

Rochester Land Bank Corporation
Meeting Minutes
January 19, 2022
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, Erik L. Frisch, Kurt Martin, LaShay Harris, John Fornof and Eric Van Dusen

Board Members Absent: James Smith

Non-Board Members Present: Paul Scuderi, Stephanie A. Prince, Maritza Mejias and Cindy Castillo

The meeting was called to order at 3:07 pm by Erik L. Frisch.

Kurt Martin moved that the minutes from the last meeting held December 15, 2022 with correction be approved; John Fornof seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of January 2023**. Payments were listed on the cash disbursement report. A payment was made to the City of Rochester for the 2022 Tax Foreclosure acquisitions.

Treasurer's Report for the month of March classified the disbursement accordingly and reported revenue received for the deposit of the sealed bid sale to development partners.

All reports were distributed to all members for review.

The board's first item on the agenda was **Resolution No. 1 of 2023 to Approve the Annual Membership**. Paul Scuderi advised this is to approve the payment of the annual membership with the New York State Land Bank Association. We are expecting the invoice to arrive this month and this year's dues is \$1,500 which is a reduced amount from the pre-COVID dues of \$2,000. We would like to continue our membership with the NYLBA as we have been a member since its formation in 2013. Carol Wheeler noted that last month Rianne Mitchell informed the board of some of the activities in which they were involved. Paul also advised NYLBA was heavily involved in lobbying this past year. NYLBA hired an outside counsel to assist them in their lobbying and had a substantial presence in Albany. Their advocacy encouraged the governor's office acknowledge all of the Land Banks' role in the housing landscape across New York state and resulted in land banks' inclusion in the State Budget, a reliable source of ongoing funding. They have a strong partnership with Center for Community Progress (CCP), the organization who puts on the national Reclaiming Vacant Properties conference along with many other seminars which have been helpful. The NYLBA also has an information sharing network where information is shared and discussed all over the state between Land Banks. They have had a role in assisting RLBC in securing significant amount of its grant funding, most recently the Land Bank Initiative Grant, the first phase of which we will be using for reimbursements and other operating expenses. The NYLBA is a good resource and we would like to continue our membership and affiliation with that group.

Erik L. Frisch made a motion to approve Resolution No. 1 of 2023 to Approve the Annual Membership in NYLBA; Kurt Martin seconded. The motion was approved by the Board.

The next item on the agenda was **Resolution No. 2 of 2023 to Approve FOIL Policy**. Paul Scuderi advised this was the FOIL Policy discussed in the past meeting and also advised that up until a few months ago, the RLBC has not received a FOIL request. Our attorney advised that the Land Bank Act requires us to develop our own FOIL procedures and discuss how to handle these requests. FOIL policy. Since the City staff will administer, we developed this FOIL policy very similar to the City's. Stephanie Prince advised RLBC has received two Land Bank specific FOIL requests. Given the low volume anticipated, the requests will not go through the City's system. New Land Bank FOIL requests will go to landbank@cityofrochester.gov. They will receive an initial response acknowledging receipt of the FOIL request. Land Bank staff will be handling those requests in the first instance. If the staff have any questions, they can contact any of the City's members of the FOIL staff in the Law Department. Stephanie advised responses will go out within 20 business days of the request. If anyone wants to appeal or challenge a FOIL response, they will be directed to FOILappeal@cityofrochester.gov and will be decided by Linda Kingsley as the Land Bank FOIL Appeal officer. Paul Scuderi advised that RLBC's FOIL policy was being followed by staff and confirmed all documents are available to the public for inspection, subject to appropriate redaction by the Law Department. Carol Wheeler then asked who was the compliance member for Real Estate and for RLBC. Paul advised Rianne Mitchell is the compliance member for both Real Estate and for RLBC. Carol then asked if there was going to be an opportunity for the Board to know what people were inquiring about. Paul advised that it could be included as a discussion item at the Board meeting to advise who submitted the FOIL request and what information they were seeking. Paul briefly discussed the most recent FOIL request.

John Fornof made a motion to approve Resolution No. 2 of 2023 to Approve FOIL Policy; LaShay Harris seconded. The motion was approved by the Board.

The next item on the board's agenda was **Resolution No. 3 of 2023 Authorizing transfer of properties purchased at the 2022 City of Rochester Tax Foreclosure Auction to development partners**. Paul Scuderi advised this resolution is asking for approval to convey the properties purchased by the RLBC to the pre-approved development partners. These were pre-selected properties the Land Bank acquired on the behalf of partners. We will convey title to the partners so they may begin rehabilitation process. Paul pointed out RHDFC, which will take title the majority of the properties on the list, is RLBC's the longest standing partner RLBC has the most resources and capability for rehabilitation. Faris Holdings, LLC has been a previous partner for a couple of years and has done a fine job. Lenmar, Inc. is new but we have seen their work as they have partnered with Rosario Home Improvement on the Land Bank's rehabilitation projects at 6 Madison Street and 225-227 Michigan Street. Carol Wheeler asked if there was any information as to whether any of the properties would be sold to owner occupants. Maritza Mejias advised all of the properties being conveyed to RHDFC will be sold to owner occupants and but that the for-profit development partners have no sale conditions subsequent to their obtaining a Certificate of Occupancy. Maritza advised that since we are not offering rehabilitation subsidies, we cannot impose any restrictions when they are to sell the property. Paul reviewed the bidding process for the for-profit partners for the pre-selected properties, and suggested that for future for-profit development partnerships, we may find ways to incentivize developers to sell the properties to owner occupants if that is our goal.

LaShay Harris made a motion to approve Resolution No. 3 of 2023 Authorizing transfer of properties purchased at the 2022 City of Rochester Tax Foreclosure Auction to development partners; Kurt Martin seconded. The motion was approved by the Board.

The board discussed the final item on the meeting agenda, which did not require board action, the **Annual Report to City Council**. Paul Scuderi advised that, in the past, the Annual report to City Council was presented in March. Paul advised he was not sure of the new procedure of setting the session, but we will obtain that information as we need to present the report by March 15, 2023. LaShay Harris then explained the new procedure for scheduling a work session and provided direction. Paul thanked Ms. Harris for the information and confirmed this session is mandated by Public Authority law, and that we will make sure to convey that information when scheduling the session. Paul advised we will begin working on the Report immediately and will present a copy to the Board prior to the presentation. Maritza pointed out to all in the meeting that RLBC is now in its 10th year.

Carol Wheeler asked for an update of 96 Falls Street. Paul Scuderi then advised RLBC was the winning bidder at the auction for 96 Falls Street.

Carol Wheeler brought the discussion to a close. John Fornof made the motion to adjourn the meeting, Erik L. Frisch seconded, all were in favor. The meeting was adjourned at 3:52 pm.

ATTEST:  _____
LaShay Harris, Secretary

Rochester Land Bank Corporation
Meeting Minutes
February 16, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

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

Board Members Absent: Erik Frisch and Kurt Martin

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Maritza Mejias and Rianne A. Mitchell

The meeting was called to order at 3:03 pm by Carol Wheeler.

James Smith moved that the minutes from the last meeting held January 19, 2023 be approved; LaShay Harris seconded. The motion was approved by the board at 3:04 pm.

Eric Van Dusen joined the meeting at 3:06 pm.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of February 2023**. Payments were listed on the cash disbursement report. Payments were made to Monroe County for Pure Waters Charges on Land Bank properties; payment was made Shuman Construction for roof repair at 88 Rosemary Drive; payments were made to the *Democrat and Chronicle* and the Daily Record for advertisement of the RFP for Property Manager; and payment was made to Center State CEO, fiduciary for the New York Land Bank Association, for 2023 association membership dues.

Treasurer's Report for the month of February classified the disbursement accordingly and reported revenue represented refunds from cancellations of sales from the 2022 City Tax Foreclosure Auction.

All reports were distributed to all members for review.

There were no items of business before the board. Carol Wheeler introduced the next item on the agenda **Review Draft Report to City Council**. It was noted that the Land Bank Board Chair will make the annual report to the municipality at the City Council Committee meeting on Wednesday, March 8th at 4:00pm. James Smith explained the change from previous years of presenting to City Council to presenting at a Work Session to this year's presentation at the Department of Neighborhood and Business Development Committee meeting as part of an effort City Council has made to be more transparent and accessible to the public. He explained that while the report was not part of the departmental approval process, City Council also view this monthly meeting as a time to hear presentations related to the activities of committee.

Rianne Mitchell presented the draft, explaining that the Land Bank is required by the Land Bank Act to annually report by March 15th to the municipality(ies) that formed it on the projects undertaken, the monies expended and the administrative activities of the Land Bank in the previous year. The format was dictated primarily by the categories of information required in the Land Bank Act, but begins with highlights which for 2023 included a Special Project to rehabilitate a property within a Historic Preservation District for use as affordable rental, the Land Bank Initiative funding application, and the completion of the Neighbors for Neighborhoods program.

The initial section of the report consisted of the Administrative Activities of the Land Bank. Carol Wheeler asked why there were two resolutions to approve the sale of 225-227 Michigan Street. Rianne Mitchell explained that this property was the final Neighbors for Neighborhoods program property and that the program had certain requirements for the purchasers – such as proximity to the property and the number of properties owned. A review of the initial purchaser revealed that not all the criteria had been met so the property was put back on the market and sold to a fully eligible purchaser.

The next section covered projects undertaken and discussed in greater detail the final Neighbors for Neighborhoods (N4N) project and the Special Project in the Susan B. Anthony neighborhood that were mentioned in the Highlights section. LaShay Harris asked why there was a difference in the length of the affordability term for the two rehabilitation projects. Rianne Mitchell explained that the terms were related to the funding sources. The N4N program required twenty years of affordability, but the Special Project was subsidized by funds with no designated affordability term. The Land Bank settled on a 10-year term as it provided half the subsidy that was provided by the N4N program. Carol Wheeler noted, for clarity, that none of the projects were funded by federal HOME dollars which have a 15-year affordability requirement. The final project noted was the stabilization of the roof of a Zombie property purchased by the Land Bank from a third-party lien holder to facilitate its ultimate sale for homeownership. Three additional activities mentioned included the Land Bank Initiative funding award from New York State Homes and Community Renewal, the Development Partner Request for Qualification for participation with the Land Bank in the 2022 City Tax Foreclosure Auction and the Request for Proposal for a Property Manager.

The Expenditures section is comprised of the Audited Financial Statements which were presented to the board at the Annual Meeting in September and are available on the Land Bank's website.

The report also included anticipated upcoming activities such as a Phase II funding application of the Land Bank Initiative released in early February. Applications are due March 13th. John Fornof asked how long is the term for the Phase 2 LBI grant. The grant will be for a term of 18 months from award. Eric Van Dusen asked the total amount that will made be available and if we expect the process to be very competitive. HCR has \$20 million for Phase 2, but some will be withheld to support any additional Land Banks that are formed during the grant term. The funding is solely available to New York State Land Banks and there are currently 26, so there may be some competition but it is clear HCR wants to provide funds to every land bank that can use them. Carol Wheeler expressed her hope that the Land Bank's application would include a focus on geographic areas to complement the City's community revitalization investments. John Fornof asked if this process will be the model for Land Bank funding going forward and whether the Land Bank had adequate capacity to successfully compete for funding in a competitive environment.

Additional upcoming activities include the Land Bank's participation in the development and implementation of a workplan to increase racial equity in homeownership as part of the multi-city Closing the Gap (CTG) Network funded by a grant from Living Cities; and Rehabilitate the Dream in Rochester, a Land Bank partnership with HOME Headquarters the Land Bank's continued participation in the New York Land Bank Association and the City's Landlord Summits. A table detailing the Land Bank's property acquisitions and dispositions and appendices with photos of the highlighted activities concluded the report.

The next item of discussion was the Housing Quality Task Force recent update, led by Carol Wheeler, who is also co-chairperson of that task force. Eric Van Dusen also sits on the Task Force. Ms. Wheeler noted that the update on the City's response to the Task Force's initial recommendations is available on the City Website and that future updates are currently scheduled at 6-month intervals. The first update was regarding the increase in hiring for Code Enforcement. Several new Code Enforcement Officers have been added and a dedicated Housing Attorney has been hired. This has resulted in a significant reduction in response time for enforcement of violations and demolition defaults. There will be an RFQ to identify receivers so that the City may use

receivership to mitigate the need for litigation. LaShay Harris asked if the increase hiring was solely in response to current needs or if succession planning had been taken into account. Carol indicated that the recent hiring had focused on the current need, but that she would take the feedback on the need for succession planning back to the taskforce. Next was a discussion of strategizing. LaShay Harris who pays the cost of the demolitions performed by the City. Carol Wheeler explained that while the City fronts the cost of private demolitions that are ordered by the Housing Court, it bills the owners and if the bill is not paid in a timely manner adds the charge to the property taxes.

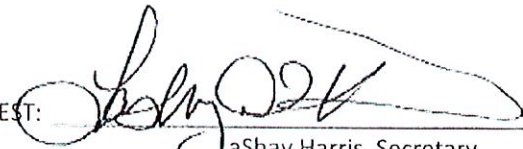
Next, Carol Wheeler pointed out that procedural changes were made at the City's Tax Foreclosure Auction to attempt to forestall purchase of properties by known bad actors and those without adequate resources to maintain the number of properties they own. A cross-functional team has been established and meets regularly to determine the appropriate strategies to keep track of and address privately-owned vacant property. The City is empowered to make emergency repairs to privately-owned rental property and, as with demolitions, charge the cost back to the property owner. The City scaled up its support of RENEW, a multi-agency program to increase resources for "whole house rehab." Eric Van Dusen pointed out that the ESL Foundation was able leverage the City's investment increase its own investment in RENEW to \$1 million over four-years. Finally, the City's vaunted Buy the Block program in which new homes are being constructed for affordable homeownership has its first six of a planned 24 properties under construction and now has a model available for viewing. LaShay Harris expressed that she was impressed with the layout when City Council was provided with a tour and asked how many models were available. Carol Wheeler informed her that there are six models - two ranch models, one of which is accessible, and four colonials.

Rianne Mitchell brought up a case regarding excess proceeds from tax foreclosure actions that the U.S. Supreme Court agreed to hear this session that will have an impact on how not just municipalities, but Land Banks will operate going forward. Paul Scuderi clarified that an adverse outcome could mean that the Land Bank would be prohibited from using the Preferred Bid to acquire properties. John Fornof brought up legislation regarding excess proceeds that has been introduced at the state level as part of this year's budget.

Rianne Mitchell noted that Land Banks staff was still working to schedule the training on public financing of large residential and mixed development projects based on a workshop that was conducted at the 2022 NYLBA conference in which the board expressed interest and hoped to be able to secure it for this spring.

Carol Wheeler brought the discussion to a close. John Fornof made the motion to adjourn the meeting, Eric Van Dusen seconded, all were in favor. The meeting adjourned at 3:58 pm.

ATTEST:


LaShay Harris, Secretary

Rochester Land Bank Corporation
Meeting Minutes
March 16, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, John Fornof, Erik Frisch, LaShay Harris,
and Kurt Martin

Board Members Absent: Eric Van Dusen and James Smith

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Maritza Mejias and Rianne A. Mitchell

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

John Fornof moved that the minutes from the last meeting held February 16, 2023 be approved with an amendment; Erik Frisch seconded. The motion was approved by the board at 3:04 pm.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of March 2023**. Payments were listed on the cash disbursement report. Payments were made to RG&E for 225 Michigan Street, to Land Bank staff for reimbursement of continuing education and licensing expenses, and to the City Water Bureau for 4 Brooklyn Street.

Treasurer's Report for the month of February classified the disbursement accordingly and reflected that there was no revenue reported for the month.

All reports were distributed to board members for review.

The next item was **Resolution No. 4 to Approve the Selection of a Property Manager**. Paul Scuderi explained that the Land Bank released a request for proposal for Property Management in November 2022. Upon review and negotiation of the proposal presented to the board, the Land Bank selected Red Oak Management Group. LaShay Harris asked whether the fee schedule proposed was competitive as compared to other property managers. The Land Bank's Project Director, Maritza Mejias confirmed that it was and that it had been negotiated based on contemporary experience of the costs of the types of activities specific to land banks as opposed to for profit landlords and developers. Carol Wheeler noted that the proposal indicated varied repair experience, but wanted to make sure that the candidate had the capability to contract for things in which their proposal had not indicated an expertise, such as plumbing. Ms. Wheeler then asked about the candidate had given an indication of their capacity, in terms of how many properties they were able to accommodate at contract execution. Rianne Mitchell stated that the Land Bank had not asked for a number, but that it had shared its current inventory and the activities that would be required on an ongoing basis and had been assured that the candidate could accommodate that level of activity immediately. LaShay Harris is the Land Bank had acquired any occupied properties and whether provision had been made for the activities necessary when there are tenants involved. Paul Scuderi answered that while the proposal demonstrated the candidates ability to handle tenant relationships, the Land Bank's intent was to only acquire vacant properties and that when it inadvertently acquired occupied properties, it did not enter into leases or collect rent.

Questions of capacity led to a discussion of the Land Bank's inventory. Land Bank staff noted that the interior inspections had revealed that due to the time that had elapsed between foreclosure auctions, some of the properties had deteriorated in condition to degree that could not be determined from exterior inspections and would require demolition. LaShay Harris expressed concern as to whether first responders were warned about dangerous conditions within a structure. Kurt Martin explained that through the Shared Services Agreement with the City, vacant Land Bank properties were secured in the same manner as City properties. Board members engaged in discussion on strategies to effect the necessary demolitions in a timely fashion. John Fornof asked who would be the point of contract and what would be the billing process. Land Bank staff explained that Maritza Mejias would be the primary contact and that the fee schedule was developed for routine activities that would be billed monthly. The Land Bank will request a quote for activities for which no set price was negotiated.

LaShay Harris moved that board approve Resolution No. 4 to Approve the Selection of a Property Manager; Erik Frisch seconded. The motion was approved by the board at 3:28 pm.

The board next discussed the reception of the Annual Report to City Council. Carol Wheeler shared that though not all members of City Council were present for the report, those that were seemed very engaged. She noted that they seemed particularly interested in the Rehabilitate the Dream homeownership program and how and to whom the program will be promoted and marketed. There was definite concern that member of the neighborhoods where properties are available be made aware and perhaps be given priority. She expressed appreciation for Paul Scuderi in being present to answer specific questions about operations and policy. Paul explained that while he understood the impetus to engage neighborhood support for programs, the Land Bank could not engage in steering or restricting access. Carol Wheeler expressed an interest in some logistical changes in scheduling and formatting the report for the following year. John Fornof asked if there were questions related to the preferred bid. Rianne Mitchell noted that City Council expressed some confusion as to why the Land Bank was required to pay the City for properties acquired at the tax foreclosure auction. Paul Scuderi explained to the Council members that what the Land Bank paid for properties was a discussion that was most appropriately addressed with the City's Budget Director and Finance Director. Maritza Mejias asked in particular whether some provision might be made so that the Land Bank was not required to pay or was remunerated for properties that needed to be demolished. Kurt Martin shared that the City had recently done a thorough analysis on the condition of vacant properties in order to rank them. They have all been assigned a number based on condition that should give more guidance as the Land Bank selects which properties to purchase at the next Tax Foreclosure auction.

Next, Land Bank staff gave an overview of the contents of the Land Bank's recent application to New York State Homes and Community Renewal for the Land Bank Initiative – Phase 2 grant. The Land Bank made a request for a total of one million dollars with half going to building stabilization to support the Rehabilitate the Dream Program, a quarter to fund future property acquisitions and a quarter for predevelopment activities that will allow the Land Bank to pursue other state funding opportunities to support more substantial development projects. The Land Bank's application had a geographic focus in the neighborhood where the Land Bank had previously supported a scattered site affordable rental project. Erik Frisch asked if this was an annual grant opportunity. Rianne Mitchell explained that the grant term was for 18 months, but that HCR indicated that they would be releasing a second round of Phase 2 funding from this initial budget allocation. There does seem to be legislative support at the state level for some measure of ongoing budgetary support of Land Banks, but we won't know what that will look like until the budget is approved.

The last item of discussion of was the Land Bank's Annual Budget. As a public authority, the State Controller requires that we post a budget and financial plan annually at a time determined by our fiscal year. Rochester Land Bank's budget is due by April 30th. Land Bank staff indicated that it would be developing a plan to present to the board at the April meeting.

Carol Wheeler brought the discussion to a close. LaShay Harris made the motion to adjourn the meeting, John Fornof seconded, all were in favor. The meeting was adjourned at 3:48 pm.

ATTEST: _____


LaShay Harris, Secretary

Kurt Martin

Rochester Land Bank Corporation

Meeting Minutes

April 20, 2023

City Hall, Room 223B

30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, Erik L. Frisch, Kurt Martin, James Smith, John Fornof and Eric Van Dusen

Board Members Absent: LaShay Harris

Non-Board Members Present: Paul Scuderi, Stephanie A. Prince, Rianne Mitchell, Maritza Mejias and Cindy Castillo

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

John Fornof made a motion to elect Kurt Martin as Secretary Pro-Tem; Erik L. Frisch seconded. The motion was approved by the Board.

John Fornof moved that the minutes from the last meeting held March 16, 2023 be approved; Erik L. Frisch seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of April 2023**. Payments were listed on the cash disbursement report. A payment was made to Rianne Mitchell for reimbursement of the payment of the CHAR 500 filing; a payment to the Monroe County Clerk's Office for the Deed recording fees of 15 Meriden Street and 35 Wilder Terrace; a payment to Lemar Inc. for a refund of recording fees for 15 Meriden Street and 35 Wilder Terrace; and a payment to Peter Faris for a refund of the deposit for 258 Ravenwood Avenue.

Treasurer's Report for the month of April classified the disbursements accordingly and reported revenue received from the Phase I of the New York State HCR Grant.

All reports were distributed to all members for review.

The board's first item on the agenda was **Resolution 5 of 2023 to Approve the 2023-2024 Annual Budget**. Paul Scuderi reviewed the annual budget and discussed the 2024 budget. He began discussing the Revenue and Financial Sources. He detailed the anticipated Revenues, in specific the Operating revenue, which includes but is not limited to sale of properties to our development partners, and Non-Operating Revenues, which include state subsidies such as NYS Land Bank Initiative (LBI) grant monies along with federal subsidies which include American Rescue Plan Act (ARPA) monies. He then discussed the Expenditures portion of the budget. Operating Expenditures which includes salaries and wages; professional services contracts which includes property management services, title services; supplies and materials which include advertising and other operating expenses which include acquisitions, stabilization monies, environmental pre-development costs, rehab subsidies. Then he described the Non-Operating Expenditures, which include deed recording fees, advertising, utility charges, dues to NYLBA, licensing fees, insurance, travel expenses, taxes, and title insurance. Paul then reviewed the proposed budget for 2025 and advised the amounts were estimates amounts based on average amounts used in the past and current years. He did advise RLBC is working on submitting an application to the

Legacy Cities program as well as one for the Affordable Home Ownership Program (AHOP) which we project will provide additional revenue for 2024/2025. For the following proposed years including 2026 and 2027, Paul advised these amounts may vary slightly or significantly depending on the legislative climate and the pending U.S. Supreme Court decision regarding strict foreclosures. The Board then went into discussion of Operating expenses and in particular advertising expenses and suggested there be a Communications Committee to handle future advertising and communication particulars for the Rochester Land Bank Corporation. No monetary changes were suggested.

Erik L. Frisch made a motion to approve Resolution No. 5 of 2023 to Approve the 2023-2024 Annual Budget; Eric Van Dusen seconded. The motion was approved by the Board.

The board's next item on the agenda was **Resolution No. 6 of 2023 to Authorize Transfer to the City of Rochester of Certain Surplus Parcels**. Paul Scuderi advised this resolution is to authorize the transfer of 18 properties to the City of Rochester for purpose of Demolition. These properties were acquired at the tax foreclosure auction and after our subsequent inspection of the interior, it was determined that they are in a significantly deteriorated state and not suitable for rehabilitation. We want to transfer these properties to the City of Rochester so they can take control of the demolition. We have had several conversations with the City's Demolition unit and they are aware of the transfer of the properties and the need for demolition. Carol Wheeler asked if the Administration was aware of the need for demolition of these 18 properties. Kurt Martin confirmed that Senior Management had been made aware aware of the current situation and that these properties had been included in the discussions. Carol Wheeler pointed out an error that needed to be changed on the Resolution which Rianne corrected.

Kurt Martin made a motion to approve Resolution No. 6 of 2023 to Authorize Transfer to the City of Rochester of Certain Surplus Parcels, as amended; Eric Van Dusen seconded. The motion was approved by the Board.

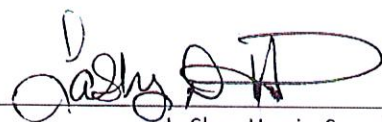
The final item of Discussion on the agenda was **NYLBA Updates**. Rianne Mitchell advised there was a push for all Land Banks to reach out to their local representatives and reiterate the need for continuance of state funding of land banks. Rianne advised we received a response from Samra Brouk's office who was very interested and has not engaged with Land Banks before. We will include Ms. Brooks in any future public announcements and events. There were no further updates from the NYLBA regarding the Land Bank Initiative Phase 2 awards. Rianne then advised there was much discussion about the effect of the recent legislative and judicial interventions in the tax foreclosure process and that there will be some updates later in the Spring, if not early Summer in regards to the pending U.S. Supreme Court decision regarding strict foreclosures.

Staff had distributed a copy of the NYLBA Publication celebrating the 10 years of Land Banks in New York. Carol Wheeler asked if everyone had received their copy and pointed out that the Rochester Land Bank Corporation is also celebrating its 10-year anniversary this year. Rianne confirmed the same and advised that we plan to organize an event to simultaneously promote one of our programs. Carol Wheeler then asked Paul Scuderi to give an overview the role of the RLBC for the purpose of informing the guest attending the meeting. Paul provided an informative summary of the Land Bank's purpose and activities.

Carol Wheeler brought the discussion to a close. Erik L. Frisch made the motion to adjourn the meeting, Eric Van Dusen seconded, all were in favor.

The meeting was adjourned at 3:56 pm.

ATTEST:



LaShay Harris, Secretary

Rochester Land Bank Corporation
Meeting Minutes
May 18, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, LaShay Harris, Kurt Martin, and Eric Van Dusen

Board Members Absent: Erik L. Frisch, James Smith, and John Fornof

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

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

Eric Van Dusen moved that the minutes from the last meeting held April 20, 2023 be approved; LaShay Harris seconded. The motion was approved by the board.

Rianne Mitchell presented the **Treasurer's Report and the Cash Disbursement Report for the month of May 2023** prepared and provided by John Fornof prior to the meeting. Payments were listed on the cash disbursement report. A payment was made to the Monroe County Clerk's Office for pure water charges due on various properties; a payment to Red Oak for property management services; and a payment to Haylor Freyer & Coon for the commercial property policy fee.

Treasurer's Report for the month of May classified the disbursements accordingly and reported revenue received from the sale of properties to RHDFC as one of our development partners.

All reports were distributed to all members for review.

The board discussed the items noted on the meeting agenda.

The first item of Discussion on the agenda was **Land Bank Initiative II Award**. Rianne Mitchell advised we were awarded funds from Land Bank Initiative Phase II ("LBI2"). Everyone who was awarded funding, was awarded 90% of their request. Not all participants were awarded funding based on information from the New York Land Bank Association ("NYLBA"). RLBC received 90% of our requested funding and have been asked to adjust our budget and our outcome. We reviewed our budget and plans and reduced each category to reflect the 90% award. We have not yet received the contract documents but hope to have them before the next Board meeting as we will need to come before the Board for approval to accept the grant. Carol Wheeler asked to confirm the amount of the award was \$900,000 and Rianne confirmed. LaShay Harris asked if we would need City Council approval. Rianne advised we will not need City Council approval but we will need the Board to approve the acceptance of the award. Rianne advised once we get the documents, we will bring a resolution to the Board. Carol Wheeler then asked how much time did it take to receive an agreement for the last LBI award. Rianne advised it was not a very long wait but the past award was different in that the amounts they were going to

award were predetermined based on our budget and HCR knew the amount they were going to award. Rianne also advised for that award everyone who applied received funding as it was just for operations. For this phase, they knocked down the request of the six who were awarded to 90% and directed several other applicants to come back with revisions and corrections to see if they would be awarded 50% of their request. They advised they had about \$17 million from the last allocation and then another \$10 million was allocated in this year's budget. Rianne advised we have commenced some of the activities that we said we were going to do with the funds. The predevelopment included title investigation on privately owned properties in the Josana neighborhood. An RFP for title companies was prepared and will be released tomorrow on our website. There was also a request in the plan for environmental investigation for four (4) sites where we are thinking of including in an Affordable Homeownership Opportunity Program application and we have started discussions with DEQ on how we can proceed with these sites. Carol Wheeler advised as we begin development of our home ownership programs we may want to make sure we are not overlapping any other ongoing program. Rianne advised that the Josana area where we are looking into developing our program is one where no other program has any ongoing programs but we will make sure to be aware. Rianne also advised our development plans are looking towards development for two-family condo type ownership which is different from the current single family homes.

The next item of Discussion on the agenda was **NYLBA Updates**. Rianne Mitchell advised that the State Association will be partnering with the Rural Housing Coalition who is holding their annual conference this year in Lake George between the dates of September 19 through September 21. The NYLBA's specific program will be on the September 18. Rianne advised the conference details have not been made public but once it is available, it will be shared with the Board. There is also the National Land Bank Summit which is being led by the Center for Community Progress. The conference will be held in Cleveland and is scheduled for October 18 through October 20 and is its first in-person conference. Members of staff will represent RLBC at both conferences. Previous conferences were online summits and were very challenging in terms of interactions and questions. This year both are in-person and with Ohio being a big land bank state, the National Land Bank Summit is expected to have good information. Carol Wheeler asked if there is a preview of the topics that will be discussed. Rianne advised they still are asking for presenters and do not yet have an agenda prepared. LaShay Harris asked if we were going to do any presentations. Rianne advised at this moment we were not but as we are putting innovative development programs in place, we may in the future. Carol Wheeler then advised a lot of ideas from the Cleveland Housing Network have helped form past housing development programs and have been a great influence in Rochester. Eric Van Dusen also advised in Cleveland there is a focus is on middle neighborhoods which is what we in Rochester call transitional neighborhoods. These are not the worst and not the best, that are just off the deep poverty neighborhoods. It is an approach that the Healthy Blocks Initiative in Rochester implemented in neighborhoods. The theory is that the poverty concentration grows in a period of one transitional neighborhood at a time. There are things you do to support weak neighborhoods but if you ignore the transitional neighborhoods, that poverty edge will move out.

Rianne then advised NYLBA is still settling the legislative agenda, separate from the budget, and they would like each land bank to talk to their local legislative representatives to discuss partnering with NYCOM and the 19A initiative in terms of making changes to the abandonment laws and ~~to them~~ ^{make them} more available and easier to use for municipalities. Rianne also mentioned some of the land banks are getting push back regarding whether they are part of the NYS retirement system. At the federal level, there is a reintroduction of the Neighborhood Revitalization and Land Banking Act. There have been transitions as to who is in Congress since the last session hanged and it does not have the same sponsors but there are supporters of Land Banks. It is the basically the same bill but with less funds attached.

The final item of Discussion on the agenda was **2022 Development Partner Offering**. Rianne Mitchell advised in 2022 after we did our RFQ process for Development Partners, we were able to identify 13 qualified partners. A court case that was decided in 2022 established that individuals who filed Chapter 13 bankruptcy who had lost property through a foreclosure action, had two (2) years to reclaim said property from the date of the foreclosure sale. This decision has made obtaining title insurance more difficult which significantly complicates obtaining a mortgage. There were two (2) partners who were willing to participate in the program as it was designed. We acquired over 40 properties of which some were sold to the development partners, some have been identified for our future programs, several are in poor conditions and will be returned to the City as they need to be demolished. There remain eight (8) properties that could be available for sale and we will offer to our 2022 Development Partner candidates. We are developing a showing schedule and will be asking for sealed bids. Anything that is not sold through this sale, will then be reviewed and possibly sold via RFP or included in another program. We foresee having the sale in July which is a quicker turnaround than usual since there is not the need for a new application process. This will ~~get~~ then get properties into the hands of the partners who would want them and then make headway if we are moving forward for another RFQ for Development Partners for this year. Carol Wheeler asked if the 2022 development partners would have to apply if they would like to be partners in 2023. Maritza Mejias advised partners would have to reapply every year if they would like to participate. Eric Van Dusen asked if this legal complication for properties that have been foreclosed will affect all of these properties. Rianne confirmed it will but advised they would be ^{in a RFP} talking title almost a year later than the foreclosure sale. Since the hindrance to insurable title is two years from the foreclosure sale date, by the time they take title, more time will have elapsed and there will be less of a risk. For these properties, the 2 year mark will be November 2024. Rianne also mentioned we may have to keep an inventory of properties which will be monitored and maintained by our management company. Cindy also advised since we are holding the RFP for a title company, we will be able to communicate and discuss the possibility the title company providing title insurance. She also explained she has discussed the same with a local title company and was advised it would be on a case by case basis. Carol Wheeler then asked if we are holding onto aging properties will be a cost to RLBC. Rianne advised it will be but with the continued funding from State, it will be feasible. She also advised that in our ask for LBI Phase 1 in 2022, we had asked for \$10,000 for insurance costs per year but will not be enough for 40 properties. But for vacant properties and a smaller amount that we identify with the intention to sell to an owner occupant who will need to have title insurance if they are obtaining a purchase money mortgage, it may be adequate. Andrew Creary also advised in the course of his communications with title companies, there are some that seem to be willing to offer title insurance, again on a case by case basis. LaShay Harris asked if that means that in the future, will we offer title insurance to buyers off the top. Rianne advised in the past we have offered title insurance at the buyers' expense but this time, we did not offer it to the Developers because we were not sure if it would be available. She did confirm, however, that one of the developers who purchased properties was able to obtain title insurance. Maritza Mejias confirmed the norm has always been that our law department would ask if the buyer would like to obtain insurance but due to the circumstance with the appellate court decision, we withheld that in the 2022 Developer RFQ. Kurt Martin then noted and named the issues that may incur when holding onto properties including but not limited to squatters, the costs and overall issues and risk. Maritza advised we have scheduled that our property management company inspect our current properties every two (2) weeks.

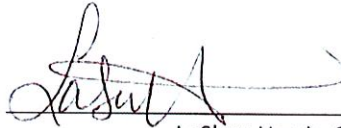
Carol Wheeler then asked if we are going to celebrate our 10 year anniversary. Rianne confirmed we will and suggested that we have a celebration and an unveiling of our new program between August and October. We will be talking to the Communications representative assigned to NBD to start the ball rolling with the event. Carol Wheeler wants to make sure that we have an event even if we do not have a program so we can present all of our accomplishments and awards. Eric Van Dusen agreed that reflecting all of the accomplishments is great but also presenting the impact the Land Bank has had on those who have purchased properties through

the Land Bank. LaShay Harris advised we can present include stories even if the properties were not purchased directly from the Land Bank but through one of our partners like RHDFC. Carol Wheeler stated we have done a lot of work throughout the 10 years that we can highlight. Rianne advised the Ad Hoc Communications Committee will be meeting and this will be at the top of the discussion.

Carol Wheeler brought the discussion to a close. Eric Van Dusen made the motion to adjourn the meeting, LaShay Harris seconded; all were in favor.

The meeting was adjourned at 3:43 pm.

ATTEST:



LaShay Harris, Secretary

Rochester Land Bank Corporation

Meeting Minutes

June 29, 2023

City Hall, Room 223B

30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, LaShay Harris, Kurt Martin, Erik L. Frisch, James Smith, and John Fornof

Board Members Absent: Eric Van Dusen

Non-Board Members Present: Stephanie Prince, Rianne Mitchell, Maritza Mejias and Cindy Castillo

The meeting was called to order at 11:00 am by Carol Wheeler.

LaShay Harris moved that the minutes from the last meeting with the necessary corrections held May 18, 2023 be approved; Erik L. Frisch seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of June 2023**. Payments were listed on the cash disbursement report. A payment was made to the City of Rochester for water charges for 4 Brooklyn Street and a payment was made to Red Oak for property management services.

The Treasurer's Report for the month of June classified the disbursements accordingly and reflected that there was no revenue reported for the month.

All reports were distributed to all members for review.

The Board's first item on the agenda was **Resolution 7 of 2023 to Enter into an Agreement with the Housing Trust Fund Corporation and the Office of Community Renewal for a Land Bank Initiative Phase II Grant**. Rianne Mitchell provided a synopsis of the Land Bank Initiative Phase Grant (LBI). She advised NYS included Land Banks in the State's budget for 2022 and 2023. Both LBI Phase I and Phase II funds are from the allocation of the 2022 budget. The initial (Phase I) disbursement was for operational activities. This (Phase II) is the second tranche of grant monies for programmatic activities. It was competitive and RLBC was awarded \$900,000 to be used for acquisition, stabilization of properties prior to sale and some predevelopment work involving environmental and title investigation. This resolution is accepting the award and the grant effective date would be June 1, 2023 and will continue for eighteen (18) months.

Kurt Martin made a motion to approve Resolution No. 7 of 2023 to Enter into an Agreement with the Housing Trust Fund Corporation and the Office of Community Renewal for a Land Bank Initiative Phase II Grant; LaShay Harris seconded. The motion was approved by the Board.

The Board's next item on the agenda was **Resolution No. 8 of 2023 to Enter into a Contract with a Title Services Firm**. Rianne Mitchell advised that to accomplish the activities detailed in the LBI Phase II grant along with other upcoming activities RLBC will be engaged in, we issued an RFP for a title company to do title investigation work and potentially provide title insurance for properties that the RLBC will either purchase or be selling forward. It was released May 15, 2023 and we received a proposal from Frontier Abstract and Research Services

("Frontier"). Cindy Castillo advised the proposal submitted by Frontier was in line with all of the requested anticipated activities and provided advice in terms of our seeking searches that comply with what is required by mortgage companies, specifically a 40 year search versus a 30 year search to cover any liens or claims after the 30 year mark. They are flexible in working with us if we need to modify any title search requirements. Cindy also advised Frontier has worked on foreclosure matters and has fast knowledge in terms of the foreclosure process. She advised Frontier is aware of the judicial climate surrounding insuring properties out of foreclosure proceedings and is willing to review and provide title insurance on a case-by-case basis. Cindy also advised the price list was reasonable. Cindy advised we had questions from two other title companies at the informational zoom meeting but they did not present proposals. Carol Wheeler asked if Frontier was flexible in terms of the title search as some programs may require more years. Cindy confirmed they are willing to be flexible and provide whatever specific requirement is needed in terms of the years of title search. Rianne advised that the contract will be funded through the Phase II LBI grant and anticipates a one year term with an additional one year option. John Fornoff asked if we received any communication or interest from Independent Title. Cindy advised we did not. Carol Wheeler asked if title companies were being shy in terms of working with us. Cindy advised it was not a matter of being shy in working with us but more so companies are reluctant in offering title insurance on foreclosed properties due to the current legislative climate, especially the more conservative ones regardless of whether the foreclosure action was not through a strict foreclosure. Stephanie Prince advised the City of Rochester also faces this same challenge with their tax foreclosure process when they issue their RFP and usually only has one company submit a proposal. Stephanie advised it has been an ongoing issue but has become more complicated. Rianne also advised this has also been the experience of the other Land Banks in the State. John asked for a copy of the pricing schedule which Rianne provided.

Erik L. Frisch made a motion to approve Resolution No. 8 of 2023 to Enter into a Contract with a Title Services Firm; Kurt Martin seconded. The motion was approved by the Board.

The board discussed the items noted on the meeting agenda.

The first item of Discussion on the agenda was the **Communication Committee**. Carol Wheeler advised the Communications Committee had a meeting in June to discuss what this committee saw as its role. Cindy Castillo advised the attendees of the meeting were John Fornoff, Carol Wheeler, Paul Scuderi and herself. The discussion began with the topic of RLBC 10th year anniversary celebration. Ideas were discussed in terms of the event. The main point of the discussion was wanting to highlight everything the RLBC has done within the last 10 years. This will include projects and programs done by the RLBC and also anything the RLBC has been affiliated with, including but not limited to new builds, rehabs with developers, demos. We also discussed the need for strategic planning due to the foregoing legislative hurdles that includes programs and projects that will not be affiliated with the tax foreclosure. The last discussion at the meeting was regarding a potential special offering wherein we would offer a rehabbed home for owner occupancy. The logistics of the rehab and the offer process will be set out at a later time after all discussions have been had but the thinking of the RLBC staff is that the offer would be introduced as a "Special Offering" at our 10 year celebration and the application process would begin at that time. LaShay Harris asked what would be the parameters of the Special Offering. Rianne Mitchell advised we would like not only to tie this offering to our 10 year celebration but also with the current activities by the City of Rochester's Housing Trust Fund and the research they have done on housing stability and who needs support with housing stability within our area. Our hope is to target that demographic which seems to be most challenged with housing stability as identified by that research, i.e. - female heads of households with children, and prioritizing those who are black and brown. We would like to accept applications to purchase the property at a significantly reduced price from that particular demographic and then from those applications, we would then conduct the lottery portion. Overall we would like to narrow who the focus is for this special offering because the rehabbed property will not be offered at market value nor will be sold via an auction. It will be offered in a way that will celebrate the RLBC's 10 years of activity and in support of affordable

housing in an exciting way. We want it to be as accessible to the targeted demographic as possible. The idea would be to get the rehab of the property far along so it can be highlighted and then make that announcement at the 10 year media event so that it is advertised as broadly as possible so we can get as many people who fit that demographic to participate. John Fornoff also added that the idea of the event is not only to reflect on the past 10 years but also to increase notoriety of the RLBC and we need to make clear who the RLBC is and what the RLBC will be doing moving forward. That is where the two different strategic planning paths are needed so we can present ourselves at the event. We need to think of the future of the RLBC in either scenario wherein we no longer acquire properties the way we have done in the past and the other wherein we will continue to use the preferred bid as well as pursue different avenues. Carol Wheeler also added that this will tie into other priorities of the City of Rochester, one of which is to increase home ownership and this particular event and special offering will add another home owner within our city limits. The offering will also highlight housing quality which is also a high priority. The City of Rochester is also looking to launch its housing trust fund. As mentioned by Rianne, the research that was completed determined the most unstable in housing were single heads of house with children particularly black and brown households. Carol Wheeler mentioned that with this special offering, we would want to make sure that the recipient of this offer is able to afford to care and maintain the property and be a successful homeowner. Rianne confirmed we will have pre and post homeownership education. Rianne also suggested that we include our legal staff in the next communications meeting. John Fornoff suggested we may need to consider forming a strategic planning committee and having someone from the City Communications Office assist with planning the forthcoming event. Stephanie Prince agreed and suggested that we include communications sooner than later in anticipation of the October event.

The next item of Discussion on the agenda was the **State and National Conferences**. Rianne Mitchell advised the State Conference will be held in conjunction with the Rural Housing Commission on September 19 and 20 in Lake George. The Land Bank Conference will be the day before at no cost but there is a cost for attending the Rural Housing Commission. We have budgeted for this event and because it is at Lake George in the early fall, they have suggested we get our accommodations set before they get booked. Rianne advised an agenda for the Rural Housing Commission portion of the conference was available. The Land Bank Agenda was still not available but will likely include a discussions for proposals for the State as to how Article 11 should change as a result of the legislature's moratorium on Article 11 foreclosures until this time next year. There is a targeted group meeting to discuss what the State Association wants to propose as to the changes that need to be made. John Fornoff asked that a brief description be had in terms of the current Article 11 moratorium. Rianne confirmed the City of Rochester had opted out of conducting Article 11 foreclosures and is not included in this moratorium. She advised any municipality that conducts Article 11 (strict foreclosures) proceedings fall into the current moratorium until this time next year. If a municipality is subject to Article 11 but has a provision for excess proceeds to be distributed, they are allowed to proceed with their foreclosures. John Fornoff confirmed that the City of Rochester does not fall in this category and its tax foreclosure is moving forward along with the RLBC's preferred bid.

Carol Wheeler then asked since both the City's tax foreclosure and our preferred bid are moving forward, whether we will have a partnership RFQ. Rianne advised even though the tax foreclosure auction is going forward as in previous years, there are still more risks for properties that the RLBC will purchase using the preferred bid. We will be doing more advance research, including title searches for those properties. We will need to limit the number of properties we keep in the list versus the amount we had in past years. We will certainly work with our affordable housing developers and not-for-profit partners, but opening it up to have for-profit-partners participate this year, would be somewhat irresponsible. Last year we had 13 approved partners, but due the appellate court decision that limited the availability of title insurance for those properties, we had only two partners participate. For this year, we do not feel it is appropriate for the partners to participate before the auction happens. We will put a pause on the develop partners RFQ until we have more clarity about how we will proceed in the future. We will announce this via clear statement on our website advising of such pause and asking that they look for future events.

Rianne advised there is a second conference scheduled for October 16 and 17 in Cleveland, Ohio. It is the National Land Bank Network Summit which will be held in person. This conference will mostly focus on law and policy but as of yet there is not a definite agenda. A conceptual agenda has been released and will be shared with the Board to see if any member would like to attend.

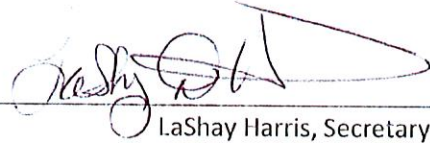
The final item of Discussion on the agenda was **NYLBA Updates**. Rianne Mitchell advised all discussions in the meetings are revolving around the foreclosure moratorium and the changes to Article 11. A working group has been formed to develop recommendations for legislation. Given the City of Rochester is an opt-out City, we will not be very involved in the development discussions but will report back as communications are shared with the larger group. They are hoping to have something prepared by the end of this calendar year in anticipation of the next legislative session which begins in January 2024. Discussions have also been had in regards to the upcoming conference in September. State funding is also a topic of discussion wherein HCR, who is administering the funding, is planning on having a workshop on the environmental portion of the grant funding because their SEQR (State Environmental Quality Review) process is being developed for this new program.

Rianne then reminded the board we are getting close to the end of our fiscal year and wanted to confirm that we had a new auditor. John Fornoff confirmed we did and they were in the process of getting familiar with our programs.

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

The meeting was adjourned at 11:47 am.

ATTEST:



LaShay Harris, Secretary

Rochester Land Bank Corporation
Meeting Minutes
July 20, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, LaShay Harris, Kurt Martin, Eric Van Dusen, Erik L. Frisch, and John Fornof

Board Members Absent: James Smith

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

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

John Fornof moved that the minutes from the last meeting held June 29, 2023 be approved; Kurt Martin seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of July 2023**. Payments were listed on the cash disbursement report. A payment was made to Red Oak for property management services.

The Treasurer's Report for the month of July classified the disbursement accordingly and reflected that there was revenue reported for the month of July including the LBI Phase 1 payment and the bid deposit for the sale of 191 Fulton Street.

All reports were distributed to all members for review.

Carol Wheeler asked if the payment for Red Oak was for one month. Rianne confirmed it was for one month in which there had been several cleanouts. Kurt Martin asked how many properties were being managed and of those properties, how many had been cleaned out. Maritza Mejias answered there are 15 properties being managed and 11 of those were cleaned out. Maritza also advised the monthly charge also included standard maintenance on all properties including, but not limited to, grass cutting. Paul Scuderi advised the bill included the regular normal maintenance duties to make sure properties are not ticketed by City Code Enforcement. Paul confirmed a meeting was recently had with the management company to confirm work was up to date and expressed our goal is to ensure no Notice and Orders are issued from the City for any of the 15 properties.

The Board's first item on the agenda was **Resolution No. 9 of 2023 to Amend 2023-2024 Property Management Contract**. Paul Scuderi advised we are already under contract with Red Oak Management and as mentioned, one of the things we are trying to be cognizant that there are no outstanding issues that need to be resolved at a property. The other thing that has expended a lot of funds are the clean outs of the properties. Because these properties were acquired through the foreclosure after multiple years of vacancy, many have the challenge that it is very hard to enter and/or walk through them because of the overabundance of debris and personal property. This challenge makes it difficult even for developers to inspect the property adequately to make a purchase offer. We have had the opportunity to hire this management company and had them do clean outs which have been

expensive because of the amount of debris. We are asking to amend the contract to add more funds to the Property Management account as we have almost expended all of the original allocation and by adding more funds, this will carry us to the end of the contract date. We anticipate acquiring more properties from the upcoming foreclosure auction in November and taking title in the winter. These additional funds are expected to be sufficient to cover the winter expenses. Rianne Mitchell also advised the clean outs were due to some of the properties being identified for programs, including Rehabilitate the Dream in Rochester, and access to the properties was needed for City staff to prepare a scope of work for each. Carol Wheeler asked how long was our contract. Rianne advised it was good through March 2024. John Fornof asked if the company had a limited amount of properties they can manage. Rianne advised they did not. She advised at the time the RFP was issued, we had 42 properties in our inventory and the company did not anticipate that as being a limit. John Fornoff then asked if we are happy with their services. Paul Scuderi confirmed we are happy with their services and advised they have been responsive when we needed them to be.

LaShay Harris made a motion to approve Resolution No. 9 of 2023 to Amend 2023-2024 Property Management Contract; John Fornof seconded. The motion was approved by the Board.

The Board's next item on the agenda was **Resolution No. 10 of 2023 Authorizing Transfer of Certain Properties Acquired at 2022 City Tax Foreclosure Auction to Development Partners**. Paul Scuderi advised Lilac City Holdings is acquiring 191 Fulton Avenue from the RLBC. The property was acquired at the most recent City Tax Foreclosure Auction held November 2022. They submitted a bid of \$20,000 and we are prepared to accept their bid. They were vetted beforehand and we are comfortable with them as a partner. We are asking for approval to sell 191 Fulton Avenue to Lilac City Holdings. Carol Wheeler asked if this was a single or two family residence. Rianne confirmed it was a two family residence. Erik L. Frisch asked if the property required significant rehabilitation. Rianne Mitchell advised it requires renovation but was not sure to what extent since we did not have a scope of work done. Lilac City Holdings did provide proof of adequate funds and was approved to participate as a partner.

Erik L. Frisch made a motion to approve Resolution No. 10 of 2023 Authorizing Transfer of Certain Properties Acquired at 2022 City Tax Foreclosure Auction to Development Partners; Kurt Martin seconded. The motion was approved by the Board.

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

The first item of Discussion on the agenda was the **Communication Committee**. Carol Wheeler advised we had a discussion at the most recent Communication Committee meeting and asked Cindy Castillo to provide the highlights of the meeting. Cindy went through the points discussed in the meeting including the continued discussion of the RLBC's 10th year anniversary including introduction of RLBC's new program, Rehabilitate the Dream in Rochester and special offering of 88 Rosemary Drive; revamping of the RLBC website which will recognize the 10 year anniversary and present Rehabilitate the Dream in Rochester through the new website and other forms of advertising; the "pause" of the Development Partner RFQ for 2023; discussion and development of a dual strategic plan for RLBC's future endeavors and the need of a strategic planning committee; and discussion of RLBC public portrayal and presentation. Cindy advised the meeting was attended by RLBC staff, board members and Laura Grey from the City's Communication Department who has been assigned to assist the RLBC in getting the website and event planning up and running. Ms. Grey provided suggestions for our event including a story line of individuals for each year that would include how RLBC and home ownership has impacted their lives may it be by personal interviews, letters or statements. Ms. Grey also asked for us to gather and provide her with needed information that will help with developing a successful website.

Carol Wheeler confirmed the Communications Committee discussed a fair amount of items, predominantly regarding the 10 year anniversary, but the subject of developing a strategic plan for the Land Bank was revisited. Rianne Mitchell suggested the board create a strategic planning committee to oversee hiring a consultant experienced in this matter to guide the board through the process of creating the strategic plan. She asked that any members of the board who are interested in participating in the Strategic Planning Committee, please let her know so she can then organize the committee. John Fornof asked if the entire Board should be in the committee. Rianne advised the complete Board will be involved in the strategic planning but not in the processes of selecting the consultant. Carol Wheeler asked if we definitely wanted to have our event in October 2023. She also asked what would be needed to be ready by such date since it is quickly approaching. LaShay Harris provided a suggestion in regards to advertisement stating we reach out to the Rochester ^{Rochester Journal} Business Bureau to see if they would feature a story regarding the RLBC 10th year Anniversary. Rianne advised that was a great suggestion and we will include that in the planning. (RBS)

Rianne advised we have started working on development of new pages associated with the RLBC's website, including a special page for Rehabilitate the Dream in Rochester. Also, once we announce the special offering, we will want to have a way for the public to access the application online. Rianne advised we have discussed with Ms. Grey the demographics we want to prioritize in terms of the RLBC's website as a whole, RLBC's general sale page, RLBC's Rehabilitate the Dream in Rochester. For the special offering, we will want to focus on a much smaller target audience that will be an eligible participant for this offering, specifically women heads of households with children in the household, and prioritizing certain zip codes. Those are some of the things that will need to be in place before the actual publicity of the event. Rianne also advised we have started the discussion process with Johanna Santiago, Manager of Contract Services about how to commence the rehabilitation work for 88 Rosemary Drive. We also had a conversation with the MWBE office regarding potentially going through Purchasing separate from Johanna's Contract Services. It has not been decided which route would be most efficient. It will be contracted through the City either way, but we want it to be quality rehabilitation. We do not expect to have a completed rehab by October but we do not anticipate to start the application process until of the special offer is presented to the public at our 10th Anniversary event. John Fornof asked if there was an appetite for pushing the event to the winter time or even early spring to give enough time to complete the tasks including the strategic planning. Rianne advised that would be a good idea and we may want to have two separate events where the first will mark and acknowledge all that RLBC has done within the past 10 years and not necessary unveil a new strategic plan until the subsequent event. John Fornof commented if we had 2 separate events, we may lose of the attention that the 10 year anniversary provides and, as mentioned by James Smith in the Communications Committee meeting, we want to use this opportunity to catalyst the message of what we want. Rianne advised we can announce the special offering at the first event and then show the completed rehabilitation and present our message of who we are and what we do in the second event. Maritza Mejias commented two events were held in the past for the 54 Madison Street Neighbors or Neighborhoods rehabilitation wherein we presented the project and the second event featured the completed project. Rianne advised in the second event, we would not only present the final rehabilitated property but also the applicant to whom it will be awarded and the message determined by the newly developed strategic plan for the RLBC. Cindy Castillo suggested that we can carry the 10 year anniversary mark on events throughout the whole year. Eric Van Dusen advised there are so many opportunities we could attach the anniversary to, including recognizing anyone who has purchased a house within the last 10 years through the RLBC that comes to one of our events. Rianne advised we are working on all aspects but agrees it may be too much for October and we may need to extend the date and welcomed any suggestions on how we can parse it that will make more sense. Rianne will work on organizing a meeting of the Strategic Planning Committee. Carol Wheeler confirmed that not everything will be done by October but it seems we may want to present the anniversary event and the special offer as a kick off for upcoming events in the winter if not early spring. Carol commented she was very excited about this special offer of 88 Rosemary Drive and asked if we had an idea of the scope of work. Rianne advised we already had obtained a scope of work back from when we had the roof of the property repaired. Carol asked if a timeline can be prepared including the rehabilitation and application process.

The next item of Discussion on the agenda was the **Board Committees**. Rianne Mitchell advised we have an audit coming up in anticipation of our annual meeting. An Audit Committee meeting will be needed for the auditor to present the audit before the September Annual meeting. Due to the current legislative climate, we suggest that the Governance Committee meet to review what policies are in place and discuss if anything will need to be changed. This does not need to be done prior to the September meeting but is something that should be considered due to what is going on in the environment and in conjunction with the any new strategic planning that may need to have some policies revised. Carol Wheeler asked to remind us the members of the audit committee. Paul Scuderi advised the lead of the audit committee is John Fornof and that this year we have new auditors and we will see what will be the results. Carol Wheeler asked if this was the time of year that we also reviewed our bylaws. Rianne confirmed it was and added that policies were also reviewed. Rianne asked John Fornof if he had assigned someone as his back up in the event he would be out on leave as three members are needed to convene the committee. John Fornof suggested that a fourth member be included in the audit committee in the event of an emergency. He described the duties of the member and described the events of the audit committee meeting. He has advised the meeting can be scheduled by anyone but for the vote, we do need three members. Eric Van Dusen volunteered and will be the fourth member in the audit committee.

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

The meeting was adjourned at 3:40 pm.

ATTEST:



LaShay Harris, Secretary

Rochester Land Bank Corporation
Meeting Minutes
August 17, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, LaShay Harris, Kurt Martin, Eric Van Dusen, Erik L. Frisch, and John Fornof

Board Members Absent: James Smith

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

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

Eric Van Dusen moved that the minutes from the last meeting held July 20, 2023 be approved; Erik L. Frisch seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of August 2023**. Payments were listed on the cash disbursement report. A payment was made to Red Oak for property management services; payments to the City of Rochester for payroll reimbursements for quarters three (3) and four (4); payments to the City Water Bureau for 4 Brooklyn, 39 Essex, 31 Cameron and 281 Whitney; payment to NYS Rural Housing Coalition for the 2023 NYLBA Conference; payment to attorney Joseph Taddeo for reimbursement of water charges for 15 Meriden; and payment to Monroe County Clerk for the deed recording of the RLBC Donations to the City of Rochester.

Carol Wheeler asked for an update of 31 Cameron Street and Rianne advised it has been transferred to the City of Rochester as it is marked for demolition.

The Treasurer's Report for the month of August classified the disbursements accordingly and reflected that there was no revenue reported for the month (the bid deposit noted on the report was for the sale of 191 Fulton Street which was received and noted in July 2023's report).

All reports were distributed to all members for review.

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

The first item of Discussion on the agenda was the **Board Self-Evaluation Report**. Rianne Mitchell advised we are currently preparing for the Board's annual meeting and in past years, we have encountered delays in retrieval of the completed Board Self-Evaluation Report. In order to complete the required summary Board Member Self-Evaluation Report, we must have all members complete and submit the report. Rianne asked that all members complete the self-evaluation report and submit it to her either via interoffice or email, and confirmed all responses are confidential. Carol Wheeler asked if there was an item on the self-evaluation report that was of concern or improve upon. Rianne replied she was not aware of any concerns and can forward everyone a copy of last year's

summary report. Carol Wheeler asked when all reports need to be submitted. Rianne asked that all reports be returned to her by September 7, 2023.

The next item of Discussion on the agenda was the **Audit Committee Meeting**. Rianne Mitchell advised the audit is one of the most significant components of the Annual Report and will need to be approved by the Board at the annual meeting. Rianne confirmed the audit had begun and advised it was close to being completed. She also advised the staff along with the board treasurer had a meeting with the auditors to answer some questions the new auditors had. At that time staff stressed the need to schedule the Audit Committee meeting soon to provide enough time to issue a notice since it will be a public in-person meeting. Rianne advised the date of the meeting was being scheduled, and once it was confirmed, would be shared with the board. Rianne confirmed that Eric Van Dusen agreed to be a substitute in the even John Fornof was not able to attend. Rianne advised these are new auditors and even though we had a pristine audit with no findings or recommendations last year, that may not be the case for this year not because we are doing any wrongful activities but because different auditors focus on different areas. John Fornof advised there could be some recommendations that are not actual findings.

The next item of Discussion on the agenda was the **Review and Re-adoption of Policies**. Rianne Mitchell advised one of the other requirements is the review and re-adoption of policies. This does not have to be done at the annual meeting but that is when have implemented the practice since it has to be done annually. Rianne confirmed all of our policies and by-laws are posted on our website and advised she will share the link with everyone. Carol Wheeler asked if there were any changes during the previous fiscal year. Rianne advised the amendment to the By-laws was in 2022 and since then, there have been no policy changes this year.

The next item of Discussion on the agenda was **Review of the Draft Annual Report**. Rianne Mitchell shared information from the two narrative reports that staff will be preparing for review. The first is the annual re-adoption of the mission statement which is used to create our performance measures report. We list our activities for the year and see how they relate to the points of our mission statement. The second narrative report is the operations and accomplishments report. Both are required and included in the annual report. The plan is that once we receive all self-evaluation reports, we will complete the draft annual report and provide a copy for review prior to the annual meeting. Rianne advised all reports are brought to the board for review and approval at the Annual Meeting. There will also need to be election of officers. As in the past, the Executive Director will propose a slate to be voted on by the Board at the Annual Meeting. Rianne also advised we plan on presenting a resolution for the Board to approve the list of the properties RLBC will acquire at the upcoming tax foreclosure in November as it will need to be included in the City's Auction Notice publication in October. Due to the uncertainty in the current climate for Land Banks and the significant number of properties that remain on the foreclosure list, our plan is to authorize a bid on a significant number of properties. Carol Wheeler asked if there was a way to sort the properties by ownership by an LLC. Rianne advised there is and we have included that in criteria in the spreadsheet. Carol Wheeler then asked if there was information as to the percentage of residential properties owned by an LLC of in the City of Rochester. Paul Scuderi advised we did not have the specific percentage amount but we can have that narrowed down to include ownership by LLCs and those that are delinquent in taxes. Carol Wheeler then stated we may then go further and narrow those that have violations. Eric Van Dusen stated with that list, we can see if an LLC has multiple properties with violations and/or that are tax delinquent. Rianne advised that very often there are multiple single purpose LLCs wherein it is the same entity but with a different LLC. LaShay Harris asked how would that information be nailed down to confirm the entity owns the multiple LLCs. Rianne advised Code Enforcement and Assessment are able to identify entities with multiple LLCs and Assessment issues an investor number to associate the LLC to the entity. The Board then discussed the advantages of requiring LLCs to complete and provide disclosure information as to all parties involved. Stephanie Prince advised she was going to review current legislative activities towards enacting such a requirement and would advise the Board. The Board discussed the advantages of pointing out those LLCs and LLC entity owners that are bad actors and restricting their participation at the City's tax foreclosures.

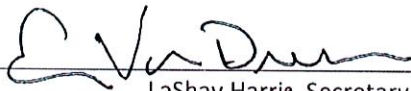
Carol Wheeler asked if there was a way for RLBC to acquire private properties to demolish and eliminate blight. Rianne advised we have acquired properties in the past that we then mark for demolition but we have the City of Rochester conduct that demolition. Kurt Martin discussed and explained the process of identifying properties that need demolition due to their condition and those properties that the City wants to remove to solve a different problem.

Erik L. Frisch discussed an article in the Wall Street Journal regarding the situation in Chicago, Pittsburgh and Detroit of there now being too many vacant lots and not enough housing and asked if anyone would like him to share it. LaShay Harris also shared she was approached by someone inquiring if the RLBC would participate in helping with the homelessness issue by facilitating the acquisition of homes for the homeless. Rianne advised if there was an organization looking for a home that had the capacity to acquire and rehabilitate the home, RLBC would certainly help it acquire property. Kurt Martin cautioned that from a Zoning perspective, there is a fine line between a homeless shelter and a residential homeless facility because of the R-1 zoning for most residential homes.

LaShay Harris noted the correction made in the July minutes to the name of the Rochester Business Journal.

Carol Wheeler brought the discussion to a close. Erik L. Frisch made the motion to adjourn the meeting, Eric Van Dusen seconded, all were in favor.

The meeting was adjourned at 3:44 pm.

ATTEST: 
LaShay Harris, Secretary
Eric Van Dusen.

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Rochester Land Bank Corporation
Annual Meeting
Meeting Minutes
September 21, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, Erik L. Frisch, John Fornof, Eric Van Dusen, and James Smith

Board Members Absent: Kurt Martin and LaShay Harris

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Rianne A. Mitchell, Maritza Mejias, and Cindy Castillo

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

Eric Van Dusen volunteered to serve as Secretary Pro-Tem.

John Fornof moved that the minutes from the last meeting held August 17, 2023 be approved; Erik L. Frisch seconded. The motion was approved by the board at 3:02 pm.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of September 2023**. Payments were listed on the cash disbursement report. A payment was made to Red Oak for property management services and payments to the City Water Bureau for 39 Essex Street and 1730 Clifford Avenue.

The Treasurer's Report for the month of September classified the disbursements accordingly and reported revenue received from a sale of real property and claim of 31 Cameron Street.

All reports were distributed to all members for review.

The board discussed the items noted on the meeting agenda.

The first item on the agenda was the **Presentation and Approval of Audited Financial Statements**. John Fornof introduced Brent M. Jensen, CPA from EFPR Group LLP who conducted the audit and presented the audit findings to the Audit Committee the previous week. Brent Jensen presented the audit and briefly reviewed the main points of the report and pointing out the only change of which a monetary value is now added for the use of non-financial services (donated time from the City of Rochester) to minimize any question regarding payroll in the future. Brent Jensen advised the audit report provided a clean opinion on the financial statements and had no such items to report. Brent Jensen then reviewed the remaining statements and completed his presentation. John Fornof advised the RLBC has the advantage in that we operate mimicked with how the City of Rochester operates which make things much easier and more proficient making this audit clean.

John Fornof moved to approve Audited Financial Statements; James Smith seconded. The motion was approved by the Board.

The Board's next item on the agenda was **Resolution No. 12 of 2023 to Re-adopt the Approved Policies**. Paul Scuderi advised we are asking that the Board re-adopt the existing approved policies of which there were no changes during the year.

Erik L. Frisch made a motion to approve Resolution No. 12 of 2023 to re-adopt the approved policies of the Rochester Land Bank Corporation; Eric Van Dusen seconded. The motion was approved by the Board.

The Board's next item on the agenda was the **Election of Officers**. Paul Scuderi advised that at every annual meeting, the election of board officers takes place. For this annual meeting, Paul Scuderi presented a slate of officers as Erik L. Frisch as Board Chair and Carol Wheeler as Board Vice-Chair which aligns with the titles of the by-laws and keep the remaining officers as previous year; LaShay Harris as Board Secretary and John Fornof as Board Treasurer.

Election of board officers was held. Eric Van Dusen moved for a motion to approve and adopt the slate of officers; James Smith seconded. The motion was approved by the board at 3:19 pm. Officers elected: Erik L. Frisch as Board Chair; Carol Wheeler as Board Vice-Chair; LaShay Harris as Board Secretary and John Fornof as Board Treasurer.

The Board's next item on the agenda was the **Presentation and Approval of Annual Report and Constituent Reports contained within it**. Rianne Mitchell presented the annual report and briefly reviewed the main points of the report and noted the changes from last year including our legal counsel and corporation auditory. Rianne pointed out the details of the Operations and Accomplishments for 2022-2023 including Acquisitions from the 2022 Tax Foreclosure; allocation of monies from the City of Rochester of ARPA (American Rehabilitation Plan Act) to RLBC; award of funds through the office of Homes and Community Renewal Land Bank Initiative(LBI) Phase 1 and award of funds of LBI Phase 2. Paul Scuderi discussed the 2022-2023 Challenges noted on the Annual Report which were the Judicial Decisions affecting Municipal Tax Foreclosures and the condition and security of vacant properties subsequent to the Pandemic foreclosure/eviction moratorium. Paul discussed and narrated the specifics of each of the challenges and how RLBC staff is working around these challenges.

Rianne Mitchell then presented the Administrative Activities portion of the Annual Report and presented and briefly discussed each of the constituent reports as named:

- Investment Report
- Procurement Report
- Mission Statement & Performance Measures Report
- Operations & Accomplishments Report
- Board Member Self-Evaluation Report
- Audited Financial Statements

She advised the final report (Audited Financial Statements) was previously presented by Brent Jenson, CPA from EFPR Group, LLP. Rianne completed presenting the complete Annual Report and advised once it is approved, it will be uploaded to the Public Authorities Reporting Information System (PARIS).

Erik L. Frisch made a motion to approve the Annual Report; James Smith seconded. The motion was approved by the Board.

James Smith made a motion to enter into Executive Session pursuant to Open Meetings Law Section 105. 1.d. & 1.h., as the discussion involved current and possible litigation and the proposed acquisition of Real Estate; Erik L. Frisch seconded. The motion was approved by the Board at 3:51 pm and the Board entered into Executive Session.

The Board returned to open session at 4:11 pm.

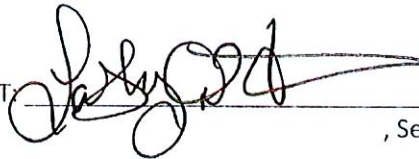
The Board's final item on the agenda was **Resolution No. 11 of 2023 to Authorize Acquisition of Properties at Tax Foreclosure Auction.**

Erik L. Frisch made a motion to approve Resolution No. 11 of 2023 to authorize acquisition of properties at the Tax Foreclosure Auction; John Fornof seconded. The motion was approved by the Board.

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

The meeting was adjourned at 4:12 pm.

ATTEST



, Secretary

Rochester Land Bank Corporation
Meeting Minutes
October 19, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Erik L. Frisch, Carol Wheeler, John Fornof, LaShay Harris, Kurt Martin, and Eric Van Dusen

Board Members Absent: James Smith

Non-Board Members Present: Paul Scuderi, Stephanie Prince, Rianne Mitchell and Cindy Castillo

The meeting was called to order at 3:03 pm by Erik L. Frisch.

John Fornof moved that the minutes from the last meeting held September 21, 2023 be approved; Carol Wheeler seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of October 2023**. Payments were listed on the cash disbursement report. A payment was made to Red Oak for monthly property management services and a payment was made for the clean out of 152 Dove Street, which will be reimbursed by the City of Rochester. A payment was made to the City of Rochester for the payroll adjustment for quarter one (1) of fiscal year 2023.

The Treasurer's Report for the month of October classified the disbursements accordingly and no revenue was reported.

All reports were distributed to all members for review.

The first item on the agenda was **Resolution No. 13 of 2023 to Authorize Donation of Property to the City of Rochester**. Paul Scuderi advised the property at 449-449.5 Campbell Street was acquired at the City's 2022 tax foreclosure auction and is currently occupied. He advised staff tried to contact the current occupants in an effort to sell them the property through one of our programs. The occupants were unresponsive to all efforts and we are asking that this property be donated to the City of Rochester as the City has more resources to manage the property. Paul confirmed there will be no monetary exchange as this would be a donation to the City. LaShay Harris asked if the property owed any taxes and Paul confirmed it did not as it was acquired from the Tax Auction. John Fornof asked if we knew that the property was occupied at the time we purchased it. Paul confirmed the property was flagged vacant at the time of acquisition but we did not confirm it was occupied until we took title and completed our inspection. Kurt Martin asked if we would consider using our property management to conduct an eviction of the tenants and Paul advised it would not be favorable for the RLBC to commence an eviction proceeding.

LaShay Harris made a motion to approve Resolution No. 13 of 2023 to Authorize Donation of Property to the City of Rochester; John Fornof seconded. The motion was approved by the Board.

The Board's next item on the agenda was **Resolution No. 14 of 2023 to Authorize Purchase of 108 Weld Street**. Paul Scuderi advised 108 Weld Street was a property acquired by the City some time ago and was renovated and sold as part of the Home Rochester program which has a 15 year residency requirement. Unfortunately, there was a fire at the property that resulted in substantial damage. The owner began a rehabilitation of the property but is currently at a stand-still. The owner tried to sell the property but the residency requirement has not expired, which has made it unsalable on the private market. The property has been gutted the RLBC intends to acquire the property so we may enter it into one of our owner occupant programs where it can be rehabilitated and reoccupied. The existing residency requirement will expire in two (2) years. LaShay Harris asked about the condition of the roof and Paul confirmed there was no roof damage. Eric Van Dusen asked if there was any property insurance. Paul confirmed there was and, to our knowledge, the proceeds were used to bring the property to its current state. The owner indicated they had done as much as they could and were not able to complete the rehabilitation. Carol Wheeler advised the property is vacant and in the Marketview Heights, where there is a lot of positive property development activity. She also advised that the City is require to ensure that the property remain an owner occupied. Since HOME dollars were used once, the property cannot receive additional HOME subsidy which would make it very difficult to rehabilitate through the HOME Rochester program. LaShay Harris asked if the (copper) plumbing was intact. Paul confirmed it was a newer-rehabilitated home and did not have copper plumbing. Erik L. Frisch asked if the remaining 2 year remaining residency requirement would need to be satisfied by the new owner and Paul confirmed it would.

Kurt Martin made a motion to approve Resolution No. 14 of 2023 to Authorize Purchase of 108 Weld Street; Eric Van Dusen seconded. The motion was approved by the Board.

The Board's next item on the agenda was **Resolution No. 15 of 2023 to Authorize Sale of 60 Pardee Street**. Paul Scuderi advised this property was acquired at the City's 2022 tax foreclosure auction. This property was offered to our development partners without any interest. RLBC then developed a separate webpage listing properties available for sale to the public on an ongoing basis for and included 60 Pardee Street. This property is in dire condition and will need extensive rehabilitation. We received the prospective purchaser's application to be an eligible purchaser. Rianne Mitchell advised he met with the requirements to be an eligible purchaser and once his purchaser application was approved, he was shown the property and ultimately submitted his offer for this property. Rianne advised the prospective purchaser confirmed and provided information that he had in the past purchased, rehabbed and sold a residential property. The purchaser expressed he had an emotional attachment to the property as this property had been owned by his family and he grew up there and wanted ownership. Eric Van Dusen asked what were the requirements to be an eligible purchaser. Rianne advised purchasers must have at least \$20,000 for rehabilitation along with the rest of the other requirements including, all properties owned must have a current C of O, no open City code violations, no outstanding City tickets and no delinquent taxes. Rehabilitation would need to be completed within one year. Carol Wheeler asked if there was a way to know/ask what the intention of the prospective purchaser is with the property. Rianne advised we can ask the question and obtain the data from the prospective purchasers. LaShay Harris asked if there was a way to implement a restriction on how much the properties could be rented. Rianne advised in the past we did sell with properties with a restriction on the amount of rent that could be charged and secured compliance with a discount in the purchase price. LaShay Harris asked we should what we could to avoid prevent exorbitant rental charges. Paul advised we may not be able provide such restriction with these properties unless we provide some sort of price reduction or subsidy mortgage against the property. Eric Van Dusen asked if we can ask for a work scope what they are intending to do. Rianne advised we could ask as part of the offer package. John Fornof asked how did we derive to the purchase price and if this amount was negotiable. Rianne advised we used the appraised value and at this point in time, it is not being negotiated down. John Fornof asked if we

would consider lowering the purchase price. Paul advised the page is fairly new and we want to first offer the purchase price and then revisit the properties and consider lowering it after we see what feedback we receive.

LaShay Harris made a motion to approve Resolution No. 15 of 2023 to Authorize Sale of 60 Pardee Street; Kurt Martin seconded. The motion was approved by the Board.

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

Rianne started the discussion portion of the meeting by advising that the five properties that were recently added to the sale webpage are not the only properties available in our inventory. She advised we currently have three (3) multi-family properties that we want to use for a program that is in line with community development plans within the City and some of the initiatives that are coming out of the current administration. We intend to issue an RFP for an MBE developer to rehabilitate the properties. Our goal is to have the RFP issued in the month of November to receive responses in the month of December.

The first item of Discussion on the agenda was the **Credit Bid**. Stephanie Prince advised this is in reference to the agreement between the City of Rochester and Rochester Land Bank Corporation.

The next item of Discussion on the agenda was the **Communication Committee**. Rianne Mitchell advised that given the ongoing nature of the committee's work and its significance we should have a Board member to chair the Committee. Cindy Castillo provided a brief update of the last Communication Committee meeting wherein the sales page for the RLBC was presented and members then discussed ideas for celebrating the 10-year anniversary which will most likely take place sometime next year due to the limited time remaining in this year. The committee discussed the special offering, the new owner occupant program and the unveiling of the new strategic plan for the future of the RLBC. Cindy then provided information she obtained from the NY Land Bank Association conference held in Lake George regarding other land banks developing their strategic plans including the time taken along with the costs. John Fornof expressed the opinion that we want to be prepared and use the opportunity of the celebration to express RLBC's goals and vision for the future.

The next item of Discussion on the agenda was the **Forming Ad Hoc Strategic Planning Committee**. Rianne Mitchell advised she attended a session on strategic planning at the National Land Bank Network Summit and one take away from that session was the idea of having a steering committee who determines the questions the Land Bank would be attempting to answer through this process but the whole Board would need to be involved in the strategic planning process. Rianne advised one of the Land Banks at her session received a grant to cover the costs of their strategic planning. Cindy advised one of the Land Banks at the state conference advised they used LBI1 monies for their planning. Rianne advised the cost was not necessarily an issue but noted that it would be helpful to form an Ad Hoc Strategic Planning Committee. She indicated she will be sending an email to all members and is looking forward to responses. Eric Van Dusen asked what is the time frame for developing the Strategic Plan. John Fornof suggested that it be as soon as possible as we would like to include the plan in the celebration event. Rianne asked that we can hold the first committee meeting before the next Board meeting and then plan the subsequent events. She noted that the Land Bank's procurement policy would require an RFP to be released due to the amount that would be spent.

The last item of Discussion on the agenda was the **Report back from the 2023 National Land Bank Network Summit**. Rianne Mitchell advised she attended the summit in Cleveland and the discussions were different from Reclaiming Vacant Properties conferences, also held by the Center for Community Progress. She attended a tour of the city and in comparison to Rochester, while it is much bigger it has similar, if not more challenges. She discussed certain policies instituted by Cleveland's mayor which are already in place in our City and that

their code enforcement seemed to not to have adequate capacity in comparison to Rochester's code enforcement. She provided details of some of what the other Land Banks in the nation are working on and what was shared in the sessions. Rianne advised one of the main takeaways was that we and Land Banks around the country should collect more data to help to direct our activities to those who would benefit from our programs. She also advised she attended a discussion regarding the Tyler decision and wherein other land banks discussed what they will be doing going forward. Eric Van Dusen asked if Cleveland's office of transitional neighborhoods "Middle Neighborhoods" was discussed. Rianne advised it was not and that may be due to the fact that the income disparity is even greater there than it is in Rochester and that transitional neighborhoods were not the current focus of the Cuyahoga County Land Bank. The focus is more on taking advantage of market rate housing projects to acquire income to use on affordable housing programs. Rianne provided details of the current market rates in Cleveland and the different grants and homeownership opportunities being offered in specifically targeted areas.

Erik L. Frisch brought the discussion to a close. Carol Wheeler made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 4:07 pm.

ATTEST:


Kurt Martin, Secretary Pro-Tem

Rochester Land Bank Corporation
Meeting Minutes
November 16, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Erik Frisch, Carol Wheeler, John Fornof, Kurt Martin and Eric Van Dusen

Board Members Absent: James Smith and LaShay Harris

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

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

John Fornof made a motion to elect Kurt Martin as Secretary Pro-Tem; Carol Wheeler seconded. The motion was approved by the Board at 3:07 pm.

John Fornof then presented and went through the **Treasurer's Report and the Cash Disbursement Report for the month of November 2023**. The Treasurer's Report for the month of November classified the disbursements for the month and reported no revenue.

All reports were distributed to all members for review.

Eric Van Dusen moved that the minutes from the last meeting held October 19, 2023 be approved; Carol Wheeler seconded. The motion was approved by the board.

The first item on the agenda was **Resolution No. 16 of 2023 to Authorize Purchase of 61 Lime Street**. Paul Scuderi presented the Resolution and the rationale for RLBC to acquire the property from the City of Rochester.

Carol Wheeler made a motion to approve Resolution No. 16 of 2023 to Authorize Purchase of 61 Lime Street; John Fornof seconded. The motion was approved by the Board.

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

The first item of Discussion on the agenda was the **Sales Webpage Offerings**. Rianne Mitchell provided an update of the current and upcoming activities associated with the sales webpage.

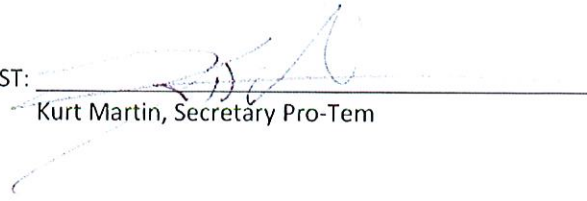
The next item of Discussion on the agenda was the **Ad Hoc Communication Committee**. Cindy Castillo provided an update of the last committee meeting and discussed the details for future activities.

The last item of Discussion on the agenda was the **Ad Hoc Strategic Planning Steering Committee**. Rianne Mitchell reported on the first meeting and discussed the plans for future meetings.

Erik Frisch brought the discussion to a close. Carol Wheeler made the motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:45 pm.

ATTEST:



A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to read 'Kurt Martin'.

Kurt Martin, Secretary Pro-Tem

Rochester Land Bank Corporation
Meeting Minutes
December 21, 2023
City Hall, Room 223B
30 Church St, Rochester, NY 14614

Board Members Present: Carol Wheeler, John Fornof, Kurt Martin, James Smith and Eric Van Dusen

Board Members Absent: Erik Frisch and LaShay Harris

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

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

John Fornof made a motion to elect Kurt Martin as Secretary Pro-Tem; James Smith seconded. The motion was approved by the Board.

Kurt Martin moved that the minutes from the last meeting held November 16, 2023 be approved; John Fornof seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of December 2023**. The Treasurer's Report for the month of December classified the disbursements for the month and reported no revenue.

All reports were distributed to all members for review.

The first item on the agenda was **Resolution No. 17 of 2023 to Authorize Acquisition of Real Property at 129 York Street**. Rianne Mitchell presented the Resolution and the rationale for RLBC to acquire the property from the City of Rochester.

James Smith made a motion to approve Resolution No. 17 of 2023 to Authorize Acquisition of Real Property at 129 York Street; Kurt Martin seconded. The motion was approved by the Board.

The next item on the agenda was **Resolution No. 18 of 2023 to Approve the Sale of 447 Wilder Street to Qualified Purchaser**. Rianne Mitchell presented the Resolution and the validation for RLBC to approve the sale to the qualified purchaser.

James Smith made a motion to approve Resolution No. 18 of 2023 to Approve the Sale of 447 Wilder Street to Qualified Purchaser; John Fornof seconded. The motion was approved by the Board.

The next item on the agenda was **Resolution No. 19 of 2023 to Amend Memorandum of Agreement with Home Headquarters for Loan Fund for Purchasers of Rochester Land Bank Properties**. Rianne Mitchell presented the Resolution and the rationale for RLBC to approve the amendment of the Memorandum of Agreement with Home Headquarters.

James Smith made a motion to approve Resolution No. 19 of 2023 to Amend Memorandum of Agreement with Home Headquarters for Loan Fund for Purchasers of Rochester Land Bank Properties; John Fornof seconded. The motion was approved by the Board.

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

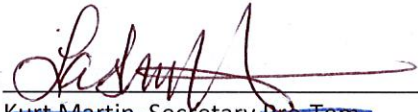
The first item of Discussion on the agenda was the **Response to ABO Transparency Audit**. Rianne Mitchell provided the details of the audit and the discussed the responses we are working related to some inquiries of the audit.

The next item of Discussion on the agenda was the **NYLBA Report Back**. Rianne Mitchell provided an update of the last NYLBA meeting and discussed the details of items brought up at the meeting.

The last item of Discussion on the agenda was the **Committee Updates**. Rianne Mitchell reported on the most recent Strategic Planning meeting and discussed the plans for the next meetings.

Carol Wheeler brought the discussion to a close. James Smith made a motion to adjourn the meeting, Kurt Martin seconded, all were in favor.

The meeting was adjourned at 3:45 pm.

ATTEST: 
~~Kurt Martin, Secretary Pro-Tem~~
Lashay Harris