

**Rochester Land Bank Corporation**  
**Meeting Minutes**  
**January 19, 2022**  
**City Hall, Room 223B**  
**30 Church St, Rochester, NY 14614**

Board Members Present: Carol Wheeler, Erik L. Frisch, Kurt Martin, LaShay Harris, John Fornof and Eric Van Dusen

Board Members Absent: James Smith

Non-Board Members Present: Paul Scuderi, Stephanie A. Prince, Maritza Mejias and Cindy Castillo

The meeting was called to order at 3:07 pm by Erik L. Frisch.

Kurt Martin moved that the minutes from the last meeting held December 15, 2022 with correction be approved; John Fornof seconded. The motion was approved by the board.

John Fornof then presented the **Treasurer's Report and the Cash Disbursement Report for the month of January 2023**. Payments were listed on the cash disbursement report. A payment was made to the City of Rochester for the 2022 Tax Foreclosure acquisitions.

Treasurer's Report for the month of March classified the disbursement accordingly and reported revenue received for the deposit of the sealed bid sale to development partners.

All reports were distributed to all members for review.

The board's first item on the agenda was **Resolution No. 1 of 2023 to Approve the Annual Membership**. Paul Scuderi advised this is to approve the payment of the annual membership with the New York State Land Bank Association. We are expecting the invoice to arrive this month and this year's dues is \$1,500 which is a reduced amount from the pre-COVID dues of \$2,000. We would like to continue our membership with the NYLBA as we have been a member since its formation in 2013. Carol Wheeler noted that last month Rianne Mitchell informed the board of some of the activities in which they were involved. Paul also advised NYLBA was heavily involved in lobbying this past year. NYLBA hired an outside counsel to assist them in their lobbying and had a substantial presence in Albany. Their advocacy encouraged the governor's office acknowledge all of the Land Banks' role in the housing landscape across New York state and resulted in land banks' inclusion in the State Budget, a reliable source of ongoing funding. They have a strong partnership with Center for Community Progress (CCP), the organization who puts on the national Reclaiming Vacant Properties conference along with many other seminars which have been helpful. The NYLBA also has an information sharing network where information is shared and discussed all over the state between Land Banks. They have had a role in assisting RLBC in securing significant amount of its grant funding, most recently the Land Bank Initiative Grant, the first phase of which we will be using for reimbursements and other operating expenses. The NYLBA is a good resource and we would like to continue our membership and affiliation with that group.

Erik L. Frisch made a motion to approve Resolution No. 1 of 2023 to Approve the Annual Membership in NYLBA; Kurt Martin seconded. The motion was approved by the Board.

The next item on the agenda was **Resolution No. 2 of 2023 to Approve FOIL Policy**. Paul Scuderi advised this was the FOIL Policy discussed in the past meeting and also advised that up until a few months ago, the RLBC has not received a FOIL request. Our attorney advised that the Land Bank Act requires us to develop our own FOIL procedures and discuss how to handle these requests. FOIL policy. Since the City staff will administer, we developed this FOIL policy very similar to the City's. Stephanie Prince advised RLBC has received two Land Bank specific FOIL requests. Given the low volume anticipated, the requests will not go through the City's system. New Land Bank FOIL requests will go to [landbank@cityofrochester.gov](mailto:landbank@cityofrochester.gov). They will receive an initial response acknowledging receipt of the FOIL request. Land Bank staff will be handling those requests in the first instance. If the staff have any questions, they can contact any of the City's members of the FOIL staff in the Law Department. Stephanie advised responses will go out within 20 business days of the request. If anyone wants to appeal or challenge a FOIL response, they will be directed to [FOILappeal@cityofrochester.gov](mailto:FOILappeal@cityofrochester.gov) and will be decided by Linda Kingsley as the Land Bank FOIL Appeal officer. Paul Scuderi advised that RLBC's FOIL policy was being followed by staff and confirmed all documents are available to the public for inspection, subject to appropriate redaction by the Law Department. Carol Wheeler then asked who was the compliance member for Real Estate and for RLBC. Paul advised Rianne Mitchell is the compliance member for both Real Estate and for RLBC. Carol then asked if there was going to be an opportunity for the Board to know what people were inquiring about. Paul advised that it could be included as a discussion item at the Board meeting to advise who submitted the FOIL request and what information they were seeking. Paul briefly discussed the most recent FOIL request.

John Fornof made a motion to approve Resolution No. 2 of 2023 to Approve FOIL Policy; LaShay Harris seconded. The motion was approved by the Board.

The next item on the board's agenda was **Resolution No. 3 of 2023 Authorizing transfer of properties purchased at the 2022 City of Rochester Tax Foreclosure Auction to development partners**. Paul Scuderi advised this resolution is asking for approval to convey the properties purchased by the RLBC to the pre-approved development partners. These were pre-selected properties the Land Bank acquired on the behalf of partners. We will convey title to the partners so they may begin rehabilitation process. Paul pointed out RHDFC, which will take title the majority of the properties on the list, is RLBC's the longest standing partner RLBC has the most resources and capability for rehabilitation. Faris Holdings, LLC has been a previous partner for a couple of years and has done a fine job. Lenmar, Inc. is new but we have seen their work as they have partnered with Rosario Home Improvement on the Land Bank's rehabilitation projects at 6 Madison Street and 225-227 Michigan Street. Carol Wheeler asked if there was any information as to whether any of the properties would be sold to owner occupants. Maritza Mejias advised all of the properties being conveyed to RHDFC will be sold to owner occupants and but that the for-profit development partners have no sale conditions subsequent to their obtaining a Certificate of Occupancy. Maritza advised that since we are not offering rehabilitation subsidies, we cannot impose any restrictions when they are to sell the property. Paul reviewed the bidding process for the for-profit partners for the pre-selected properties, and suggested that for future for-profit development partnerships, we may find ways to incentivize developers to sell the properties to owner occupants if that is our goal.

LaShay Harris made a motion to approve Resolution No. 3 of 2023 Authorizing transfer of properties purchased at the 2022 City of Rochester Tax Foreclosure Auction to development partners; Kurt Martin seconded. The motion was approved by the Board.

The board discussed the final item on the meeting agenda, which did not require board action, the **Annual Report to City Council**. Paul Scuderi advised that, in the past, the Annual report to City Council was presented in March. Paul advised he was not sure of the new procedure of setting the session, but we will obtain that information as we need to present the report by March 15, 2023. LaShay Harris then explained the new procedure for scheduling a work session and provided direction. Paul thanked Ms. Harris for the information and confirmed this session is mandated by Public Authority law, and that we will make sure to convey that information when scheduling the session. Paul advised we will begin working on the Report immediately and will present a copy to the Board prior to the presentation. Maritza pointed out to all in the meeting that RLBC is now in its 10<sup>th</sup> year.

Carol Wheeler asked for an update of 96 Falls Street. Paul Scuderi then advised RLBC was the winning bidder at the auction for 96 Falls Street.

Carol Wheeler brought the discussion to a close. John Fornof made the motion to adjourn the meeting, Erik L. Frisch seconded, all were in favor. The meeting was adjourned at 3:52 pm.

ATTEST: \_\_\_\_\_

  
LaShay Harris, Secretary