



**Meeting of the Board of Directors  
January 18, 2022 | 5:30 PM  
Meeting Minutes**

*A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on January 18, 2022, via audioconference in accordance with New York State law.*

**Present:** Charles Touhey (Chair), Sam Wells (Secretary), Anthony Capece, Joseph LaCivita, Juanita Nabors, David Rowley

**Staff:** Adam Zaranko (Executive Director), Amanda Wyckoff (Director of Operations), Erica Ganns (Assistant Director of Operations), Will Sikula (Planning & Projects Coordinator), Elista Gayle (Application Coordinator), Susan Baker (Enforcement and Administrative Coordinator)

**Counsel:** Nicole Green

**The meeting of the public body was called to order @ 5:35 PM by Chair, Charles Touhey. A quorum of Directors was present.**

**1. Public Comment:**

There were no public comments.

**2. Review and Approval of Prior Meeting Minutes:**

Minutes of the December 2021 Board Meeting were presented. The minutes were adopted unanimously as presented. (J. Nabors, D. Rowley)

**3. Review of Financial Statements:**

The Executive Director provided an overview of the financial reports as of December 31, 2021. The reports were reviewed at the January Financial Committee meeting.

**4. Adopting a Resolution to approve the sales of multiple properties (Resolution 1 of 2022):**

Property purchase offers for each property sale presented to the Board of Directors this month have been reviewed and recommended to advance by the Acquisition & Disposition Committee, which convened earlier this month. During the discussion, the Executive Director provided recommended dispositions based on recommendations provided by the Acquisition & Disposition Committee and staff review. The presentation includes four vacant lots and one vacant residential building in the City of Albany, one vacant residential building in the City of Cohoes and one vacant residential lot in the Town of Coeymans.

26 Quail Street, a residential vacant lot in the City of Albany, was approved for sale to Universal Concepts ITP, Inc

38 North Swan Street, a residential vacant lot in the City of Albany, was approved for sale to Claim Aim Obtain, LLC



40 North Swan Street, a residential vacant lot in the City of Albany, was approved for sale to Claim Aim Obtain, LLC

73 Lancaster Street, a residential vacant building in the City of Cohoes, was approved for sale to Rochelle Sims, LLC

202 Myrtle Avenue, a residential vacant building in the City of Albany, was approved for sale to Mohammed Ali

238 Colonie Street, a residential vacant lot in the City of Albany, was approved for sale to Terry Lumpkin

State Route 143, a residential vacant lot in the Town of Coeymans, was approved for sale to Christopher Rees

The motion was approved as presented. (J. Nabors, S. Wells)

**5. Adopting a Resolution to approve the purchase of insurance (Resolution 2 of 2022):**

The Executive Director requested authorization to purchase general liability insurance at a cost of \$32,500 and excess liability insurance at a cost of \$13,901. The insurance policies cover the property improvement related work undertaken by the Land Bank for the year 2022.

The motion was approved as presented. (J. LaCivita, D. Rowley)

**6. Adopting a Resolution to approve the renewal of eProperty Plus (Resolution 3 of 2022)**

The Executive Director requested authorization to renew the Land Bank's subscription to eProperty Plus. The software is used to manage the Land Bank's inventory of properties and provide information to the public.

The motion was approved as presented. (S. Wells, D. Rowley)

**7. Presentation: Update of South End Co-development Initiative**

The Executive Director presented an update on the Land Bank's South End Co-Development Initiative. The project team has developed proposals to build 11 single family new construction homes on two clusters of vacant lots acquired and assembled by the Land Bank (7 on Liebel Street & 4 on Broad Street) as well as a multi-family mixed income rental buildings design. Both proposals reflect community input received during the project's initial community outreach efforts as well as the various site constraints posed by the project properties. The project team would like to reengage the community and provide updates on the project, with the goal of finalizing the plans and applying for the competitive funding needed for construction.

**8. Adopting a Resolution approving an amendment to the Master Development Agreement by and among Albany County Land Bank Corporation and Toporovsky & Sons Realty Corp. and MDG Design & Construction LLC (Resolution 4 of 2022)**

The Executive Director requested authorization to amend the Master Development Agreement that governs the South End Co-development Initiative. This amendment will add 15 new properties and remove 5 properties from current MDA. The properties being added will support affordable homeownership and the properties being removed will be fully rehabilitated using state grants secured by the Land Bank.

The motion was approved as presented. (D. Rowley, S. Wells)



#### 9. Underserved Communities Committee Updates

The Executive Director updated the Board that both the Legacy City and Cares Act grant requests are underway. These grants are funding the rehab of multiple properties throughout the City of Albany, including the properties removed from the MDA.

#### 10. Governance Update

a. On behalf of the Chair, the Executive Director requested that Board Members suggest candidates for consideration to fill a vacancy on the Board of Directors. Board Members were encouraged to consider racial, gender, geographic, and/or professional diversity when identifying candidates for consideration. Board Members may send suggestions to the Chair and/or the Executive Director for review by Board leadership. Final candidates will be referred to the Albany County Legislature for consideration.

b. The Executive Director reminded the Board that the Annual Meeting of the Board of Directors and Board of Directors for ACLB Holdings, LLC will be held on March 15<sup>th</sup>. This meeting will be longer, and members should plan accordingly. This meeting will include election of officers, core policy review and other required annual business.

#### 11. Executive Director Updates

a. The Henry Johnson Boulevard / Clinton Avenue – the Land Bank’s 2<sup>nd</sup> development cluster consisting of 22 properties – the Selection Committee is well into their review, and they hope to be able to share additional information at our February meeting.

b. The procurement document for the Ontario Street / West Street development cluster is in the final stages of drafting. The committee is taking what they have learned from the other two development clusters along with discussions with local leaders to create a RFQ (request for qualifications).

c. The 2021 annual highlights report is nearing completion. The Executive Director shared performance highlights from the report with the Board.

Motion was made to adjourn the meeting. (D. Rowley, J. Nabors). The meeting was adjourned at 6:40 PM  
Respectfully submitted,

Susan Baker  
Enforcement and Administrative Coordinator  
Albany County Land Bank Corporation

Attested:

A handwritten signature in cursive script, appearing to read "Janet", written over a horizontal dashed line.

Secretary