



Rochester Land Bank Corporation

Meeting Agenda

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

January 18, 2024

3:00pm – 4:00pm

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| 3:00: | Call to Order |
| 3:00-3:05: | Approval of 12/21/23 Minutes |
| 3:05-3:15: | Treasurer's and Cash Disbursements Reports |
| 3:15-3:25: | Resolution 1 of 2024 to Approve Annual Membership in NYLBA |
| 3:25-4:00: | Discussion Items <ul style="list-style-type: none">• Annual Report to City Council• Committee Updates• Rehabilitation RFP• LBI Grant Updates |

Rochester Land Bank Corporation
Meeting Minutes
December 22, 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

RLBC Disbursements
(12/22/23 - 1/17/24)

<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
\$ 21,674.36	Stephanie Thomas	108 Weld St. closing
\$ 791.09	Monroe County	108 Weld St. taxes
\$ 191.53	City of Rochester	108 Weld St. water bill
\$ 935.00	City of Rochester	108 Weld st. taxes
\$ 1,587.65	City of Rochester	108 Weld st. taxes
\$ 288.00	Chicago Title Insurance	108 Weld st. title insurance
\$ 395.00	Chicago Title Insurance	108 Weld st. title search
\$ 1,120.00	Red Oak Management	Property Management services
\$ 4,052.38	Haylor Freyer & Coon	Commercial Property Insurance
\$ 236.00	Haylor Freyer & Coon	Insurance Premium - Crime Coverage
\$ 6,700.00	Lu Engineers	Environmental Consulting
\$ 750.00	Frontier Abstract	Title Investigation for LBI
\$ 38,721.01		

Rochester Land Bank Corporation
Treasurer Report to Board
January 18, 2024

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

* 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

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 **January 18, 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. 1 of 2024

**AUTHORIZING MEMBERSHIP IN THE NEW YORK LAND BANK ASSOCIATION FOR
 2024 CALENDAR YEAR**

WHEREAS, the New York Land Bank Association (“NYLBA”) has incorporated as a New York Charitable Organization under Article 4 of the New York State Not-for-Profit Corporation Law;

WHEREAS, NYLBA has approved a sliding scale of dues based on each land bank’s 2024 budgeted revenue where members with revenue between \$1 million and \$3 million will contribute annual dues of \$2,000.00 (Two Thousand Dollars and no cents) for 2024, to support the Association’s work;

WHEREAS, the Land Bank is authorized to do all things necessary to achieve the objectives and purposes of the land bank or other laws that relate to the purposes and responsibility of the land bank under Article 16 of the Not-for-Profit Corporation Law;

WHEREAS, the Land Bank desires to continue participation in and to further the stated purposes of the NYLBA, namely:

- A. To promote and market the concept and utility of land banks to local

governments, citizens, and other stakeholders in the State of New York;

B. To educate interested local governments, citizens, and other stakeholders in New York regarding the establishment and operation of land banks in their respective communities;

C. To foster and promote the sharing of information, resources, and services amongst land banks in New York and throughout the nation;

D. To provide technical assistance, training, and other resources to land banks in New York;

E. To provide and support governmental relations to benefit and further the purpose of land banks in New York.

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 herein.

Section 2. The Board hereby finds that the Land Bank's membership in the NYLBA will further the legislative intent of Article 16 of the Not-for-Profit Corporation Law to strengthen and revitalize the economy of the state and its local units of government by solving the problems of vacant and abandoned property in a coordinated manner.

Section 3. The Land Bank shall continue its membership with the NYLBA and contribute annual dues to be paid from the Land Bank's general receipts for a period of one year.

Section 4. The Director of Capacity and Compliance is authorized to continue to act as designee a member of to the association known as the NYLBA and directed to prepare and execute all 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.

The question of the adoption of the foregoing Resolution No. 1 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 **January 18, 2024**.

Attest: _____
LaShay Harris, Secretary