

Cattaraugus County Land Bank Corporation

April 5, 2018

Minutes

1. Roll call: Chairman Martonis called the meeting to order at 9:05am – the following board members answered roll call

Name		Name		Name	
Martonis, D	Aye	Keller, J		Abers, C	Aye
Koch, D		Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

Also present: Kate O’Stricker, EDP&T; Deb Miller EDP&T; Norm Marsh, Village Officials;

2. Review and approval of minutes as amended from previous meeting: Motion by Frank Higgins, second by Rick Helmich. Carried

Name		Name		Name	
Martonis, D	Aye	Keller, J		Abers, C	Aye
Koch, D		Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

3. Old Business

- a. Database Update: Jiffsoft met with the staff and have completed the data base. It has been uploaded to the server and staff will be inputting data to test the functionality. Any issues will be sent to Jiffsoft to correct.
 - i. Mr. Helmich asked that the board be updated on the hits to the website. Staff will discuss this with the webmaster to see how this can be tracked.
- b. Demolition / DPW update: A contractor has been selected and the approved by the legislature. Demos should be completed Between April 2nd and June 8th, 2018
- c. Rehab Property Update: The applications have been uploaded to the website as well as the two rehab properties the Land Bank currently has. There has been one call for the Randolph property and one call for Little Valley, but no applications have been completed or submitted.
- d. Review of Project timelines: Kate O’Stricker reported that Jiffsoft is using the report passed out at the February to create a report in the database. Once that is complete, she will be able to give out those updated reports on a monthly basis.
- e. Other:

4. New Business

- a. Possible Bank Owned Properties: Kate O’Stricker reported that she is actively looking into 9 bank owned properties that are on the village and town problem property list. She has been able to obtain the Zombie Property list and compared it to the municipality’s problem property list. Several calls and emails to the banks have not been returned.
- b. Possible Auction Properties: Kate O’Stricker presented the municipal problem properties that are on this year’s Auction List. The Board looked at each property have noted ones that would be a good fit for the land bank to rehab, and ones that could be possible demos.
 - i. Board requested that two list be created, List A that will contain the Municipal Problem Properties that are on the Auction list and List B will contain other auction properties the Land Bank may be interested in taking on.
- c. Update on Community Action partnership: Staff is still working on securing funding to complete the design of the 200 Erie Street, Little Valley. LISC has given several different

provisions that need to be ironed out before they will approve the project. Crystal has reached out to CCA to set up a meeting to discuss the project.

- d. Other:
- e. Draft Audit has been completed and was handed out to Board Members.
 - i. The Auditor had asked about how to account for the cost of properties. The Board agreed that it will be booked as inventory until it is sold. This was the suggestion of the Auditor.
 - ii. Dan Martonis discussed the need to draft a resolution asking the legislature for a set ether percentage or dollar amount per year to allocate to the Land Bank. The resolution will be used to start a dialog about the topic.

5. Action Items:

- 1. Kate will work with Jeremy to measure hits to the website
- 2. Kate will create List A and List B for April's Meeting
- 3. Deb will look into the amount of LISC Funding that is available for demolition for 2018.

6. Adjournment: Motion made by Rick Helmich, second by Frank Higgins. Carried

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D		Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

Next Meeting will be April 26, 2018, on the second floor EDPT Conference Room.