LEWIS COUNTY LAND BANK CORPORATION
Regular Meeting Minutes

Date: September 24, 2026
Time: 4:00 p.m. – 5:33 p.m.
Location: Lewis County Courthouse, with virtual presentations
Meeting Type: Regular Meeting of the Board of Directors

1. Call to Order

Casandra Buell called the regular meeting of the Lewis County Land Bank Corporation to order at 4:00 p.m. in the Lewis County Legislative Chambers.

2. Roll Call and Introductions

Board members introduced themselves and identified their respective legislative districts or affiliations.

Board Members Present included:

- Kim Vogt, District 3
- 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

Absent:

- Patrick Looby, District 1
- Jonathan Beller, District 2
- Timothy Hunt, County Manager

With 8 of 11 members present, a quorum was established.

Also participating or in attendance during portions of the meeting were County Attorney, Ian Gilbert; County staff and partners including Grace Metzler, and Candy Akin; a Naturally Lewis representative, Rox Turck; a few public attendees, Calvin Campany and Mr. Vogt; Mike Biolsi of Coughlin/Civally; Donna Rose and Eryl Christiansen of Eastern Shore Associates; and Margaret Farone, Nicole Dubach, and Mandy Putman of Community Bank, N.A. Some guests participated remotely.

3. Accomplishments

Ms. Buell reported that an application for up to $50,000 in New York State Land Bank Initiative technical assistance was submitted on September 3, 2026. The proposed work would evaluate up to three future properties, including environmental and structural assessments and redevelopment concepts. No specific properties were designated. Separate operational and capital funding opportunities were anticipated.

Staff had drafted policies, contacted insurance agencies and financial institutions, obtained proposals for accounting and audit services, explored a separate website and email services, and obtained a federal employer identification number. Applications for tax-exempt status and related registrations remain pending.

4. Action Items

A. Approval of Previous Minutes

The Board reviewed the minutes of its July 23, 2026 inaugural meeting.

Action: A motion was made by Ashley Waite to approve the July 23, 2026 meeting minutes as presented, which was seconded by Kim Vogt. With no discussion, the motion carried with no opposition recorded. Staff will replace the posted draft minutes on the website with the final approved version.

B. Code of Ethics and Draft Bylaws

Ms. Buell provided members with an updated portion of the Lewis County Code of Ethics for their files, as they are subject to those expectations. The Board reviewed draft bylaws and agreed that they were in their final form for consideration by the Lewis County Board of Legislators. The bylaws were expected to go before the Finance and Rules Committee on October 27 and the full Board on November 3. After approval, the Land Bank Corporation may formally adopt them at its next meeting. No action was taken.

C. Mission Statement

The Board reviewed the following mission statement: "The mission of the Lewis County Land Bank Corporation is to strengthen communities throughout Lewis County by acquiring, stabilizing, rehabilitating, redeveloping, and returning vacant, abandoned, tax delinquent, and underutilized properties to productive use in a manner that reduces blight, supports community and economic development, expands housing opportunities, and strengthens the local tax base." Members discussed its length and agreed that the fuller description was useful for a new organization.

Action: On a motion by Eric Virkler, seconded by Ashley Waite, the Board adopted Resolution 2026-08 and the proposed mission statement. The motion carried with no discussion or opposition.

D. Election of Officers

Members elected officers individually, with terms ending December 31, 2026. Officer elections will be held again at the January organizational meeting. The following nominees were elected without opposition:

a. Chairperson: Jerry King
b. Vice Chairperson: Jared Martin
c. Secretary: Ashley Waite
d. Treasurer: Eric Virkler

Before the secretary election, Ms. Buell explained that administrative work may be delegated while the elected secretary retains oversight of corporate records. Buell continued to facilitate the remainder of this meeting with the new chairperson's agreement.

E. Draft Disposition and Videoconferencing Policies

Ms. Buell introduced a draft disposition policy for members to review before possible action at the next meeting. She also introduced a proposed videoconferencing and Open Meetings Law Policy. Members were asked to send questions or revisions to staff and counsel. Neither policy was adopted at this meeting; however, Ms. Buell mentioned that a public hearing will need to be set for their next meeting.

5. Website & Email Services Presentation – Coughlin Printing

Mike Biolsi, a representative of Coughlin, presented a proposed Land Bank website and property management platform. The initial site would publish meetings, notices, minutes, board information, and property listings. Later development would support property level records and reporting. Ms. Buell described a proposed use of the County's existing shared services grant, subject to final New York State Department of State approval, with a phased contribution from County Community Development funds. Separate Land Bank email accounts were proposed for board continuity and records management; the email service would be billed separately from the grant-funded work.

Action: Ashley Waite made a motion to authorize a three-party agreement with Lewis County and Coughlin for a Land Bank website and email addresses. The motion was seconded by Jerry King. With no discussion, the Board adopted Resolution 2026-10 with no opposition.

6. Insurance Presentation – Eastern Shores

Donna Rose and Eryl Christiansen of Eastern Shore Associates presented the option of adding the Corporation to Lewis County's NYMIR coverage. The estimated incremental premium was approximately $225 to $226 for the current policy term. The presentation addressed general liability, public officials coverage, business auto, excess coverage, crime, cyber, and potential future property coverage. Members discussed the $250,000 deductible on relevant County coverage and the need to review property or builder's risk coverage as specific properties are acquired or rehabilitated. Ms. Buell stated that County Community Development funds could cover the initial incremental premium.

Action: Kim Vogt moved to authorize acceptance of insurance coverage for the Lewis County Land Bank Corporation under Lewis County's NYMIR policy. The motion was seconded by Ashley Waite. With no discussion, the Board adopted Resolution 2026-11 with no opposition.

7. Financial Institution Presentation – Community Bank, N.A.

Margaret Farone and Nicole Dubach of Community Bank, N.A. reviewed a nonprofit checking account with no minimum balance, online banking options, possible ACH services, and future money market options. Buell reported that several institutions had been contacted and that Community Bank had provided a proposal.

Action: Eric Virkler moved to authorize the Chairperson, Treasurer, and other authorized representatives to complete account and treasury management documents and implement interim financial controls, as detailed in proposed Resolution 2026-12. The motion was seconded by Jared Martin. With no discussion, the motion carried with no opposition.

8. Accounting Services

The Board reviewed a proposal from North Country Certified Public Accountants for federal and state exemption applications, startup accounting work, quarterly bookkeeping and reconciliations, financial statements, and annual filings. The proposal identified approximately $4,650 in startup costs, $150 per quarter for recurring bookkeeping, and $1,100 annually for Form 990 preparation, with additional work subject to applicable approval. Ms. Buell discussed using County Community Development funds to cover initial costs while pursuing future grant funding to cover all future costs.

Eric Virkler, Jared Martin, Kim Vogt, M. Misek, and Dan Szalach disclosed personal and business relationships with the firm during discussion; however, no ethical concerns were raised.

Action: Ashley Waite made a motion to authorize the chairperson to execute the professional services agreement with North Country CPAs and authorize County Planning staff to coordinate records and implementation. Kim Vogt seconded the motion. With no discussion, the motion carried with no opposition to adopt Resolution 2026-13.

9. Regular Meeting Schedule

The Board reconsidered the meeting schedule resolution tabled at its inaugural meeting. Members discussed meeting monthly during the startup period, with the option to cancel unneeded meetings or call special meetings. The schedule may be revisited at the annual organizational meeting.

Action: Mark Misek moved to establish regular meetings on the first Thursday of each month, from 4:00 p.m. to 5:30 p.m., in the Lewis County Legislative Chambers. Ashley Waite seconded the motion. With no discussion, the Board adopted Resolution 2026-04 with no opposition.

10. Setting Public Hearing for Videoconferencing Policy

Action: Dan Szalach moved to set a public hearing on the proposed videoconferencing policy for November 5, 2026, at 4:00 p.m. Eric Vikler seconded the motion. With no discussion, the Board adopted Resolution 2026-09 with no opposition.

11. Board Vacancy and Administrative Transition

Ms. Buell reported that John Beller submitted his resignation on September 16, 2026, creating a District 2 vacancy. A potential replacement, Calvin Campany, has been recommended for consideration by Legislator Kalamas. Ms. Buell will follow up with Mr. Campany and bring any appointment through the Lewis County Board of Legislators.

Ms. Buell advised the Board that she will be leaving her positions at the County effective November 13, 2026. Members discussed future support for the Corporation, including a

potential professional services agreement under which a County employee could provide leadership or administrative services for an annual fee. Ms. Buell will explore the concept with County leadership and legislators and return with a specific proposal for Board consideration. No staffing agreement, compensation amount, or appointment was approved.

12. Next Meeting and Adjournment

The next regular meeting is scheduled for Thursday, November 5, 2026, at 4:00 p.m. in the Lewis County Legislative Chambers. The Board expects to consider the bylaws and draft policies at that meeting.

A motion was made by Ashley Waite to adjourn the meeting, and Eric Virkler seconded the motion. No discussion was had, and the motion to adjourn the meeting was carried unanimously.

The inaugural meeting of the Lewis County Land Bank Corporation was adjourned at approximately 5:33 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.