch was made on 12-7-20; RLB was notified on 12-16-20 that they were finalists. We are expecting the program to launch by the first of the year (2021). As finalists, we are expected to submit a budget and work plan for the project and how the funds would be used. Up to \$250K can be awarded that would close out by March 2022. The grant allows a higher level of services and would include homebuyer training, service navigation, post-sale follow up, appraisals and instrument surveys. Costs would be comparable to the City's 1st Time Homebuyer's Program. The committee is working with the Division of Real Estate to share this information with their population.

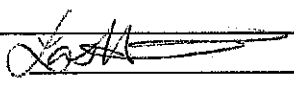
6 Madison St, presented by Rianne:

The City has had an RFP process; two proposals were turned in and information is being requested from both. As owner occupants, we are trying to get the applicants to provide the best proposal they can. There will be a 10-year occupancy requirement written in as a deed restriction for the sale. If neither applicant is approved, the RFP will be reissued. There is the potential of selling to a contractor who would renovate it and sell to a buyer who would occupy, but the process dilutes RLB's ability to enforce the requirements and remains a distant second choice. We expect an award to be made by the end of the month if we do not need to reissue the RFP. The current grant deadline (to use the money) is June 2021, but we have prepared the way with Enterprise for an extension.

It was noted that the deadline for the Annual Report to Council is coming up on March 15th.

Condenessa Brown will serve as Secretary Pro Tem for this meeting.

Carol Wheeler adjourned the meeting at 4:05 pm, all were in favor.

ATTEST: _____
 -Secretary