
AGENDA



Rochester Land Bank Corporation

Meeting Agenda

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

March 21, 2024

3:00pm – 4:00pm

- 3:00: Call to Order
- 3:00-3:05: Approval of 2/15/24 Minutes
- 3:05-3:10: Treasurer's and Cash Disbursements Reports
- 3:10-3:25: Resolution 3 to Approve the Selection of a Property Manager
- 3:25-3:40: Resolution 4 to Accept the Proposal(s) to Rehabilitate Certain Properties
- 3:40-3:50: Resolution 5 to Authorize the Sale of a Certain Property
- 3:50-4:00: Discussion
- Report back from Report to City Council
 - 2024 NYLBA Conference
 - Annual Budget

MINUTES

FROM PREVIOUS MEETING

Rochester Land Bank Corporation
Meeting Minutes
February 21, 2024
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 2:04 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.

Eric Van Dusen moved that the minutes from the last meeting held January 18, 2024 be approved; John Fornof seconded. The motion was approved by the board at 2:06 pm.

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

All reports were distributed to all members for review.

The first item on the agenda was **Resolution No. 2 of 2024 to Authorize the Sale of Certain Properties**. Rianne Mitchell presented the Resolution and provided the detailed information of the sale of two properties.

John Fornof made a motion to approve Resolution No. 2 of 2024 Authorizing the Sale of Certain Properties; Kurt Martin seconded. The motion was approved by the Board at 2:11pm.

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

The first item of Discussion on the agenda was the **Draft Annual Report to City Council**. Rianne Mitchell presented and reviewed the annual report with the Board. The Board provided for the final version which will be presented to City Council.

The next item of Discussion on the agenda was the **Committee Updates**. Rianne Mitchell reported on the Strategic Planning Committee and provided a summary of the past work session and discussed the plans for the next meeting. Carol Wheeler and Cindy Castillo reported on the Communications Committee and provided a summary of the past two meetings held and discussed the plans for the next meeting.

The last item of Discussion on the agenda was the **Property Manager RFP**. Rianne Mitchell reported on the explained the details of the Property Manager request for proposal and noted the deadline for submission.

James Smith made a motion to enter into Executive Session pursuant to Open Meetings Law Section 105. 1.d., for discussions regarding proposed, pending and current litigation; John Fornof seconded. The motion was approved by the Board at 2:46 pm and the Board entered into Executive Session.

The Board returned to open session at 3:07 pm.

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

The meeting was adjourned at 3:08 pm.

ATTEST: _____
Kurt Martin, Secretary Pro-Tem

TREASURER'S REPORTS

Rochester Land Bank Corporation
Treasurer Report to Board
March 21, 2024

Revenue	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Q1	FY 24 Q2	January	February	March
Revenues								
CRI Round 4 reimbursement / Staffing costs	107,138	1,218	0	0	0	0	0	0
CRI Round 4 reimbursement / Adm./Professional Svcs.	27,512	5,208	0	0	0	0	0	0
CRI Round 4 reimbursement/Acquisitions	0	54,445	0	0	0	0	0	0
CRI Round 4 reimbursement/Rehabilitation Subsidy	540,000	230,652	0	0	0	0	0	0
CRI Round 4 reimbursement /Strategic Blight Removal- Demolition	106,378	0	0	0	0	0	0	0
CRI Round 4 reimbursement /New Construction	500,000	0	0	0	0	0	0	0
CRI Round 4 reimbursement /Environmental Remediation	190,000	70,000	0	0	0	0	0	0
Other Revenue / Real Property/ etc....	160,624	512,400	448,506	237,196	23,079	866,362	9,830	34,854
Revenue Grand Total	\$1,631,652	\$873,923	\$448,506	\$237,196	\$23,079	\$866,362	\$9,830	\$34,854
Expense	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Q1	FY 24 Q2	January	February	March
Overhead Expenses								
Staff	21,359	0	0	0	0	0	0	0
Other **	0	0	0	0	0	0	0	0
Overhead subtotal	\$21,359	0	0	0	0	0	0	0
Operating Expenses								
CRI Round 4 / Staffing costs	0	72,324	0	0	0	0	0	0
CRI Round 4 / Adm./Professional Svcs.	12,230	35,754	0	0	0	0	0	0
CRI Round 4 /Acquisitions	73,258	101,917	0	0	0	0	0	0
CRI Round 4 /Rehabilitation Subsidy	308,000	273,000	0	0	0	0	0	0
CRI Round 4 /Strategic Blight Removal- Demolition	124,275	59,605	0	0	0	0	0	0
CRI Round 4 /New Construction	1,100,000	0	0	0	0	0	0	0
CRI Round 4 /Environmental Remediation	130,000	80,000	0	0	0	0	0	0
Other Projects***	49,952	58,028	708,350	68,992	53,006	38,721	11,549	30,797
Operating subtotal	\$1,797,715	\$680,628	\$708,350	\$68,992	\$53,006	\$38,721	\$11,549	\$30,797
Expense Grand Total	\$1,819,074	\$680,628	\$708,350	\$68,992	\$53,006	\$38,721	\$11,549	\$30,797

* Rochester Land Bank Corp. was incorporated 8/9/2013.
 ** Other overhead expenses include office supplies, IT services, Directors and Officers insurance premiums etc., as provided in the Shared Services agreement.
 *** Other Project expenses are operating expenses not covered by the Shared Services agreement

**RLBC Disbursements
(2/15/24 - 3/20/24)**

<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
\$ 65.66	City of Rochester	4 Brooklyn Water Bill
\$ 456.55	Rianne Mitchell	Reimbursement for property manager ad
\$ 5,500.00	Red Oak Management	Property Management Services
\$ 2,175.00	Red Oak Management	Property Management Services
\$ 600.00	Frontier Abstract	Title Investigation for LBI
\$ 22,000.00	City of Rochester	Purchase of 61 Lime St.

\$ 30,797.21

Resolution(s)

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **March 21, 2024 at 3:00 p.m.**

The following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

THE FOLLOWING PERSONS WERE ALSO PRESENT:

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

The following resolution was offered by _____,
 seconded by _____:

Resolution No. 3 of 2024

APPROVING PROPOSAL SELECTION FOR PROPERTY MANAGER

WHEREAS, the Land Bank issued a Request for Proposals for Property Management on February 7, 2024;

WHEREAS, the Land Bank received proposals to perform the requested services from North Coast Properties & Associates LLC and Torres Turn Key Property Management LLC, both of Rochester, New York ;

WHEREAS, in the collective estimation of the Land Bank staff both entities demonstrated adequate capacity and expertise to perform the limited services the Land Bank requires for property management;

WHEREAS, Section 1607(a)(7) of the Land Bank Act grants the Land Bank the power to contract and execute other instruments necessary to performing its duties and exercising its powers;

WHEREAS, section 3 of the Land Bank’s Procurement Policy states that the Board may exercise its discretion and apply its judgment regarding any aspect of the Request for Proposals, the evaluation of proposals received, and the negotiation and awarding of any contract resulting from the Request for Proposals.

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as it fully set forth.

Section 2. The Executive Director is hereby authorized to enter into an agreement with North Coast Properties & Associates LLC for a term of one year with two one-year renewal options in an amount not to exceed \$25,000 for property management services and an agreement with Torres Turn Key Property Management LLC, for identical terms, as funded in part by a grant from the New York State Housing Trust Fund Corporation.

Section 3. The Executive Director is authorized and directed to execute contracts and all other instruments on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 3 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
James Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **March 21, 2024**.

Attest: _____
Secretary

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **March 21, 2024 at 3:00 p.m.**

The following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

THE FOLLOWING PERSON(S) WERE ALSO PRESENT:

Andrew J. Creary, Esq. Corporation Counsel’s office

The following resolution was offered by _____,
 seconded by _____:

Resolution No. 4 of 2024

APPROVING PROPOSAL SELECTION(S) FOR REHABILITATION OF CERTAIN
 PROPERTY IN ROCHESTER LAND BANK INVENTORY

WHEREAS, the Land Bank issued a Request for Proposals from Black- and Latinx-owned developers and contractors to rehabilitate any or all of five (5) Land Bank-owned Residential Properties on December 4, 2023;

WHEREAS, in addition the goal of achieving quality rehabilitation of offered properties the Land Bank explicitly stated the additional goal of supporting Black and Latinx developers who are, or who are eligible and interested in becoming, certified New York State Minority Business Enterprises;

WHEREAS, Section 1607(a)(7) of the Land Bank Act grants the Land Bank the power to contract and execute other instruments necessary to performing its duties and exercising its powers;

WHEREAS, section 2.H. of the Land Bank’s Procurement Policy states that the Land Bank may reject any or all bids, if, in the judgment of its authorized decision maker, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as it fully set forth.

Section 2. The Executive Director is hereby authorized to enter into an agreement with the partnership of Rosario Home Improvements, Inc. and Lenmar, Inc. for the rehabilitation of the following properties in accordance with the specifications and costs stated in their submitted proposals.

Property Address	ZIP Code	S.B.L. Number
61 Lime Street	14606	105.74-3-57
88 Rosemary Drive	14621	091.83-2-71
131 York Street	14611	120.34-1-31

Section 3. The Executive Director is authorized and directed to execute deeds and all other documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 4 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
James Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **March 21, 2024**.

Attest: _____
Secretary

A meeting of the Board of Directors of the Rochester Land Bank Corporation (“Land Bank”) was convened in public session at Room #223B, City Hall, 30 Church Street, Rochester, New York 14614 on **March 21, 2024 at 3:00 p.m.**

The meeting was called to order and, the following directors of the Land Bank were:

	PRESENT:	ABSENT:
Erik Frisch, Chair		
Carol Wheeler, Vice-Chair		
John Fornof, Treasurer		
LaShay Harris, Secretary		
Kurt Martin		
James Smith		
Eric Van Dusen		

THE FOLLOWING PERSON(S) WERE ALSO PRESENT:

Andrew Creary, Esq. Corporation Counsel’s office

The following resolution was offered by _____,
 Seconded by _____:

Resolution No. 5 of 2024

APPROVING SALE OF A CERTAIN PROPERTY TO A QUALIFIED PURCHASER

WHEREAS, Section 1607(a)(7) of the Land Bank Act grants the Land Bank the power to contract and execute other instruments necessary to performing its duties and exercising its powers;

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

WHEREAS, in accordance with this Board’s Resolution No. 10 of 2022 and pursuant to the NYS Land Bank Act at Section 1616(i) of the Not-for-Profit Corporation Law, on November 10, 2022, the Land Bank used its priority bid to purchase forty-two (42) real estate parcels at the City of Rochester Tax Foreclosure Auction;

WHEREAS, certain properties were determined to be unsuitable for any existing Land Bank programs and received no bids from any of the 2022 Land Bank Development Partners;

WHEREAS, these surplus properties were offered for sale for the appraised value established by independent appraisals obtained from Midland Appraisal Associates in October 2022;

WHEREAS, the Land Bank staff conducted a sealed bid offering to its existing pre-qualified developers of 187 Sherman Street, Rochester NY 14606, SBL No. 105.58-1-19 (the "Subject Property"), with a minimum bid amount of \$15,000;

WHEREAS, Section 10. B. of the Land Bank's Policy Governing the Disposition of Real Property permits conveyance of real property by the Land Bank to nongovernmental entities at an amount lower than the Property Costs, should the Board, in its discretion approve a price reduction in conjunction with an approved redevelopment plan or municipal goal; accept nonmonetary consideration; or apply grant funding to offset any of the Property Costs;

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

WHEREAS, the Land Bank received a purchase offer the Subject Property in the amount of \$15,000 from pre-qualified purchaser Fowler and Flenaugh Properties LLC (Allen and Taiesha Fowler);

NOW, THEREFORE, BE IT RESOLVED BY THE ROCHESTER LAND BANK CORPORATION AS FOLLOWS:

Section 1. The recitals above are incorporated into this Resolution as if fully set forth.

Section 2. The Executive Director is hereby authorized and directed to convey 187 Sherman Street to Fowler and Flenaugh Properties LLC in consideration of \$15,000, subject to restrictive covenant requiring that the property obtain a Certificate of Occupancy within twelve (12) months of the date of closing.

Section 3. The Executive Director is authorized and directed to execute deeds and all other documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution No. 5 of 2024 was duly put to a vote, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Fornof				
Erik Frisch				
LaShay Harris				
Kurt Martin				
Jim Smith				
Eric Van Dusen				
Carol Wheeler				

The foregoing Resolution was thereupon declared duly adopted.

I, the undersigned Secretary of the Rochester Land Bank Corporation (the "Land Bank"), do hereby certify that the foregoing is a true copy of a Resolution which was duly adopted by the Board of Directors of the Rochester Land Bank Corporation on **March 21, 2024**.

Attest:

Secretary