



Monroe County Land Bank Corporation
Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation
Meeting Minutes, December 16, 2024

A meeting of the Monroe County Land Bank Corporation was held on December 16, 2024, at 3:30 p.m. in person.

Members Present: Deborah Campanella, Majority Appointment; Robert Franklin, Monroe County Director of Finance (ex-officio); Amy Grande, Monroe County Real Property Director (ex-officio); Ana Liss, Monroe County Director of Planning and Development (ex-officio); Orlando Ortiz, County Executive Appointment; Kevin Purcell, Minority Appointment; Thalia Wright, Monroe County Commissioner of Human Services (ex-officio)

Others Present: Laura Smith, Chief Deputy County Attorney; Josh Pheterson, Sr. Deputy County-Attorney; Adrienne Green, Sr. Policy Advisor; Jamie Raimondi, Sr. Real Estate Paralegal; Rebecca Case Caico, Director of Research Strategy & Development; Chanh Quach, Community Development Manager; Patrick Gooch, Sr. Associate Planner; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 3:32 p.m.

Approval of the November 1, 2024 Meeting Minutes

Motion: Chairperson Purcell

Seconded: O. Ortiz

Vote: Motion Approved

Announcements and Communications

- Land Bank Initiative (LBI) application was submitted on December 6, 2024
- American Rescue Plan Act (ARPA) Funding Contract process is underway and expected to be completed by the end of the year.
- 2025 Land Bank Meeting schedule was distributed and communicated to members that monthly meetings are scheduled from 4:00 – 5:00 p.m. There were no objections.

Land Bank Organizational Forms

Authorize Chairperson Purcell to execute any basic and requisite organizational documents and/or forms on behalf of the Monroe County Land Bank Corporation (MCLBC).

Discussion: Signatures may be required to establish accounts and complete the foundational set-up of the MCLBC and other similar documents in the future. These would be considered general administrative documents only.

Motion: Chairperson Purcell

Seconded: A. Liss

Vote: Motion Approved

2025 Proposed Budget

Approve the proposed 2025 annual budget as presented.

Discussion: 2025 will be the initial budget for the MCLBC. The budget revenue reflects the anticipated LBI and ARPA funding.

R. Franklin asked if the insurance expense in the budget would be directors and officers (D&O) insurance and also questioned the amount of insurance budgeted for 2025 and whether it is sufficient due to the current high cost of insurance? P. Gooch shared that it is D&O as well as property insurance. Quotes from other entities with D&O insurance have been shared and those quotes ranged from \$1,500 – \$20,000. The 2025 budget provides for property insurance estimated on one property as that is likely to be the need for the coming year.

O. Ortiz questioned if the staffing budget is for those already working on the land bank or additional headcount? P. Gooch shared that it would potentially be for a new person. The plan in early 2025 is to explore what type of position would be useful and what qualifications would be required for the position and ideally begin a search. As a result, it would likely be either a PT or half year position and the reason it is currently budgeted at that funding level.

R. Franklin asked if the MCLBC would be procuring insurance on its own or if there is an opportunity to piggy back the policy with the County’s current broker? L. Smith shared that depending what the policy needs are, it is possible the addition of the land bank may fall under the procurement threshold with the County’s current provider.

Motion: D. Campanella

Seconded: R. Franklin

Vote: Motion Approved

Other Business

P. Gooch noted some proposed topics for the January meeting include: Providing some board policies for review; information on bank account options; and begin work forming committees for audit, finance & governance.

D. Campanella asked if we need to open a bank account in order to accept the funds for this year? Per L. Smith, the ARPA funds will not be a lump sum given to the land bank, rather, it’s a disbursement as incurred through the County. For ARPA no bank account is needed at this time.

R. Franklin questioned if members have completed the Authorities and Budget Office (ABO) training for another board would that qualify for ABO training for this board? This will be researched.

P. Gooch shared Monroe County is planning to have a press event regarding the Monroe County Land Bank in the first quarter of 2025. Details to be determined.

Next Scheduled Meeting

Wednesday, January 8, 2025 at 4:00 p.m.

Adjournment

Motion: D. Campanella

Seconded: R. Franklin

Adjournment: 3:56 p.m.

PG/lh