

**Monroe County Land Bank Corporation  
Meeting Minutes, April 8, 2026**

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, April 8, 2026 at 3:30 p.m. in person, via Zoom, and live streamed on YouTube.

**Members Present:** 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

**Members Excused:** Deborah Campanella, Jennifer Cesario, Thalia Wright

**Alternates Present:** Chanh Quach, Community Development Manager

**Others Present:** Laura Smith, Nixon Peabody (via zoom); Bridget Cook, Deputy County Attorney; Jamie Raimondi, Sr. Real Estate Paralegal; Clifton Manhertz, Real Estate Specialist; Patrick Gooch, Sr. Associate Planner; Sea Sigal, Compliance and Grant Specialist; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 3:35 p.m.

**Approval of the March 11, 2026 Meeting Minutes**

Chairperson Purcell asked if there were any corrections to the March 11, 2026 minutes. A. Grande stated she would like to correct a verbal statement she made, but noted that the minutes have the correct amount shown. She explained that she reversed two digits when verbally presenting the Treasurer's Report resulting in an incorrect amount being shared.

**Motion:** A. Liss

**Seconded:** O. Ortiz

**Vote:** Motion Approved

**Announcements and Communications**

- P. Gooch shared that Chairperson Purcell signed insurance documents for the properties today. We are awaiting final paperwork; however, coverage is currently in effect.
- PARIS documents were submitted to ABO before the deadline of April 1, 2026.
- There is a site-visit scheduled to see some of Cook Properties' modular homes in Palmyra on April 14th at 9:00 am. Board or staff members are welcome to attend. This effort is to help us, and the towns which we are currently working with, have an opportunity to see what the product is and also what the Land Bank is proposing for their community.
- Positive calls have come in from neighbors in the communities where our properties are located. They see activity and are curious. A. Liss and P. Gooch discussed having a community engagement strategy to ensure timely information sharing. This could be addressed via lawn signs, postcards, etc. The idea is to be proactive not reactive and provide contact information where they can reach out to us directly.



**Annual Report Presentation**

To fulfill its annual reporting requirement, the MCLBC will submit a letter and presentation packet to the Monroe County Legislature, alongside an offer for an in-person presentation. The draft letter was distributed to board members. A vote was held to authorize sending the annual report to the Monroe County Legislature.

**Motion:** A. Grande                      **Seconded:** O. Ortiz                      **Vote:** Motion Approved

**Demo and Air Monitoring RFQ Update**

Initially only one quote was received which was much higher than anticipated. It was determined the proposal's services and scope was above our needs. A replacement RFQ was issued with the goal of getting accurate quotes for services in line with our needs.

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**Other Business**

- Treasurer A. Grande requested to obtain board approvals for expenses over \$5,000 per board policy.

Motion to approve payment for MCIDC contract services in the amount of \$9,911.00.

**Motion:** A. Liss                      **Seconded:** O. Ortiz                      **Vote:** Motion Approved

Motion to approve payment for survey work completed in the amount of \$8,475.00.

**Motion:** O. Ortiz                      **Seconded:** A. Liss                      **Vote:** Motion Approved

- Discussion took place on getting a marketing process in place to share the progress and positive changes the MCLBC is making in local neighborhoods. P. Gooch noted it may be a good idea to create a Marketing subcommittee for this purpose.

**Next Scheduled Meeting**

Wednesday, May 13, 2026 at 3:30 p.m.

**Adjournment**

**Motion:** O. Ortiz                      **Seconded:** A. Grande                      **Adjournment:** 4:57 p.m.