



Monroe County Land Bank Corporation

Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation Meeting Minutes, May 14, 2025

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, May 14, 2025, at 4:00 p.m. in person, via Zoom, and live streamed on YouTube.

Members Present: Deborah Campanella, Majority Appointment; 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)

Alternates Present: Jennifer Cesario, Finance (for Robert Franklin, Director of Finance)

Others Present: Chanh Quach, Community Development Manager; Patrick Gooch, Sr. Associate Planner; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 4:02 p.m.

Approval of the April 9, 2025 Meeting Minutes

Motion: A. Liss

Seconded: O. Ortiz

Vote: Motion Approved

Announcements and Communications

NY State Land Bank Association (NYSLBA) is hosting its annual conference May 21st – 22nd in Oswego. P. Gooch will be attending both days and A. Grande will attend the full day on Thursday, May, 22nd.

P. Gooch requested reimbursement for mileage plus hotel and meal per-diem expenses. This meets the criteria of the LBI grant funding. The request total is \$306.86. A. Grande will also request reimbursement for travel and per diem expenses. D. Campanella questioned if there are funds secured in the Land Bank account to cover this. Per P. Gooch, not currently but the funds can be reimbursed once the money is received in the account.

Insurance Authorization

The insurance quote received from Brown & Brown was shared prior to the meeting to allow members time to review it. Brown & Brown solicited multiple quotes from insurance companies and provided the results. The total cost for one year will be \$3,525.36 and includes Directors and Officers liability (D&O), Business Owner Policy (BOP), and Crime. A vote was held to authorize the purchase of this insurance.

Motion: D. Campanella

Seconded: A. Liss

Vote: Motion Approved

LBI Award

A MCLBC bank account has been opened. This is a requirement to accept LBI funding along with acquiring insurance. Once the Brown & Brown insurance is officially secured the LBI award can be accepted.

Committees

Finance – *Procurement Policy* will require a few small changes and is expected be ready for an approval vote at the May 12th meeting.

Audit – *Whistleblowers and Protection from Retaliation Policy* will need minor adjustments and should also be ready for an approval vote at the May 12th meeting.

Other Business

The *Acquisition and Disposition Policy* was discussed and the board will continue to refine this policy before bringing it to a vote.

The board reviewed a general job description for a potential staff position and many discussion points were raised and will be explored further in the near future.

Next Scheduled Meeting

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

Adjournment

Motion: K. Purcell

Seconded: D. Campanella

Adjournment: 5:15 p.m.

PG/lh

