



ALBANY COUNTY  
LAND BANK CORPORATION

MEETING OF THE BOARD OF DIRECTORS

January 16, 2024 | 5:30 PM

MEETING MINUTES

***A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on January 16, 2024, at the office of the Albany County Land Bank at 111 Washington Avenue, Suite 100, Albany, NY.***

**Present:** Charles Touhey, Natisha Alexander, Joseph LaCivita, Mark Bobb-Semple, Samuel Wells, and Anthony Capece

**Staff:** Adam Zaranko (Executive Director), Amanda Wykcoff (Director of Operations), Erica Ganns (Assistant Director of Operations), William Sikula (Planning and Projects Manager)

**Counsel:** Nicole Greene and Michelle Marinello

**The meeting of the public body was called to order at 5:36 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 December 19, 2023, Board of Directors Meeting were presented.

The motion to adopt the minutes as presented was approved. (J.LaCivita, A. Capece)

**3. Review of Financial Statements:** The Executive Director presented the financial statements and reports for the period ending December 31, 2023. These reports were prepared by the Land Bank's accountants and reviewed at the January meeting of the Finance Committee. The Executive Director informs the Board that he has just submitted the second disbursement request for the Land Bank Initiative Phase One and should expect to see those funds in the operating account shortly. William Sikula will be the primary point person on Grants moving forward and is also taking the lead on managing the demolitions and spending down the funds allocated to them. The Land Bank is currently waiting on reimbursement through the CARES Grant from Albany County as the construction on 48 and 50 Second Avenue is close to completion. A transfer of approximately \$435,000 was initiated from the Land Bank's savings to the operating account by the Executive Director to fund the Land Bank's expected operating expenses during the first quarter. The current signatories are announced as Charles Touhey, Natisha Alexnader, and Samuel Wells.

**4. Adopting a Resolution authorizing the sale of real property (Resolution 1 of 2024):** 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 the

Acquisition and Disposition Committee, which convened earlier this month. During the discussion, the Executive Director recommended property dispositions based on recommendations from the Acquisition and Disposition Committee and staff review of the property purchase applications. The presentation includes two vacant lots in the city of Albany and one vacant lot in the Town of Coeymans.

#### **City of Albany**

**1233 and 1235 Broadway (vacant lots):** The Executive Director recommends an option to purchase agreement of 18 months be presented to applicant Richard Guido.

#### **Town of Coeymans**

**County Route 101 (vacant lot):** The Executive Director recommends the disposition of this parcel to Kyle Bevis.

The motion was approved unanimously as presented. (A. Capece, M.Bobb-Semple)

#### **5. Adopting a Resolution approving the engagement of Bowers and Company as the Land Bank's Accountants (Resolution 2 of 2024):**

The Executive Director presented a Resolution approving the engagement of Bowers and Company as the Land Bank's Accountants. The accountants are responsible for assisting with invoicing, financial reporting, and oversight. The current rates have increased in the new agreement, and the Executive Director worked with Bower's management to reduce those rates by half from the initial proposal. Based on the quality of their work and the continued relationship, the Executive Director recommends the Land Bank engage with Bowers and Company at these new rates for an additional year.

The motion was approved unanimously as presented. (M. Bobb-Semple, Alexander)

#### **6. Adopting a Resolution approving the Board Slate (Resolution 3 of 2024):**

The Executive Director presented the slate of Board members. He announced that all current board members have been named, and the resolution is ready to be sent to the county legislature for approval.

The motion was approved unanimously as presented. (M.Bobb-Semple, J. LaCivita)

#### **7. Adopting a Resolution creating the Executive Director Transition Committee as a Committee of the Corporation and appointments to the same. (Resolution 4 of 2024):**

The Executive Director explains that a committee is necessary to provide advisory and inform recommendations to the full Board of Directors without binding the Board of Directors to any specific decisions. Charles Touhey, Samuel Wells, Natisha Alexander, and Anthony Capece have been selected to serve as Executive Director Transition Committee members. The primary purpose of this Committee is to search for and select the top candidates for the Executive Director role. The job posting for the Executive Director is live, and a unique email has been created for resumes to be received. These resumes will be viewed by Susan Baker and Amanda Wyckoff and submitted to the Committee based on the minimum qualifications being met. The Committee will be responsible for submitting any recommendations to the entire Board of Directors, which will be responsible for hiring and appointing the new Executive Director.

The motion was approved unanimously as presented. (A. Capece, N. Alexander)

**8. Adopting a Resolution approving an offer letter to Amanda Wyckoff (Resolution 5 of 2024):**

The Executive Director announced the departure of the longest employee in the history of the Land Bank, Amanda Wyckoff. Amanda is departing from her role as Director of Operations and has served the Land Bank as a valuable asset. Amanda has generously offered guidance and resources related to her institutional knowledge. Amanda will be available temporarily, part-time, outside of regular business hours, making her a non-exempt employee during this time. The Executive Director explained this would significantly benefit the Board and the Land Bank's staff.

The motion was approved unanimously as presented. (S. Wells, A. Capece)

**9. Underserved Communities Committee Update:**

William Sikula is now taking the lead on all development projects. Mark Bobb-Semple said that once a new Executive Director is appointed, he would like more meetings scheduled for the Underserved Communities Committee.

**10. Governance Updates:**

There were no Governance updates.

**11. Executive Director Updates:**

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

**The meeting adjourned at 6:39 PM to begin Executive Session.**

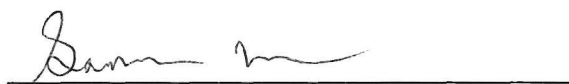
Respectfully submitted,

Erica Ganns

Assistant Director of Operations

Albany County Land Bank Corporation

Attested:



Secretary

