MONROE COUNTY LAND BANK CORPORATION

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Monroe County Land Bank Corporation
Meeting Minutes, October 14, 2026

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, October 14, 2026 at 3:30 p.m. in person, via Zoom, and live streamed on YouTube.

Members Present:	Deborah Campanella, Majority Appointment; 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)
Members Excused:	Orlando Ortiz
Alternates Present:	Clifton Manhertz, Real Estate Specialist; Chanh Quach, Community Development Manager
Others Present:	Laura Smith, Counsel, Nixon Peabody (via zoom); Bridget Cook, Deputy County Attorney (via zoom); Jeff Albanese, Deputy County Attorney; Jamie Raimondi, Sr. Real Estate Paralegal; Joe Leathersich, Sr. Staff Asst. to County Exec.; Patrick Gooch, Sr. Associate Planner (via zoom); Sea Sigal, Compliance and Grant Specialist; Grace Sherburne, Planner II (via zoom); Lisa Huntoon, Planning Clerk; William DePrez, Planning Summer Intern

Call to Order
Chairperson Purcell called the meeting to order at 3:34 p.m.

1. **Approval to add an Agenda item**
   A motion to add an item to the agenda to accept additional ARPA funding was made by D. Campanella and seconded by A. Liss. The motion was passed unanimously.

2. **Approval to add an Agenda item**
   A motion to add an item to the agenda to approve the revised 2026 Budget was made by D. Campanella and seconded by J. Cesario. The motion was passed unanimously.

3. **Approval of the September 9, 2026 Meeting Minutes**
   A motion to approve the minutes was made by A. Grande and seconded by A. Liss. The motion was passed unanimously.

4. **Announcements and Communications**
   P. Gooch briefly explained the added agenda items are related to additional ARPA funding to acquire houses before the end of the year and to potentially set the Land Bank up for activity in 2027.

Final

5. Project Updates

- 16 Swansea
  The modular house is onsite. The raising of the roof is almost done and the shed pad in the back is complete and will be delivered shortly. Anticipating most of the work to be completed by the end of October.

- 139 Renouf
  Similar scenario as Swansea. This property has a garage which has been framed in and the Town of Gates signed-off on it this morning. The roof is raised but there are several items that still need to be finished, including landscaping.

- 5 Beechwood Drive
  This property is a little behind the other two but this has been expected. The foundation is set for the gravel pour on Friday. The driveway was moved from its previous location and is now accessed from Albert Street. It will take seven days for the cement to cure before the setting for the house will take place. Currently expecting a November completion.

6. Additional ARPA Funding

Chair Purcell explained there are $230,500 in ARPA funds which have been granted to the MCLBC from the County. These funds have already been approved by the MC Legislature. A. Liss explained these funds must be expended by the end of 2026 and added that this is a great opportunity and will allow the Land Bank to acquire additional properties suitable for redevelopment.

A motion to approve the acceptance of $230,500 in additional ARPA Funding for 2026 was made by D. Campanella and seconded by J. Cesario. The motion was passed unanimously.

7. Revised 2026 Budget

Due to the additional ARPA funds the 2026 Budget was updated to reflect those funds. A motion to approve the revised 2026 Budget was made by A. Liss and seconded by D. Campanella. The motion was passed unanimously.

8. Finance Committee Report

A. Grande shared that the Land Bank will need to add personnel to fill the upcoming vacancy, a job description was provided for review and comments. P. Gooch shared this is not a one-to-one replacement position. The new role is intended for 20 hours a week and will be a 1099 position. The goal is to find a person with experience as a compliance specialist as well as a financial management/bookkeeping specialist. The Land Bank would likely need to purchase QuickBooks at a cost of $600-$1,000 per year which has been added to the 2027 budget. Currently we are paying an outside firm for these services. The salary and fees would be paid out of LBI funding which is part of the technical assistance and operating grant and therefore eligible.

2027 Budget Updates

Treasurer A. Grande presented the 2027 budget which was prepared by the Finance Committee. No comments or concerns were noted.

A motion to approve the 2027 Budget was made by D. Campanella and seconded by J. Cesario. The motion was passed unanimously.

9. Property Acquisitions

Chair Purcell requested a motion to enter into Executive Session pursuant to Public Officers Law § 105(1)(h) to discuss the proposed acquisition of real property where public discussion would substantially affect the value of the property.

Final

A motion to enter into executive session was made by D. Campanella and seconded by A. Grande. The motion was passed unanimously 6-0. Entered executive session at 3:58 p.m.

A motion to exit executive session was made by J. Cesario and seconded by A. Grande. The motion was passed unanimously 6-0. Exited executive session at 4:54 p.m.

During the executive session, the Board, by a vote of 6-0 in favor, authorized the Chair to make an offer to purchase one or more parcels of real property for affordable housing investment pursuant to the State and Local Fiscal Recovery Funds contract between the Monroe County Land Bank and Monroe County.

Pursuant to Public Officers Law § 106(2), the identity of the property or properties and the terms of the proposed offer have been omitted from these minutes because disclosure would impair imminent contract awards.

No public moneys were appropriated by this action.

10. Payment Authorizations

Chairperson Purcell stated there are three invoices requiring Board approval.

The first invoice is for L&S Excavating for demolition work in the amount of $30,000.00. A motion to approve the payment was made by A. Liss and seconded by D. Campanella. The motion was passed unanimously. The second invoice is for Paradigm Environmental Services in the amount is $3,026.00. This was in excess of the approved $2,400.00 amount due to additional days worked. A motion to approve the payment was made by J. Cesario and seconded by D. Campanella. The motion was passed unanimously. The third invoice is for Cook Properties in the amount is $332,792.04. A motion to approve the payment was made by A. Liss and seconded by J. Cesario. The motion was passed unanimously.

11. Treasurer's Report

A. Grande presented the Treasurer's Report for September 1 - 30, 2026. The opening balance was $301,144.97. There was an LBI funding reimbursement deposit of $20,913.96 and there were expenditures including payroll in the amount of $18,020.00 and payments for Cook and Lakeview totaling $120,276.19 resulting in an ending balance of $183,762.74.

12. Other Business

13. Next Scheduled Meeting

If needed: Wednesday, October 21, 2026 3:00 p.m.
Regular: Thursday, November 12, 2026 at 3:30 p.m.

14. Adjournment

A motion to adjourn the meeting was made by A. Liss and seconded by D. Campanella. The motion was passed unanimously and the meeting adjourned at 5:06 p.m.

Final