MONROE COUNTY LAND BANK CORPORATION

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Final

Monroe County Land Bank Corporation
Meeting Minutes, September 9, 2026

A meeting of the Monroe County Land Bank Corporation was held on Wednesday, September 9, 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; Kevin Purcell, Minority Appointment; Thalia Wright, Monroe County Commissioner of Human Services (ex-officio)
Members Excused:	None
Alternates Present:	Clifton Manhertz, Real Estate Specialist
Others Present:	Bridget Cook, Deputy County Attorney; Jeff Albanese, Deputy County Attorney; Patrick Gooch, Sr. Associate Planner; Sea Sigal, Compliance and Grant Specialist; Grace Sherburne, Planner II; Lisa Huntoon, Planning Clerk; William DePrez, Planning Summer Intern

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

2. **Approval of the August 12, 2026 Meeting Minutes**
   A motion to approve the minutes was made by A. Grande and seconded by D. Campanella. The motion was passed unanimously.

3. **Announcements and Communications**
   P. Gooch introduced William DePrez who has been a summer intern with the Planning Department and will continue his work with the team throughout the fall. He has been working on some Land Bank matters while here. Chair Purcell welcomed him to the group.

4. **Project Updates**
   - 5 Beechwood Drive
     Demo has been moved to Thursday, September 10th. The timeline will be tight but all parties are aware and Cook Properties is ready to go as soon as the site is prepared.
   - 139 Renouf
     The slab framework is set and the concrete pour will be later this month on Sept 21st - 22nd. The house is ready to be transported. Teams will work in tandem timeline with the Swansea property.
   - 16 Swansea
     This property is on the same timeline as Renouf. Concrete pour will also be on Sept 21st - 22nd. The house is ready for delivery and will work in tandem with the Renouf property.

5. Staffing Update

P. Gooch shared that Sea Sigal will be leaving the MCLBC team and will be joining the COMIDA team full-time in 2027. Chair Purcell thanked her for all of her hard work and wished her well in her COMIDA position.

6. Committee Reports

- Acquisition and Disposition
  Chairperson D. Campanella shared that the committee recommends the MCLBC target a buyer pool with an AMI up to 120% for disposition of MCLBC properties. Additionally, they recommend not using the services of a real estate professional but rather partner with PathStone for potential buyers. This will also create a consistent process for vetting and qualification of applicants.

- Finance
  Chairperson A. Grande shared that the committee met to discuss the 2027 budget. One particular item they discussed is how the employee hiring process will impact the 2027 budget. They will have a proposed budget to present to the board at the October MCLBC meeting.

7. EFPR Engagement Letter

MCLBC received an engagement letter to continue another year with audit services provider EFPR. The original RFP was a 3-year contract with a 1-year engagement. The price has increased $400 however that was included in the previously signed agreement. All other terms are the same. A motion to approve Chair Purcell to sign the engagement letter was made by O. Ortiz and seconded by J. Cesario. The motion was passed unanimously.

8. Homes and Community Renewal (HCR)

A signed agreement for the Land Bank to continue another year of receiving HCR Phase I Funds requires board approval. A motion to approve Chair Purcell to sign an agreement for the 2026-year funding with HCR was made by D. Campanella and seconded by A. Liss. The motion was passed unanimously.

9. Treasurer's Report

A. Grande presented the Treasurer's Report for August 1 - 31, 2026. The opening balance was $155,540.20. There was an ARPA grant deposit of $149,921.64 and there were expense withdrawals in the amount of $4,316.87 resulting in an ending balance of $301,144.97.

10. Payment Authorizations

Chairperson Purcell stated there were two invoices requiring Board approval as they exceed $5,000. The first invoice is for Cook Properties for ongoing construction work in the amount of $75,281.16. A motion to approve the payment was made by O. Ortiz and seconded by J. Cesario. The motion was passed unanimously. The second invoice is for professional service hours in the amount is $9,010.00. A motion to approve the payment was made by Chair Purcell and seconded by D. Campanella. The motion was passed unanimously.

11. Other Business

- P. Gooch shared the NY HCR grant application was submitted and he will provide an update when have more information.
- Discussion took place regarding showcasing the MCLBC and work accomplished thus far as the first projects come to completion.

12. Next Scheduled Meeting

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

13. Adjournment

A motion to adjourn the meeting was made by J. Cesario and seconded by A. Liss. The motion was passed unanimously and the meeting adjourned at 4:03 p.m.

Final