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**Monroe County Land Bank Corporation
Meeting Minutes, January 14, 2026**

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, January 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); Orlando Ortiz, County Executive Appointment; Thalia Wright, Monroe County Commissioner of Human Services (ex-officio)

Members Excused: Kevin Purcell

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

Vice Chairperson Liss called the meeting to order at 3:38 p.m.

Approval of the December 10, 2025 Meeting Minutes

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved

Approval of the December 22, 2025 - Special Meeting Minutes

Motion: A. Grande

Seconded: D. Campanella

Vote: Motion Approved

Announcements and Communications

- P. Gooch shared the Land Bank received a letter from NYS Homes and Community Renewal regarding our Land Bank Initiative (LBI) funding for 2026. The annual renewal application is due on January 22, 2026 if we would like to continue our grant funding. The annual maximum is \$100,000. The application is prepared and will be signed by Chairperson Purcell and submitted before the deadline.

Treasurer's Report

A. Grande presented the Treasurer's Report for December 1-31, 2025. Opening and closing balance was \$7,681.00 as there were no deposits or withdrawals. She added there are disbursement requests currently being processed and one requires payment authorization from the board. This is the next item on the agenda therefore the board will move on to that discussion.

Payment Authorization

A. Grande continued discussion regarding the two disbursement requests noted above in the Treasurer's Report. One is for reimbursement to MCIDC for work hours performed by the shared employee for \$6,307.00. As this is in excess of \$5,001.00 the board must vote to approve prior to payment. Additionally, there is a reimbursement request for \$226.86 for travel and attendance at the 2025 land bank conference. Both requests met all internal requirements and funds were previously allotted in the operating budget.

Vice Chairperson Liss, noted that as Executive Director for MCIDC, she will recuse herself from calling for and participating in the vote. Treasurer A. Grande called for the vote to approve the two disbursements as submitted.

Motion: J. Cesario

Seconded: O. Ortiz

Vote: Motion Approved.

RFPs / Engagement Letters

- Legal RFP / Nixon Peabody - The Law Department reviewed the agreement and P. Gooch had requested minor changes. Nixon Peabody agreed to additional language requesting a not-to-exceed clause of \$20,000 based on our current budget. They have also included language for clarification regarding the \$600 per transaction fee for purchases and sales. This will include any work they do if property is donated. The \$600 flat fee for closings was agreed upon as well. A vote is required from the board to allow Chairperson Purcell to sign the Nixon Peabody agreement. D. Campanella motioned to approve the engagement letter and authorize Chairperson Purcell to execute it.

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved.

- Audit RFP / EFPR – In process but waiting for return of their admin and will then move forward.
- Accounting RFP / The Bonadio Group – P. Gooch stated he had reviewed some numbers and would like to revisit discussions on this RFP. Vice Chairperson Liss requested a motion to enter executive session for the purpose of consideration of the contract with The Bonadio Group. Time 3:48 p.m.

Motion: D. Campanella

Seconded: O. Ortiz

Vote: Motion Approved.

Vice Chairperson Liss requested a motion to end executive session. The executive session was closed at 4:00 p.m. and noted no board action was taken in executive session.

Motion: O. Ortiz

Seconded: D. Campanella

Vote: Motion Approved

Property Update

A. Grande shared an update on the referral for three (3) properties being transferred to the Land Bank (16 Swansea Park, 139 Renouf Drive, and 1504 English Road). She stated the legislative paperwork had been submitted to the County Legislature. The next step will be for it to go through committee meetings at the end of the month. If approved it will be considered for adoption on February 10th. Once that resolution is complete it will go to Law for recording of the deeds and then the land bank will purchase insurance on the homes.

Module (RFP) Update

A draft RFP for modular homes was shared in the meeting. P. Gooch requested that board members review the draft and provide questions or thoughts within one (1) week before it is finalized. Additionally, a draft RFP for demolition is prepared and P. Gooch would like to release both of them at the same time.

Other Business

Positive comments about the new MCLBC logo were shared.

Next Scheduled Meeting

Wednesday, February 11, 2026 at 3:30 p.m.

Adjournment

Motion: J. Cesario

Seconded: O. Ortiz

Adjournment: 4:10 p.m.

Final