LEWIS COUNTY LAND BANK CORPORATION
DRAFT Meeting Minutes

Date: November 5, 2026
Time: 4:00 p.m. – approximately 5:08 p.m.
Location: Lewis County Courthouse, Legislative Chambers, 7660 North State Street, Lowville, NY 13367
Meeting Type: Meeting of the Lewis County Land Bank Board of Directors

1. Call to Order

Chairperson Jerry King called the regular meeting of the Lewis County Land Bank Corporation to order at 4:02 p.m.

2. Roll Call and Introductions

A roll call was conducted, and a quorum was established. Also participating were Casandra Buell, Lewis County Director of Planning & Community Development; Grace Metzler, Lewis County Grant Manager; Candy Akin, Lewis County Director of Real Property; Ian Gilbert, Lewis County Attorney; and Megan Marolf, Naturally Lewis. Jonathan Derworiz of LaBella Associates was present remotely. A member of the public was also present; Mr. Vogt.

Board Members Present included:

- Timothy Hunt, County Manager (arrived shortly after roll call at 4:07 p.m.)
- Patrick Looby, District 1
- Calvin Campany, District 2
- Kim Vogt, District 3 (arrived shortly after roll call at 4:07 p.m.)
- Jared Martin, District 4
- Eric Virkler, District 5
- Mary Misek, District 6
- Dan Szalach, District 7
- Ryan Salmon, District 8
- Ashley Waite, District 9
- Jerry King, District 10

With 11 of 11 members present, a quorum was established. There were no members attending virtually.

3. Public Hearing – Videoconferencing Authorization and Policy

Chairperson King requested confirmation that notice of the public hearing had been properly published. Ms. Buell confirmed that notice was published more than ten days in advance in the Watertown Daily Times, posted in a conspicuous location in the Courthouse, and posted on the Corporation website. The Chair opened the public hearing at 4:04 p.m. to receive comments on the proposed authorization and written policy for videoconferencing.

Chairman King asked if there were any public comments at this time pertaining to the proposed policy. Ms. Buell reminded the Board that, notwithstanding its nonprofit corporate status, the Land Bank is subject to the New York State Open Meetings Law and must hold a

public hearing before authorizing videoconferencing participation under extraordinary circumstances. Chairman King acknowledged that the hearing would remain open during the presentations and discussion items, with an additional opportunity for public comment before its closure. No substantive public comments were recorded.

4. Presentations and Discussion Items

A. New York State Land Bank Initiative (LBI) Technical Assistance Award

Chairman King asked staff for an update on the NYS LBI Funding Award. Ms. Buell reported that the Corporation had been awarded $50,000 in LBI technical assistance funding, with no local match required. The award will support assessments and preliminary redevelopment planning for up to three properties, potentially including environmental review, structural assessments, cost estimates, scopes of work, and redevelopment concepts. The funding is restricted to technical services and cannot be used for general administrative costs.

The State has not yet issued preliminary contract worksheets, but Ms. Buell and Grace Metzler attended a required award workshop. Operational funding, which could support insurance, legal, accounting, and staffing expenses, and a separate capital funding opportunity were expected to be announced in the coming weeks. Insurance coverage was identified as a prerequisite to the technical assistance contract, which would be covered with the anticipated operational funding. The Board would consider formal acceptance of the award under action items.

B. Policy Development

Chairman King asked staff for an update on the policies that were in development. Ms. Buell presented the draft Real Property Acquisition Policy, modeled in part on policies shared by Monroe County, to establish due diligence and screening criteria before prospective acquisitions are brought to the Board. Members were asked to review the draft for possible adoption at a future meeting; no action was taken. Financial and procurement policies were identified as additional priorities, with the Treasurer expected to assist in their development.

C. Professional Services Outreach and Administrative Staffing

Chairman King asked staff for an update on a potential staff services agreement with Lewis County for Land Bank assistance. Ms. Buell acknowledged that she brought the option to the County after the September meeting, and Tim Hunt, Lewis County Manager and Land Bank Board Member, was able to provide further updates for discussion.

Mr. Hunt reviewed the County's assessment of potential staff support for the Corporation following Ms. Buell's departure. The County identified Real Property Tax Director Candy Akin as a suitable candidate because of her expertise in property matters and willingness to assume additional duties. Mr. Hunt acknowledged her existing workload and the need to perform some Land Bank work outside regular

County responsibilities. Ms. Buell indicated she would provide transition assistance on a per diem basis.

A draft annual Staff Services Agreement proposed compensation of $15,000 plus applicable employer payroll costs, with invoicing following the close of the applicable fiscal year and payment within 30 days of invoice. The County's proposed 2027 budget includes $35,000 in startup support for the Land Bank, separate from the contemplated reimbursement for staff services. Members discussed continuity of services before January 1, 2027, and the possibility of advancing the effective date subject to approvals by both the County Board of Legislators and the Land Bank Board. The agreement and resolution will be addressed later in the meeting.

D. Establishment of Bank Account

Chairman King asked staff for an update on the established financial institution. Ms. Buell reported that the Corporation's checking account with Community Bank, N.A. had been established with the necessary signatures from Chairperson King and Treasurer Virkler. Starter checks had been received, additional checks ordered, and a $5 opening deposit made using County Planning and Community Development funds.

E. Email Accounts and Website

Chairman King asked staff for an update on the LCLBC email addresses and website development. Ms. Buell reported that board members should have received instructions to activate their dedicated Land Bank email accounts. Members were asked to advise staff whether a telephone number should appear in their email signature. Coughlin requested a Board representative to assist with website content, branding, and development; Calvin Campany volunteered to act as the 'Website Liaison'. Board members discussed multifactor authentication and generally favored keeping the initial account setup simple (without MFA), with security arrangements to be revisited as the Corporation's operations expand.

F. Vacant and Blighted Property Inventory

Chairman King asked staff for an update on the County's Vacant and Blighted Inventory project that will serve as a strategic plan for the Land Bank. Ms. Buell introduced Mr. Jonathan Derworiz of LaBella Associates, to present additional information on the project.

Mr. Derworiz presented the scope and anticipated deliverables of the County's CDBG-funded residential vacant and blighted property inventory. The project will consolidate tax assessment, Real Property, Codes, and Planning data; supplement it with field observations; establish prioritization criteria; and develop a maintainable decision-support tool, potentially using ArcGIS. The consultant described a baseline of nearly 13,000 residentially assessed parcels, including just under 6,000 parcels classified as vacant under assessment data. Members discussed the need to distinguish vacant land and truly abandoned properties from seasonal homes, camps, and short-term rentals.

The project will also assess five priority candidate sites and prepare redevelopment prospectuses, maps, visualizations, a companion guide, and an ArcGIS StoryMap. The first phase focuses on residential properties because of CDBG funding requirements; future expansion could incorporate commercial and industrial properties and findings from separate Brownfield inventory work. The County intends to maintain the inventory as a living resource accessible to relevant departments and Land Bank partners, with any public-facing access to be considered separately. The consultant anticipated completion by the end of March 2027. No Board action was taken.

5. Close of Public Hearing

Following the presentations, Chairman King provided a final opportunity for public comment on the proposed videoconferencing authorization and policy. No further comments were received.

Action: A motion to close the public hearing was made by Calvin Campany, which was seconded by Kim Vogt. The motion carried without opposition, and the public hearing closed at approximately 4:53 p.m.

6. Action Items

A. Approval of September 24, 2026 Meeting Minutes

The Board reviewed the September 24, 2026 regular meeting minutes. During discussion, Mary Misek requested that she also be included and that her personal relationship with North Country CPAs be reflected in the minutes.

Action: A motion was made by Dan Szalach to approve the September 24, 2026 LCLBC Meeting Minutes with the noted correction, which was seconded by Jared Martin. The motion carried without opposition.

B. Resolution 2026-14 Adoption of Bylaws

The Board considered the Corporation Bylaws following review and corrections associated with the County Board of Legislators' approval process.

Action: A motion was made by Ashley Waite to adopt the Bylaws as presented with the Board of Legislators' revisions, which was seconded by Patrick Looby. Ms. Buell reminded the Board that there were several reference corrections and suggested revisions that the Board of Legislators approved. With no further discussion, the motion carried without opposition to adopt Resolution 2026-14.

C. Resolution 2026-15 Adoption of Disposition Policy

The Board considered the written Disposition Policy previously circulated for review.

Action: A motion was made by Eric Virkler to adopt the LCLBC Disposition Policy as written, which was seconded by Ashley Waite. With no discussion, the motion carried without opposition to adopt Resolution 2026-15.

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D. Resolution 2026-16 Videoconferencing Authorization and Policy

Following the public hearing, the Board considered the resolution authorizing videoconferencing and adopting the Corporation's written policy.

Action: Mary Misek made a motion to adopt the Videoconferencing Policy as presented, seconded by Calvin Campany. With no discussion, the motion carried without opposition to adopt Resolution 2026-16.

E. Resolution 2026-17 Acceptance of HCR LBI Funding

The Board considered the resolution accepting the $50,000 New York State Homes and Community Renewal Land Bank Initiative technical assistance award and authorizing the actions described therein.

Action: A motion was made by Patrick Looby to adopt the resolution as presented, which was seconded by Dan Szalach. With no discussion, the motion carried without opposition to adopt Resolution 2026-17.

F. Resolution 2026-18 Staff Services Agreement

The Board considered Resolution 2026-18 and the accompanying Staff Services Agreement with Lewis County.

Action: Ashley Waite moved to approve the Staff Services Agreement resolution, and Patrick Looby seconded the motion. When Chairman King asked for discussion, based on the earlier discussion, Mr. Gilbert proposed two amendments to enable administrative support to begin upon the necessary Board approvals rather than waiting until January 1, 2027: (1) in Section 1, replace "commencing January 1, 2027" with language providing for commencement upon adoption by the LCLBC Board and County Board of Legislators; and (2) in Section 2, revise the expenditure authorization to provide for payments based on an annualized amount of $15,000. The intent was to compensate for any partial period before the beginning of 2027 without treating that period as an additional full annual payment.

A motion to approve the proposed amendments was made by Patrick Looby, which was seconded by Eric Virkler. The amendment carried without opposition. The Board then voted on Resolution 2026-18 as amended, which carried without opposition.

7. Other Business

Ms. Buell reported that the County had obtained the signed insurance authorization to add the Corporation to the County's NYMIR coverage. North Country CPAs had begun coordinating preparation of IRS Form 1023 for federal 501(c)(3) recognition, and staff would assist in gathering the necessary information. Ms. Buell also planned to coordinate with Ms. Akin to send 2027 calendar invitations from the Corporation's email system and to revisit the frequency of meetings at the January organizational meeting.

Mr. Hunt proposed working with Ms. Akin to identify County-owned, tax-foreclosed properties that may be suitable for transfer to the Land Bank. He referenced several potential properties, including parcels in Turin and Port Leyden. The County would compile

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a list for the Land Bank Board to review before seeking any necessary County Board of Legislators authorization. Members expressed general support for exploring this approach; no property transfer was approved.

8. Next Meeting and Adjournment

The next regular meeting is scheduled for Thursday, December 3, 2026 at 4:00 p.m., consistent with the previously adopted regular meeting schedule.

Action: Jared Martin made a motion to adjourn, which was seconded by Patrick Looby and carried without opposition. The meeting concluded at approximately 5:08 p.m.

Respectfully submitted,

Casandra Buell
Lewis County Planning and Community Development
Interim Administrative Support

Draft minutes subject to review and approval by the Lewis County Land Bank Corporation Board of Directors.

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