



Monroe County Land Bank Corporation

Monroe County, New York

Adam J. Bello
County Executive

Kevin Purcell
Chairperson

Monroe County Land Bank Corporation Meeting Minutes, September 24, 2025

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, September 24, 2025, at 3:00 p.m. in person, via Zoom, and live streamed on YouTube.

Members Present: Deborah Campanella, Majority Appointment (joined 3:15); 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 (through 4:00); Kevin Purcell, Minority Appointment

Members Excused: Thalia Wright

Alternates Present: None

Others Present: Josh Pheterson, Sr. Deputy County-Attorney; Jamie Raimondi, Sr. Real Estate Paralegal; 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 3:08 p.m.

Approval of the August 13, 2025 Meeting Minutes

O. Ortiz asked if we should be including meeting absences in the minutes and it was agreed to add them for the August 13, 2025 Meeting Minutes and going forward.

Motion: A. Liss

Seconded: J. Cesario

Vote: Motion Approved

Announcements and Communications

- P. Gooch noted he had previously sent out information to the board regarding the site visit hosted by the Greater Regional Syracuse Land Bank to see a recently completed CrossMod home. Additionally, he received information from A. Liss on a new state program called "Move-In NY". Both will be discussed later in this meeting.

Treasurer's Report

A. Grande presented the Treasurer's Report for the period ended August 31, 2025. There was no activity therefore both the opening and closing balances were \$9,192.00.

Land Bank Staffing

Discussion was held regarding the Employee Lease Agreement in conjunction with MCIDC. The employee will be scheduled part-time with the MCLBC (20 hours) and part-time with MCDIC (20 hours) however, the Land Bank could utilize this employee for more than 20 hours if needed. This agreement will be in effect through end of 2026.

Chairperson Purcell made a motion to approve the Employee Lease Agreement with a caveat related to Section 1.8 (Control). This section may need to be amended in the future if deemed necessary.

Motion: Chairperson Purcell

Seconded: A. Grande

Recused: A. Liss

Vote: Motion Approved

Consultant Services Request for Proposals

Board members had previously received copies of and provided comments on three (3) consultant services RFPs; Accounting and Bookkeeping, Audit, and General Counsel. It was agreed upon to extend the scope of services for the RFPs through 12/31/2027. Discussion took place regarding next steps.

A motion was made to approve and release the RFPs for Accounting & Bookkeeping, Audit, and Legal Services as a whole with the noted date extension.

Motion: O. Ortiz

Seconded: D. Campanella

Vote: Motion Approved

2025 Meeting Schedule Revisions

In order to secure quorum for the next two meetings, time and/or date adjustments were discussed and agreed upon for both the October and November meetings as follows:

- **Oct** – Wednesday, October 8th is moved to **Wednesday October 15th at 3:30 p.m.**
- **Nov** – Thursday, November 13th is moved to **Tuesday, November 18th at 3:00 p.m.**

Properties

- A. Grande provided information from the September 16, 2025 Monroe County Property Auction held at the Fredrick Douglas Greater Rochester International Airport. There are approximately 10 properties which may be worth exploring further. Board members agreed additional research needs to be completed therefore no formal action was taken.

Logo Development

- G. Sherburne shared the results of the Land Bank logo preference survey. Discussion and feedback were taken into consideration and a few changes will be requested.

Other Business

- P. Gooch shared further information regarding the CrossMod materials that were previously sent to the board. He visited a recent CrossMod installation in Syracuse which was valuable to see in person. He explained the pros and cons of these structures and how they could be another option for the Land Bank. Additionally, this week the state of New York announced the launch of “Move-In NY” a new program which is meant to facilitate additional modular structures throughout the state.

Next Scheduled Meeting

Wednesday, October 15, 2025 at 3:30 p.m.

Adjournment

Motion: D. Campanella

Seconded: A. Grande

Adjournment: 4:42 p.m.