



MEETING OF THE BOARD OF DIRECTORS  
December 19, 2023 | 5:30 PM

MEETING MINUTES

*A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on December 19, 2023, at the office of the Albany County Land Bank at 111 Washington Avenue, Suite 100, Albany, NY.*

**Present:** Charles Touhey, Natisha Alexander, Joseph LaCivita, Joseph Seman-Graves, David Rowley, Juanita Nabors, and Anthony Capece

**Staff:** Adam Zaranko (Executive Director), Amanda Wycoff (Director of Operations), Elista Gayle (Applications Coordinator) and Will Sikula (Planning and Projects Manager)

**Counsel:** Nicole Greene

**The meeting of the public body was called to order at 5:33 PM by Chair, Charles Touhey. A quorum of Directors was present.**

1. **Public Comment:** None.
2. **Review and Approval of Prior Meeting Minutes:** Minutes of the November 21, 2023, Board of Directors Meeting were presented.

A motion to adopt the minutes as presented was approved, with Joseph Seman-Graves abstaining. (N. Alexander, A. Capece)

3. **Review of Financial Statements:** The Executive Director presented the financial statements and reports for the period ending November 30, 2023. These reports were prepared by the Land Bank's accountants and reviewed at the December meeting of the Finance Committee. The Land Bank recently received reimbursement from Albany County in connection with the CARES CDBG funded building rehabilitation project on 2<sup>nd</sup> Avenue. Staff continues to obtain the necessary approvals to access the demolition funding from the LBI Phase II grant. There are currently eight demolitions submitted for review in the city of Albany.
4. **Adopting a Resolution authorizing the sale of real property (Resolution 39 of 2023):** The Executive Director presented a Resolution to approve the sale of real property. Property purchase offers for the property disposition presented to the Board of Directors this month have been reviewed by Acquisition and Disposition Committee, which convened earlier this month. During the discussion, the Executive Director recommended property dispositions based on recommendations provided by the Acquisition and Disposition Committee and staff review of the property purchase applications. The presentation includes one vacant lot in the city of Albany.

**City of Albany**

- a. **198 First Street, Albany (vacant lot):** The Executive Director recommends disposition of the property to Ms. Dru Murray under the Lots for Less program.

The motion was approved unanimously as presented. (J. Nabors, J. LaCivita)

- 5. Adopting a Resolution approving the engagement of Bonadio & Co, LLP as auditor (Resolution 40 of 2023):** The Executive Director presented a Resolution approving the engagement of Bonadio & Co, LLP as the Land Bank's independent auditor for the 2023 annual financial audit. The annual audits are required and reported to the New York State Authorities Budget Office. Bonadio & Co, LLP has provided proposals for the 2023 and 2024 annual audits, which provides a better annual rate. The Executive Director recommends approving the engagements.

The motion was approved unanimously as presented. (D. Rowley, N. Alexander)

- 6. Adopting a Resolution approving the 2024 meeting schedule (Resolution 41 of 2023):** The Executive Director presented a Resolution approving the 2024 meeting schedule of the Albany County Land Bank's Board of Directors. The schedule reflects that Board meetings will continue to be held the third Tuesday of each month.

The motion was approved unanimously as presented. (J. Nabors, J. LaCivita)

- 7. Underserved Communities Committee Update:** The Executive Director provided an update on the Land Bank's efforts to build new homes on vacant lots located on First Street and Second Street in Albany. Earthwork, foundation, and rough plumbing from the small footprint prototype home located at 360 Sheridan Avenue is complete. All three development clusters continue to progress.

- 8. Governance Updates:** There was a discussion of Board terms and the upcoming year.

- 9. Executive Director Updates:** The Executive Director updated the Board on a possible press conference to schedule a significant milestone.

A motion to adjourn the meeting was approved unanimously. (N. Alexander, A. Capece)

**The meeting adjourned at 6:18 PM.**

Respectfully submitted,

Susan Baker  
Enforcement and Administrative Coordinator  
Albany County Land Bank Corporation

Attested:



Secretary