



Monroe County Land Bank Corporation

Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation Meeting Minutes, July 9, 2025

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, July 9, 2025, at 4:00 p.m. in person, via Zoom, and live streamed on YouTube.

Members Present: Deborah Campanella, Majority Appointment; Jennifer Cesario, 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)

Alternates Present: None

Others Present: Josh Pheterson, Sr. Deputy County-Attorney; Jamie Raimondi, Sr. Real Estate Paralegal; Phil Morgan, Sr. Rehabilitation Specialist; Patrick Gooch, Sr. Associate Planner; Grace Sherburne, Planner II (new staff); Lisa Huntoon, Planning Clerk

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

Correction to the May 14, 2025 Meeting Minutes

Minutes from May 14, 2025 were amended and approved as corrected.

Motion: O. Ortiz

Seconded: A. Grande

Vote: Motion Approved

Approval of the June 11, 2025 Meeting Minutes

Motion: J. Cesario

Seconded: A. Liss

Vote: Motion Approved

Announcements and Communications

- Chairperson Purcell welcomed new Monroe County Planning & Development staff member, Grace Sherburne.

LBI Award

The Land Bank Initiative agreement with New York State has been signed and a funding request has been submitted.

2025 Proposed Budget Amendment

P. Gooch shared the initial approved 2025 MCLBC budget was based on estimates as the Land Bank was a new entity. Expenses are now being incurred and therefore creating the need to update the 2025 Budget to reflect more accurate spending and goals for this first fiscal year. Currently there are no changes to revenue. The adjustments to some expenses are necessary to reallocate funds as well as introduce a few new subcategories.

- Decreased “Insurance” – \$12,500 – costs were lower than expected.
- Increased “Dues and Fees” – \$500 - annual fee for NYSLBA dues was greater than expected based on amount of revenue received from ARPA+LBI funding, moved to a higher membership tier.
- Decreased “Professional Fees” - \$67,000 and reallocated into subcategories: Increased “Legal Fees” \$5,000; Increased “Independent Audit” \$5,000; Increased “Administrative Manager Services” \$50,000.
- Decreased “Property Demolition/Rehab” - \$85,000 – based on amount of time remaining in budget year.
- Decreased “Salaries and Wages (Personnel Services)” - \$33,000 - reallocated to “Professional Fees/Administrative Manager Services”
- Decreased “Payroll Taxes” - \$2,640 - reallocated to “Professional Fees/Administrative Manager Services”
- Decreased “Employee Benefits” - \$2,310 - reallocated to “Professional Fees/Administrative Manager Services”
- Increased “Conference and Meetings” - \$1,000 – new category to cover expenses related to attendance at conferences for staff and board members.

The proposed 2025 proposed budget amendment was brought to a motion and was approved.

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved

Land Bank Staffing

Discussion took place regarding initiating a professional services contract rather than hiring a direct full or part time employee. This will help with acquiring support staff much sooner. It would primarily be a financial position although not exclusively. Further exploration is needed to determine the specific services desired for the contract.

Policies

Procurement Policy

A vote was held on this policy as written and distributed to Board Members prior to today’s meeting.:

Motion: O. Ortiz

Seconded: A. Grande

Vote: Motion Approved

Acquisition Policy and Disposition Policy

The current version of each of these policies will be sent to all board members with a few noted changes. Members will have time to review and will be open for discussion and potential vote at the August 13th MCLBC meeting.

Properties

Chairperson Purcell requested a motion to enter executive session to discuss the acquisition of property.
Time: 4:46 p.m.

Motion: D. Campanella

Seconded: J. Cesario

Vote: Motion Approved

At 5:00 p.m. Board Members Ana Liss and Orlando Ortiz excused themselves from the meeting. The session continued with the remaining members.

At 5:10 p.m. the executive session was closed and the regular meeting resumed. No motions were made in executive session.

Other Business

- Logo Development – G. Sherburne shared information on a visual preference survey going out to the board to get feedback on MCLBC logo and branding.
- Reschedule the September 10, 2025 at 4:00 p.m. to September 24, 2025 at 3:30 p.m.

Motion: J. Cesario

Seconded: D. Campanella

Vote: Motion Approved

Next Scheduled Meeting

Wednesday, August 13, 2025 at 4:00 p.m.

Adjournment

Motion: A. Grande

Seconded: J. Cesario

Adjournment: 5:20 p.m.

PG/lh

