



Monroe County Land Bank Corporation

Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation Meeting Minutes, March 20, 2025

A meeting of the Monroe County Land Bank Corporation was held on March 20, 2025, at 11:00 a.m. in person, and via Zoom, and live streamed on YouTube.

Members Present: Deborah Campanella, Majority Appointment; Amy Grande, Monroe County Real Property Director (ex-officio) (through 11:30); Ana Liss, Monroe County Director of Planning and Development (ex-officio) (joined 11:15); Orlando Ortiz, County Executive Appointment; Kevin Purcell, Minority Appointment; Thalia Wright, Monroe County Commissioner of Human Services (ex-officio)

Others Present: Josh Pheterson, Sr. Deputy County-Attorney; Jamie Raimondi, Sr. Real Estate Paralegal; Chanh Quach, Community Development Manager; Patrick Gooch, Sr. Associate Planner; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 11:03 a.m.

Approval of the February 12, 2025 Meeting Minutes

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved

Announcements and Communications

P. Gooch noted a correction to comments from the previous meeting in regard to the NYLBA dues increasing from \$1,500 to \$2,000 per year. It was previously stated this was due to increased costs, however, it is due to the land bank's 2025 budget consisting of funds over \$1M dollars as a result of the acceptance of ARPA and LBI funding. This amount puts the land bank in Tier 2 in the dues payment structure.

Fiduciary Statement

Chairperson Purcell explained to board members that a Fiduciary Statement is required for compliance by the Authorities Budget Office (ABO). This statement is currently available for members to review and sign.

LBI Award Next Steps

Bank Account – Bank and credit union comparisons had previously been shared and discussed to help determine the best choice for the MCLBC. It was suggested to also look into Chase Bank as Monroe County already holds accounts with them. When contacted, they did offer the land bank its own individual account but rolled under the county umbrella as there is a long-established relationship already. A motion was made to move forward with Chase Bank at this time.

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved

Insurance - Discussion in prior meetings was to consider utilizing the same insurance company as the county who is currently with the Rochester office of Brown & Brown. However, it was learned that the Syracuse office of Brown & Brown has a lot of experience in working with other NY state land banks. Essentially, they have a program set up for land banks which makes it easier to step into rather than create a policy from the beginning. A quote is in the works and once received the land bank will get two additional quotes for comparison before bringing a vote to the board.

Authorized Signatures – NY State LBI requires designation of two people who will be responsible for signing when the MCLBC needs reimbursement for services. P. Gooch will be the point of contact but not a signer. It was discussed and voted upon to have Chairperson Purcell and the Finance Committee Chairperson, Amy Grande, to be the designated signatories.

Motion: O. Ortiz

Seconded: D. Campanella

Vote: Motion Approved

Authorization to Execute the Agreement - Discussion took place in regard to getting the LBI Grant Agreement signed and to make personnel decisions in the near future so there is not a hold up of the grant funding. P. Gooch confirmed that documents would be sent out to board members for final review before the agreement is actually signed by Chairperson Purcell.

Motion: O. Ortiz

Seconded: A. Liss

Vote: Motion Approved

Committees

Policies continued to be discussed and refined for all three committees (Governance, Audit, Finance). The board is expecting to get a several approved at the next meeting.

Other Business

D. Campanella mentioned the topic of open meetings law for committees per the recent ABO training. Steps will be taken to be sure committee meetings will be set up for open meetings.

Next Scheduled Meeting

Wednesday, April 9, 2025 at 4:00 p.m.

Adjournment

Motion: D. Campanella

Seconded: O. Ortiz

Adjournment: 12:06 p.m.

PG/lh