



ALBANY COUNTY

LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 21, 2017 | 5:30 PM

200 HENRY JOHNSON BLVD, 2ND FLOOR COMMUNITY ROOM, ALBANY, NY 12210

Present: Charles Touhey, Pamela Harper, Sam Wells, David Traynham, Chris Spencer, Todd Curley, Jeffery Collett

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

AmeriCorps Member: Virginia Rawlins

Counsel: Catherine Hedgeman

The meeting was called to order at 5:35pm by Chair Charles Touhey, with a quorum of Directors present.

1. Public Comment

Greg Sheldon of Eden's Rose Foundation gave a broad overview of a proposal to purchase Land Bank lots to begin a community food system in the West Hill neighborhood. County Legislator Norma Chapman was present and stated her full support for the project.

2. Approval of Minutes: Minutes of the January Board Meeting were approved as presented (T. Curley/ D. Traynham).

3. Financial Statements

The financial statements were reviewed by the Finance Committee and are presented to the Board: There are no material changes to the financials; initial planning for the annual budget has begun; additional grant applications are still pending.

4. Adopting a Resolution to Approve the Appointment of a Director to the Land Bank Board of Directors

The Albany County Legislature approved the appointment of Jeffery Collett, the owner and operator of a business located in Watervliet, to the Land Bank Board of Directors. A motion to approve the appointment passed unanimously (S. Wells/ C. Spencer). The board gave a warm welcome to Mr. Collett and looks forward to his participation with the Land Bank.

5. Adopting a Resolution to Approve the Sales of Multiple Properties

There are 15 properties slated for approval at this evening's meeting. Summaries that include details for each sale have been sent to the Board in advance of the meeting, and have also been reviewed by local advisory entities as well as the Acquisition and Disposition sub-committee.

Discussion:

- 40 Eagan Avenue, Latham: one applicant sought out and purchased the right-of-way/ paper street to access this vacant, buildable lot.
- 24 Autran, Colonie: land-locked vacant lot.
- 1 & 5 Bleecker Place, Albany: great interest in both properties. All applicants are aware of a proposal to redraw property lines for 1 Bleecker Place.
- 20 Pierpont Road: one application was received from the adjacent property owner who had been trying to purchase the property from the previous owner. The lot was on the market and no other offers were received.
- 162 Clinton Avenue, Albany: This property is a shell that was preserved by the Historic Resource Commission and has garnered new interest from several applicants. Applicant 2, proposing owner occupancy, is recommended for approval, with Applicant 4 as a contingency purchaser if needed.
- 544 Woodstock, Berne: The purchase offer reflects the removal and disposal of the existing structure on the property at the applicant's expense.

- 77 Alexander Street, Albany: the one application received is complete pending the vetting of and fully executed contract with a local property management company. Based upon zoning, the maximum number of residential living units for this property is three.

A motion to approve the sales of multiple properties passed unanimously (P. Harper/T. Curley).

6. Resolution to Authorize the Purchase and Renewal of Insurance

Due to the nature of Land Bank work which includes demolitions, insurance companies are looking to minimize their exposure and require additional layers of coverage. The Land Bank utilizes the services of an insurance brokerage company to secure the required insurance coverage at the best/lowest price. Factors such as and increased forecasted property improvements, larger property portfolio, insurance rates and NYS Labor Law requirements resulted in increased cost. A motion to approve the resolution passed unanimously (T.Curley/ C. Spencer).

7. Resolution to Authorize a Document Retention Policy

New York State Public Authority Law required that documents are retained per a published schedule which is part of the policy. A motion to approve the resolution passed unanimously (S. Wells/ C. Spencer).

8. Resolution to Approve a Social Media Policy

As the organization's visibility and access to social media outlets increase, a policy for employees to follow has been proposed. A motion to approve the resolution passed unanimously (T. Curley/ S. Wells).

9. Governance Committee Update--Pamela Harper, Chair

Annual Financial Disclosure Statements are to be completed by each member of the Board. Temporary sub-committee assignments will be needed, as well as appointments for the positions of Secretary and Treasurer. Public Authority Law requires Board Member training, which will be arranged by staff and administered by Counsel Catherine Hedgeman.

10. Executive Director Updates:

- Recently, representatives from the Center for Community Progress visited and met with a variety elected officials, neighborhood stakeholders and community members as part of the selection process for awarding a technical assistance scholarship grant. A joint application between the Land Bank and the Albany Community Land trust was selected as one of five scholarship finalists in the nation.
- The Land Bank's Annual Report was submitted to the New York State Authority Budget Office complete and on time and the Corporation was not on the NYS delinquent submission list that was published.
- Record breaking property acquisitions are in the works for the Land Bank. It is anticipated that over 250 properties will be acquired Albany County in the coming weeks.
- As the Land Bank conducts business throughout the entire County, the venue of monthly Board Meetings may vary. We will begin looking at the availability of other venues/ municipalities and should a change occur, advance public notice will be provided.

2. Adjournment

The meeting adjourned at 7pm and went into Executive Session.

NEXT MEETING:

March 21, 2017 at 5:30 pm
200 Henry Johnson Boulevard, Albany, NY
Second Floor Community Room

Respectfully submitted,
Christina Wiley
Executive Assistant, Albany County Land Bank Corporation
Attested:

