



ALBANY COUNTY LAND BANK CORPORATION

ANNUAL BOARD OF DIRECTORS MEETING

DECEMBER 19, 2017 | 5:30 PM

MINUTES

200 HENRY JOHNSON BLVD; 2ND FLOOR COMMUNITY ROOM

Present: Charles Touhey, David Traynham, Samuel Wells, Jeffery Collett, Natisha Alexander, Todd Curley, Christopher Spencer, Philip Calderone

Staff: Adam Zaranko, Amanda Wyckoff, Irvin Ackerman, Virginia Rawlins, Christina Wiley

Counsel: Catherine Hedgeman

The meeting was called to order at 5:30pm by Chair, Charles Touhey, with a quorum of Directors present.

- 1. Public Comment** Mr. Charles Cousin would like the chance to rehabilitate one of the many vacant properties in the City of Albany. Mr. Cousin has an application into the Land Bank and is communication with staff who will assist with conveying process and requirements.
- 2. Approval of Minutes:** Minutes of the November Board Meeting were approved as presented (T.Curley/C.Spencer).
- 3. Financial Statements**
The monthly financial statements as of 11/20/2017 were reviewed and provided to the Board. Operating funds were received from Albany County in the amount of \$250,000. Development and implementation of Innovative programs and increase in staff capacity has enabled the Land Bank to approach 200 closed sales.
- 4. Adopting a Resolution to Approve the Sales of Multiple Properties**
Sales summaries for 15 properties, 10 buildings and 5 lots, include details of each property and have been submitted to local advisory groups as well as the Acquisition & Disposition sub-committee. A motion to approve the sales of multiple properties passed unanimously (C. Spencer/T. Curley).
- 5. Adopting a Resolution for snow removal services with CKB Property Care, LLC**
In response to an RFP, Contractor CKB Property Care LLC has submitted a proposal with estimates, and the Land Bank, through its Chief Procurement Officer, has accepted the proposal as a qualified responsible bidder, with acceptable, verified insurance coverage. A motion to enter into a contract with CKB Property Care, LLC for snow removal services passed unanimously (T.Curley/N.Alexander).
- 6. Adopting a Resolution for snow removal services with Kingdom Services Unlimited, LLC**
In response to an RFP, Contractor Kingdom Services Unlimited, LLC has submitted a proposal with estimates, and the Land Bank, through its Chief Procurement Officer, has accepted the proposal as a qualified responsible bidder. The owner of Kingdom Services employs local residents of focus neighborhoods. A motion to enter into a contract with Kingdom Services, LLC for snow removal services passed unanimously (P.Calderone/T.Curley).
- 7. Adopting a Resolution to amend the Development Enforcement Note and Mortgage Agreement**
In the course of selling properties to be improved as stated in the Land Bank's Property Purchase Application, the Land Bank utilizes a Development Enforcement Note and Mortgage Agreement as a tool to ensure projects are completed. At closing this document is signed by applicants and details the specific

work to be done within a specified time period. Revisions to this Agreement is being updated to protect the Land Bank's interest in the case of default and clarifies obligations of purchasers.

- 8. Governance Update:** Dr. Harper sends her regrets for not attending this evening's meeting but it conflicts with the last class she's teaching for the semester. At the beginning of 2018, all board members will be provided the conflict of interest/whistleblower policy acknowledgement and financial disclosure to complete, as required by NYS Public Authority Law.
- 9. Executive Director Updates:**
- AmeriCorps Service Member, Ketura Vics, has begun her 10-month term as Community Outreach Coordinator
 - Erica Ganns has started as one of the Land Bank's newly established receptionist positions; Andrea Gross fills the second position and completes the front desk team
 - The NY Land Bank Association has submitted a funding request to the Governor and is exploring diverse revenue streams, as no grant funding currently extends beyond December 2018
 - New properties await to be transferred to the Land Bank from the County, approximately 100 in the City of Albany, in addition to 40 parcels located in the towns. Land Bank staff is actively reviewing each property and will submit a list to Albany County for acquisition once complete.
 - Holiday hours are being posted to the Land Bank's website
 - A pilot partnership is being explored with a local bank to conquer challenges to rehab distressed properties
 - ACLB's Annual Report has been published, as well as TASP's final report. Both are being made available to the Board in their final hard copy/print version
 - Albany County Land Bank has been selected to be a presenter at the annual national conference of the Center for Community Progress' reclaiming vacant properties
- 10. New Business**
- Philip Calderone shared that purchasers of Land Bank property that were recently featured in a Times Union article are being recognized by Albany County Executive Daniel McCoy as Citizens of the Month
 - Chair, Charlie Touhey, praised AmeriCorps-turned-staff members, Virginia Rawlins and Charlotte O'Connor, when he attended a recent Land Bank Housing Counseling Workshop they were conducting which included information on different funding opportunities throughout Albany County.

Adjournment

The meeting adjourned at 6:25pm to go into Executive Session.

NEXT MEETING:

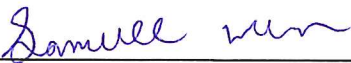
January 16th at 5:30 pm

Location: 200 Henry Johnson Boulevard, Albany NY

Respectfully submitted,

Christina Wiley
Executive Assistant
Albany County Land Bank Corporation

Attested:


Secretary