



Monroe County Land Bank Corporation

Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation Meeting Minutes, August 13, 2025

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, August 13, 2025, at 4:00 p.m. in person, via Zoom, and live streamed on YouTube.

Members Present: 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); 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; Chanh Quach, Community Development Manager; Patrick Gooch, Sr. Associate Planner; Grace Sherburne, Planner II; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 4:04 p.m.

Approval of the July 9, 2025 Meeting Minutes

Motion: A. Liss

Seconded: J. Cesario

Vote: Motion Approved

Announcements and Communications

- P. Gooch shared that the Land Bank has money in the bank account and provided payment for three outstanding bills. He also noted it has been one year since the Board's first meeting.

Treasurer's Report

A. Grande presented the Treasurer's Report for the month of July 2025. As this was the first such report it covered all revenues and disbursements since inception of the Land Bank. However, all financial activity has occurred within the month of July.

The report was distributed to all members for review. A Treasurer's Report will be provided at Board meetings going forward.

Policy Revisions

Procurement Policy - P. Gooch posed a few minor changes to the policy language in order to help clarify the dollar amount thresholds, specifically in the area pertaining to the Authorizations and Purchasing Limits section. The ranges previously provided were ambiguous for dollar amounts directly on the threshold.

A vote was held to adopt the Procurement Policy revision.

Motion: T. Wright

Seconded: J. Cesario

Vote: Motion Approved

Internal Controls & Finance Policy – P. Gooch recommended three language modifications within the policy to provide clarification under the Financial Procedures and Duties section.

A vote was held to adopt the Internal Controls & Finance Policy revision.

Motion: A. Grande

Seconded: A. Liss

Vote: Motion Approved

Policy Proposals

Real Property Acquisition Policy

A vote was held to adopt this policy as written and distributed to Board Members prior to today's meeting:

Motion: A. Liss

Seconded: T. Wright

Vote: Motion Approved

Disposition of Real and Personal Property Policy

A vote was held to adopt this policy as written and distributed to Board Members prior to today's meeting:

Motion: T. Wright

Seconded: A. Liss

Vote: Motion Approved

Land Bank Staffing

The Board was provided printed copies of three potential request for proposals (RFP) for services. Members will review the RFPs, share feedback, and discuss at the next meeting.

2025 Meeting Schedule Revisions

Time and/or date adjustments were proposed for the remaining four meetings in 2025. The following new dates and times were suggested and agreed upon:

- Wednesday, September 24th 3:00 p.m. – 5:00 p.m.
- Wednesday, October 8th 3:30 p.m. – 5:00 p.m.
- Thursday, November 13th 3:30 p.m. – 5:00 p.m.
- Wednesday, December 10th 3:30 p.m. – 5:00 p.m.

Other Business

- Logo Development – G. Sherburne shared results from the visual preference survey.

Next Scheduled Meeting

Wednesday, September 24, 2025 at 3:00 p.m.

Adjournment

Motion: A. Liss

Seconded: K. Purcell

Adjournment: 4:43 p.m.