



BOARD OF DIRECTORS MEETING MINUTES

June 16, 2015, 5:30PM

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

Present: Mike Jacobson, Pamela Harper, Charles Touhey, Todd Curley, Corey Ellis, Ralph Pascale, Chris Spencer, Christina Wiley, Kate Hedgeman.

Excused: Michael Keegan

Meeting called to order at 5:35pm by Chair Mike Jacobson, with a quorum of Directors present.

1. Public Comment

- a. Roger Markovics A representative of United Tenants attended the vacant property conference in Detroit. Innovative options are needed when addressing vacant and abandoned buildings in Albany. Mr. Markovics is meeting with K. Bronson and A. Wyckoff and referenced 308 1st St in Albany as a dilapidated but salvageable building that could be used as a neighborhood art venue. Mr. Markovics noted that money would need to be raised for this type of project.
 - b. Mark Robinson Mr. Robinson would like to see the creation of an economic empowerment zone, sensitive to census tract, where community members/volunteers rehabilitate properties. Mr. Robinson gave the example of 308 1st St which could be used as an urban art gallery. M. Jacobson, Chair, urged Mr. Robinson to submit a proposal to the board for consideration.
- 2. Minutes** of the May 19th Board Meeting: Approved as presented (T. Curley/ C. Spencer).
 - 3. Financial Documents:** Charles Touhey identified the Balance Sheet and Profit & Loss statement that were forwarded to the Board previously.
 - 4. Resolution to adopt revised/ updated By-Laws.** Counsel, Kate Hedgeman, noted the By-laws have been amended to comply with Public Authority Law and Not for Profit Law, including Indemnification language, audit duties and governance responsibilities. Changes needed: update the Land Bank's address and modify the number of board members as previously discussed.
Approved (C. Spencer/P. Harper).
 - 5. Resolution to adopt Conflict of Interest Policy and Whistleblower Policy.** Both policies have been amended to comply with NYS Not for Profit Law and Public Authority Law.
Approved (C. Ellis/ P. Harper).
 - 6. Resolution to adopt Code of Ethics,** as it appears, an appendix to the Conflict of Interest document.
Approved (R. Pascale/ T. Curley).
 - 7. Resolution to approve the Document Retention Policy.** This policy is to be used as a guide for staff and by the board for oversight. All documents which are available to the public will be listed. Encrypted email will be available with new website. Approved (C. Spencer/ T. Curley).
 - 8. Resolution to approve sales of multiple Land Bank properties,** which are being recommended for approval by the Acquisition & Disposition Committee as well as the Community Advisory Committee.
Approved (C.Touhey/P. Harper). The properties are described below:

- 164 Lark Street: Proposed use is a 2 family investment property, currently a 3 unit building, by local residents who own other properties in downtown Albany. Anticipated total rental income is \$2000/month. Land Bank stabilization funds are being used for the roof and drain, as identified in an engineering report obtained by the Land Bank. Applicants will finance the majority of the rehabilitation work, approximately \$175,000-\$200,000.00. Appraised value \$9,000.00. Negotiated sales price \$9,000.00, subject to a lien on the property in the amount equal to the cost of stabilization and the right of reentry if rehabilitation work is not completed within 24 months. Applicants are Douglas Van Zandt and Alicia Barraza.
- 108 Broad Street: Proposed use is a garage for personal use and workshop for a woodworking hobby of the applicant, a local resident. Applicant will apply for BZA approval as it does not conform to current zoning (commercial). There is a roof leak which the applicant is aware of and needs to be addressed immediately. Applicant will complete and pay for the repairs himself. Appraised value \$7,800. Negotiated sales price \$6,500.00, subject to a \$5,000.00 lien on the property for a 5 year recapture period as well as the requirement to provide BZA approval and make roof repairs within 6 months. Applicant is Travis Klami.
- 63 Delaware Street: Property is a vacant lot which is being considered under the Land Bank's Side-lot Program. An adjacent property owner is applying to purchase the lot for increased yard space and a garden. Appraised value is \$3,600. Sales price is \$500 (side-lot policy) plus closing costs, subject to the properties being combined on one deed after closing.

These approved applicants will move forward and enter into a sales contract with the Land Bank. Once transactions close, we will promote the transfers on our website. The mayor of Albany is also interested in promoting our successes on the city website.

- 9. Resolution to enter into a rental agreement for temporary office space** under a sublease agreement with Albany Housing Partnership at 255 Orange Street. The term of the lease is six months which can be extended on a month-to-month basis as needed. Of top priority in making a decision for temporary office space was to remain in a focus neighborhood for accessibility. Board meetings will continue to be held at 200 Henry Johnson Blvd. Approved (R. Pascale/ C. Touhey).
- 10. Resolution to enter into a property maintenance contract with Kingdom Services** for vacant lots and properties owned by the Land Bank. Kingdom Services is a local business that provided snow removal services for the Land Bank during the winter months. Although there were other local individuals that bid on the RFP, those proposals were not in line with the Land Bank's needs. Discussion that we could mentor/guide them to make them successful in the future would not be the Land Bank's domain and could be construed as a conflict of interest. Approved (C. Ellis/ T. Curley).
- 11. Executive Director/ Staff updates: K. Bronson**
 - Current RFP's, for which the Land Bank received proposals, are Auditing Services and Real Estate Services. For auditing services, Bonadito Group was selected and a contract was recently received. For professional real estate services to market and show Land Bank properties with buildings, additional options are being explored.
 - Funds were received (\$500,000) from ACDA as the first half for programmatic use for 100 homes and 50 future acquisitions.
 - Reviewed attorney general funding received in the first two quarters of 2015. Predevelopment work to be ready with next go around of funding.
 - Application status update: 23 active applications including 3 pending applications. Three applications are expected to be ready to present to the board at the July board meeting. A process has been put in place whereby applications the Land Bank staff deem complete will

be presented to the Community Advisory Committee and Acquisition & Disposition Committee, then recommendations will be made to the board.

- The Land Bank is looking to conserve natural resources and reduce the amount of printed materials, including board member packets, and will research the purchase of a projector.
- The application submitted by AVillage, via Willie Smith, for 61, 63, 69 Clinton Street (Rainbow Park) has been withdrawn. The playground structure is unsafe based upon an architectural report submitted with the application. The application called for the Land Bank to use AG funding in the amount of \$5,000 per lot (\$15,000 total) to improve the playground equipment, maintain the property and pay for required insurance. As the Land Bank is a Public Authority, funds cannot be used as proposed by AVillage. In a meeting with M. Jacobson, K. Bronson, W. Smith and T. McPheeters other options to preserve this neighborhood asset were discussed which included the City of Albany taking over the cost and maintenance of the park. A meeting with Mayor Sheehan is being sought in the immediate future. In the interim, for liability and safety concerns, the Land Bank will secure the lots with temporary fencing and notify the neighborhood association and other stakeholders of this action. Signs will be posted at the park citing the safety concerns to the children and neighbors.

12. New Business:

- M. Jacobson received a letter of resignation from board member Tammy Cumo due to time constraints.
- M. Jacobson is stepping down as board Chair after 2 ½ years of working to establish and have the Land Bank up and running. Effective this evening, Charles Touhey will be acting Chair until the Legislature approves the permanent appointment.
Approved (P. Harper/ C. Ellis)
- The future of the Albany County Land Bank: Attorney General funding ceases at the end of 2016. To explore other revenue streams, M. Jacobson met with County Executive Dan McCoy, Democratic Majority Leader Frank Commisso and Mayor Kathy Sheehan. Ideas that were discussed include 1) End the auction process; 2) \$5 million bond between the City and County; 3) 50% for 5 years (which is receiving opposition). Stay tuned!

Meeting adjourned 7:09pm.

Minutes respectfully submitted by:

Christina Wiley
Executive Assistant
Albany County Land Bank

Attested:

Ralph Pascale, Secretary