



# Monroe County Land Bank Corporation

## Monroe County, New York

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

**Kevin Purcell**  
*Chairperson*

### Monroe County Land Bank Corporation Meeting Minutes, December 10, 2025

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, December 10, 2025, at 3:30 p.m. in person, via Zoom, and live streamed on YouTube.

**Members Present:** Deborah Campanella, Majority Appointment (joined 3:44); 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) (joined 3:48); Orlando Ortiz, County Executive Appointment; 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; Sea Sigal, Compliance and Grant Specialist, MCIDC; Grace Sherburne, Planner II; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 3:36 p.m.

#### **Approval of the October 15, 2025 Meeting Minutes**

**Motion:** A. Grande

**Seconded:** O. Ortiz

**Vote:** Motion Approved

#### **Announcements and Communications**

- Chairperson Purcell introduced the new Monroe County Land Bank team member, Sea Sigal. Sea will work with both MCIDC and the Land Bank Corporation spending 20 hours a week with each organization. Sea shared that her most recent experience was working with Monroe County specializing in ARPA compliance.
- Homes and Community Renewal approved our budgetary changes for 2025-2026.
- LBI funding from NY State is due for renewal at the end of January.
- P. Gooch shared that he attended a Housing Community Renewal meeting held by ReImagine ROC Housing. The goal of the meeting was to discuss the local housing crisis including insufficient housing units and related high costs within the existing supply. This meeting offered the opportunity to learn from other attendees who came from the greater Rochester-Finger Lakes Area.

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#### **Treasurer's Report**

A. Grande presented the Treasurer's Report for October 1-31, 2025 and November 1-30, 2025. As a result of no banking activity in either month, the opening and closing balances were \$7,681.00.

### **2026 Draft Budget**

During the October 15 meeting the board asked to add funds to advertising/signage (\$2,000) and real estate professionals (\$15,000). While there is budget flexibility, these additions did not allow for those exact dollar values. The request for \$15,000 put the land bank over budget. The \$2,000 request for advertising/signage was added and \$5,000 of the \$15,000 request for Real Estate Services was also added. Based on costs associated with taking on the properties in question, it may be possible to reallocate funds from Property Stabilization/Maintenance to Real Estate Services towards the end of the year. This can be monitored as costs are applied.

### **Second Signatory Resolution – Internal Control & Finance Policy**

A second signatory appointed by resolution of the board of directors was not completed when the policy was adopted, therefore needs to be approved. Currently Board Treasurer Amy Grande is authorized to sign checks through the Internal Control and Finance Policy however, in the event she is not able to do so, a second signatory is required. It was discussed that the chairperson should be the second signatory for checks per Section 3 (b) of the Internal Control and Finance Policy. A vote was held to adopt the chairperson as the second signatory.

**Motion:** Chairperson Purcell

**Seconded:** O. Ortiz

**Vote:** Motion Approved

### **Properties**

A. Grande provided an update on the three property transfer referrals. The Real Property Office deeds to transfer to Monroe County have been drafted and the Legislature paperwork was prepared and submitted for December 5, 2025 processing. This is expected to be adopted on February 10, 2026. The taxable status date for the towns is March 1, 2026. Preferably, we would have both the deed into the county and into the land bank recorded prior to March 1, 2026. This would provide a 2-week time frame to complete that process and allow us to achieve tax exemption status without additional paperwork.

### **Request for Proposals (RFP)**

Chairperson Purcell requested a motion to enter executive session for the purpose of considering the employment of firms responding to the RFPs for Auditing, Accounting, and Legal (General Counsel) Services. Time 3:51 p.m.

**Motion:** D. Campanella

**Seconded:** J. Cesario

**Vote:** Motion Approved

Chairperson Purcell requested a motion to exit executive session. The executive session was closed and a vote was held.

**Motion:** J. Cesario

**Seconded:** O. Ortiz

**Vote:** Motion Approved

At 4:36 the regular meeting resumed. No motions were made in executive session.

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### **2026 Draft Meeting Schedule – Version 2**

Chairperson Purcell noted there were revisions to the draft meeting schedule for 2026 which was initially shared at the October meeting. A few dates had been updated and he pointed out all meetings are scheduled to start at 3:30 p.m. A vote was held to adopt the 2026 schedule.

**Motion:** A. Grande

**Seconded:** A. Liss

**Vote:** Motion Approved

### **Other Business**

**Logo** – G. Sherburne presented the current MCLBC logo which had a minor edit. The board is very pleased with the changes and voted to adopt.

**Motion:** Chairperson Purcell

**Seconded:** O. Ortiz

**Vote:** Motion Approved

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**Modular Housing** – P. Gooch shared information on the differences between Modular and Cross Modular housing in the event the MCLBC were to decide to move forward with either type of housing in the future. He pointed out there are similarities and differences and wanted to learn if the board had opinions. The Board expressed interest in an RFP that would allow for either product to be considered.

### **Next Scheduled Meeting**

Wednesday, January 14, 2026 at 3:30 p.m.

### **Adjournment**

**Motion:** A. Grande

**Seconded:** J. Cesario

**Adjournment:** 4:54 p.m.

