

**Monroe County Land Bank Corporation
Meeting Minutes, February 11, 2026**

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, February 11, 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) (via zoom); Orlando Ortiz, County Executive Appointment; Kevin Purcell, Minority Appointment; Thalia Wright, Monroe County Commissioner of Human Services (ex-officio)

Members Excused: None

Alternates Present: None

Others Present: Laura Smith, Counsel, Nixon Peabody; Josh Pheterson, Sr. Deputy County-Attorney; Bridget Cook, Deputy County Attorney; Chanh Quach, Community Development Manager; Clifton Manhertz, Real Estate Specialist; Patrick Gooch, Sr. Associate Planner; Grace Sherburne, Planner II; Lisa Huntoon, Planning Clerk

Chairperson Purcell called the meeting to order at 3:45 p.m. (delayed due to a prior meeting running over).

Chairperson Purcell stated the Land Bank received a new proposal for an Accounting RFP and asked for a motion to add this item to the agenda to discuss later in this meeting.

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

Approval of the January 14, 2026 Meeting Minutes

Motion: D. Campanella **Seconded:** O. Ortiz **Vote:** Motion Approved

Announcements and Communications

- P. Gooch shared information on the Request for Proposals (RFPs) that have been posted publicly and currently open for proposals. He noted board member A. Liss reached out to her contacts at UNICON Rochester (Unions and Businesses United in Construction) and Builders Exchange of Rochester to expand the reach of the RFPs. This is expected to broaden the intended audience and get a robust response.

Introduction to Nixon Peabody – Laura Smith

Ms. Smith will be our main contact at Nixon Peabody for MCLBC's legal needs. She shared that there will also be a Paralegal, Luz Espiritusanto, who will work with her to support the Land Bank. This will help streamline communications in the future.

County Law Update

Chairperson Purcell welcomed Monroe County Law Department representative Bridget Cook to the meeting. Ms. Cook will be working with the MCLBC going forward. The current Law Department representative, Josh Pheterson, shared that he will no longer be working for Monroe County effective March 6th.

Treasurer's Report

A. Grande presented the Treasurer's Report for January 1 -31, 2025. The opening balance was \$7,681.00. There were LBI funding deposits for \$17,799.58. Total expense withdrawals of \$6,533.86 for an ending balance of \$18,946.72. An explanation of the bank activity was then discussed within the payment authorizations portion of the meeting.

Payment Authorizations

P. Gooch explained that the NYS LBI funding reimbursement request approved at the MCLBC's January 14th meeting in the amount of \$4,731.26 was submitted. Almost simultaneously, NYS LBI asked for final funding requests from the Land Bank for the remainder of 2025 so the year could be closed out. Therefore, a new reimbursement request amount was submitted for \$6,533.86. The attempt to rescind the original amount of \$4,731.26 was unsuccessful, resulting in the MCLBC having two withdrawals for the same expenses and one of them was required to be returned. Chairperson Purcell asked for a motion to return the overpayment to Homes and Community Renewal (HCR) in the amount of \$4,731.26.

Motion: D. Campanella

Seconded: J. Cesario

Vote: Motion Approved.

Additionally, due to Open Meetings Law requirements there were two expenditures; The Daily Record \$65.85 and the Rochester Business Journal \$78.00, to publish public meeting notices for the year. These will be paid through LBI funding.

Property Referrals Update

A. Grande and Cliff Manhertz from Real Property Services shared that the County authorized the transfer of the three properties to the Land Bank. They were then presented at the Monroe County Legislature meeting on February 10th where a vote was held and they were approved. The resolutions have been adopted and signed by the County Executive.

RFP Updates

- Modular Home RFP - a bidders' conference was held in the morning on February 11th. Questions were received that will be answered and shared with interested firms.
- Accounting RFP – P. Gooch has been in contact with ProNexus a business who offers outsourced accounting services. If interested he can request an engagement letter and the board could look at this option more closely.

Other Business

- Appraisals RFQ: Copy was provided in your packet, will be posted soon.
- Surveying RFQ: Should be ready to go out next week.

- P. Gooch proposed to schedule a special meeting prior to the regular meeting on March 10th and will reach out via email.

Next Scheduled Meeting

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

Adjournment

Motion: J. Cesario

Seconded: O. Ortiz

Adjournment: 4:22 p.m.

Final