



**Monroe County Land Bank Corporation**  
*Monroe County, New York*

**Adam J. Bello**  
*County Executive*

**Kevin Purcell**  
*Chairperson*

**Monroe County Land Bank Corporation**  
**Meeting Minutes, April 09, 2025**

A meeting of the Monroe County Land Bank Corporation was held on April 9, 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) (joined 4:08)

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

**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 4:01 p.m.

**Approval of the March 20, 2025 Meeting Minutes**

**Motion:** D. Campanella

**Seconded:** O. Ortiz

**Vote:** Motion Approved

**Announcements and Communications**

P. Gooch reported that he attended a recent ARPA meeting and was connected with the Urban League of Rochester (ULR) who described what their YouthBuild program is and how it could benefit the MC Land Bank. It offers young adults aged 18 to 24 hands on training and the ability to attain work skills and certifications related to the building and construction trades. In the future there may be an opportunity for collaboration.

NY State Land Bank Association (NYSLBA) is hosting its annual conference May 21<sup>st</sup> – 22<sup>nd</sup> in Oswego. Let P. Gooch know if interested in attending.

Josh Pheterson explained that the NY Open Meetings Law requires that going forward the Land Bank committee meetings must be open and noticed to the public. Quorum has to be in person while additional members may be on zoom. To the extent practicable the meetings should be live-streamed and subsequently posted on the board website within five business days.

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**LBI Award**

Insurance quotes and bank account setup are still in process and moving forward. All are doing due diligence to get up and running smoothly. P. Gooch contacted New York State to communicate that we are making progress and we are still interested in the LBI Award.

### **Committees**

Votes were held on the following Land Bank policies:

#### **Travel and Discretionary Funds Policy (Finance)**

**Motion:** O. Ortiz

**Seconded:** A. Liss

**Vote:** Motion Approved

#### **Code of Ethics and Conflict of Interest Policy (Governance)**

**Motion:** D. Campanella

**Seconded:** A. Liss

**Vote:** Motion Approved

#### **Defense and Indemnification Policy (Governance)**

**Motion:** O. Ortiz

**Seconded:** D. Campanella

**Vote:** Motion Approved

#### **Internal Control and Finance Policy (Audit)**

**Motion:** T. Wright

**Seconded:** A. Liss

**Vote:** Motion Approved

Additional policies to be completed include:

- Whistleblowers and Protection from Retaliation Policy (Audit)
- Procurement Policy (Governance/Finance)
- Acquisition and Disposition Policy (Board)

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### **Other Business**

Amy Grande presented a property the Board may be interested in. There were many pros and cons considered and a thoughtful discussion took place. All agreed to bring additional questions for the next meeting and can expect to discuss it further.

### **Next Scheduled Meeting**

Wednesday, May 14, 2025 at 4:00 p.m.

### **Adjournment**

**Motion:** O. Ortiz

**Seconded:** D. Campanella

**Adjournment:** 4:40 p.m.

PG/lh