



ALBANY COUNTY LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 20, 2015, 5:30 PM

200 HENRY JOHNSON BLVD. 2ND FLOOR, ALBANY, NY

Present: Kathleen Bronson, Mike Jacobson, Pamela Harper, Phillip Calderone, Corey Ellis, Duncan Barrett, Chris Spencer, Ralph Pascale, Tammy Cumo, and Michael Keegan.

Excused: Charles Touhey, Todd Curley and Steven Krokoff.

Guests: Amanda Savarese (Albany County Legislature), Lisabeth Jorgensen (Office of the Albany County Attorney), David Friedfel (Albany County Department of Management and Budget)

Called to order at 5:30 pm by Chair Mike Jacobson, with a quorum of Directors present.

I. Public Comment

i. John Haluska

Mr. Haluska discussed opportunities the Land Bank would have in the town of Guilderland and indicated areas that should be focused on. The Board further discussed the properties and vacant land with Mr. Haluska and stated that they would be happy to work with him and the Guilderland Town Board.

ii. Tom McPheters

Mr. McPheters indicated concern for revenue and how the Land Bank is going to work on funding to complete various projects. The Board explained that the 2015-2016 Budget is directly related to the Attorney General's guidelines which support that grant award, the funding is split into quarterly contributions to the Land Bank. The Board further explained that the newly created Land Banks overhead expenses are being paid for by the start-up funding provided by the County of Albany and the City of Albany and are working towards a self-sufficient Land Bank.

iii. Tracy Cashes

Ms. Cashes introduced herself as a member of the Community Land Trust Board. Ms. Cashes explained that the creation and establishment of affordable housing is part of her mission, she also discussed the importance of expanding affordable housing elsewhere, as jobs are not as plentiful as they once were in downtown Albany.

iv. Roger Markovitz

Mr. Markovitz stated that Ms. Cashes is a great example of why we need to expand locations of affordable housing; a lot of people come to Albany to earn an education and choose to stay. Mr. Markovitz further stated that affordability must be addressed, that the system the Land Bank comes up with has to ensure that those needs are being met.

II. Introduction of new Property and Development Manager – Amanda Wycoff

- i. Ms. Bronson introduced and congratulated Ms. Wycoff as the Property and Development Manager for the Land Bank. Mr. Jacobson indicated that Ms. Wycoff has excellent qualifications, is very humble and an artistic flair, he is delighted to welcome her. The Board congratulated Ms. Wycoff and indicated that they look forward to working with her.

III. Review and Approval of December 16, 2014 Minutes

- i. MOTION made by Mr. Calderone to waive the reading of minutes, as all Directors has adequate time before the meeting to review, and to approve the minutes of the December 16, 2014 meeting. Mr. Keegan seconded. Motion carried.

IV. Adopting a Resolution got an Employee Medical Insurance Plan

- i. Ms. Bronson explained that the Medical Insurance Plan will be offered through CDPHP: Silver Plan. This plan makes the most financial sense for the Land Bank and offers the employees affordable healthcare, there is a single rate as well as family rate. Mr. Jacobson noted that the Finance Committee has already approved the proposal with a favorable recommendation. MOTION made by Mr. Calderone to adopt the resolution. Mr. Ellis seconded. Motion carried.

V. Adopting a Resolution for an Employee Retirement Plan

- i. Ms. Bronson explained that choosing a Simple IRA was the best option in relation to size and cost of other plans. Ms. Bronson further explained that should there be a termination of the plan, a fee of \$75 will be charged to the employee; the annual match requirement is an annual requirement of a SIMPLE-IRA. That match must be equal to or greater than 1% every year; additionally the match must be 3% in three out of every five years. The Board agreed that this was a very cost effective and beneficial option. MOTION made by Mr. Calderone to adopt the resolution. Mr. Ellis seconded. Motion carried.

VI. Adopting a Resolution to support the Incorporation of the New York Land Bank Association (NYLBA) and contribute \$1,500 to the NYLBA for 2015

- i. Mr. Barrett began the discussion by requesting a summary of what the Land Bank would gain by making this annual contribution to this association. Mr. Jacobson indicated that the New York Land Bank Association has a statewide presence and provides assistance with grant writing and also lobbies and advocates on behalf of all Land Banks established throughout the State of New York. MOTION made by Mr. Calderone to adopt the resolution. Mr. Barrett seconded. Motion carried.

VII. Executive Director Update

- i. Ms. Bronson announced that the Press Conference that was planned has been postponed but is working with the Attorney General towards a new date.
Ms. Bronson discussed the first three focus areas and how they will create such different dynamics in those neighborhoods. An Evaluation Form has been created for local architects and appraisers to get an understanding of what can be done with all of the properties obtained.
Ms. Bronson indicated that over 120 resumes were received for the Executive Assistant position; interviews will begin the week of January 26th. A lot of great applications were received with varieties of experience, ideas, and qualifications and is looking forward to the interview process.
Ms. Bronson updated the Board in regards to Bonadio for the "back end" office work, she said they have been a great partner and have had a lot of great discussions.
Ms. Bronson shared a new initiative, the "Inmate Work Program". She said that she and Mr. Jacobson met with Sheriff Craig Apple and had a great conversation as to what can be done. Ms. Bronson further explained that there are a lot of programs they can offer the Land Bank, all inmates in the program will be low crime offenders – this will also give the inmate a skillset and they will be giving back to the community. She also explained that this will be a great opportunity to start getting all of the buildings cleaned out and they can also assist with maintenance, snow removal and lawn mowing. Mr. Jacobson explained that the inmates will be in groups of four with a Supervisor and can work up to 6 days per week. Mr. Ellis indicated that he was concerned about inmate labor, and the Board must be mindful of "free labor" for inmates. Mr. Pascale noted that having an Inmate Work Program available is a wonderful

supplement to the Land Bank and that it's a great theory and concept- he further noted that he has had a great experience working with these types of programs, that the inmates are reliable and hardworking – this also opens up opportunities for employment once they are released. Ms. Harper questioned if this initiative was vetted through the Community Advisory Committee, Ms. Bronson said that they have not had an opportunity to discuss it with the Committee yet as the discussion just occurred with the Sheriff, after the last Committee meeting.

Ms. Bronson discussed the importance of establishing an RFP and to encourage local organizations. She added that she encouraged members of the Community Advisory Committee and everyone present to present her with local contractor's right in the target neighborhoods as she would like to establish a list of contractors in each area. The first RFP will require demolition abatement services. Ms. Harper inquired about women and minorities being involved, Ms. Bronson and Mr. Jacobson said yes, and that the Land Bank is ready to get out there. Ms. Bronson indicated that an environmental analysis will also take place.

Ms. Bronson also shared that the Community Advisory Committee is working on a vision and mission statement, the Committee is also researching the creation of a Side lot Program.

VIII. New Business

- i. The discussion began with Mr. Jacobson, he shared that with the release of the 2015 NYS Budget, and he has been very busy, conducting a lot of research. He found that three regions will be awarded \$500 Million each from the Regional Economic Council. The Board discussed this opportunity while Mr. Jacobson indicated that they must go through a local municipality to get a written plan for this, need to display the region's economic driver as there is only one opportunity to do this, further- this needs to be discussed and lobbied.

IX. Adjournment

- i. MOTION made by Mr. Ellis to adjourn. Mr. Pascale seconded. Motion carried, and the meeting was adjourned at 7:00 pm.

Next Meeting

February 17, 2015 at 5:30 pm

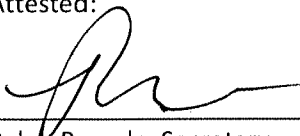
RESCHEDULED: February 24, 2015

200 Henry Johnson Boulevard, Albany, NY

Respectfully submitted,

Amanda Savarese
Albany County Legislature

Attested:



Ralph Pascale, Secretary