



MEETING OF THE BOARD OF DIRECTORS  
JULY 18<sup>TH</sup> 2023 | 5:30 PM

MEETING MINUTES

*A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on July 18, 2023, at the office of the Albany County Land Bank at 111 Washington Avenue, Suite 100, Albany, NY.*

**Present:** Joseph LaCivita (Vice Chair) Samuel Wells, Natisha Alexander, Mark Bobb-Semple, Anthony Capece, Juanita Nabors.

**Staff:** Adam Zaranko (Executive Director), Amanda Wyckoff (Director of Operations), Erica Ganns (Assistant Director of Operations), Will Sikula (Planning and Projects Coordinator), and Elista Gayle (Applications Coordinator)

**Counsel:** Michelle Marinello

**The meeting of the public body was called to order at 5:39 PM by Vice Chair, Joseph LaCivita. A quorum of Directors was present.**

Two Board members reported they may need to leave the meeting early. The Executive Director asked Mr. LaCivita if the agenda items that required a quorum of be addressed at the top of the meeting. Mr. LaCivita supported the request.

- 1. Adopting a Resolution authorizing the sale of real property (Resolution 24 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 the 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. The presentation includes two vacant lots in the Town of Colonie, one vacant building and one vacant lot in the City of Albany and one vacant building in the City of Watervliet.
  - a. 23 Overlook Avenue, Colonie (lot):** Applicant is the adjacent property owner and wants to merge and sell the lots. The Acquisition and Disposition Committee and the Executive Director recommend advancing this to sale to Elizabeth Seme.
  - b. 26 Pennsylvania Avenue (lot), Albany:** Applicant resides across the street. The Acquisition and Disposition Committee and the Executive Director recommend advancing this to sale to John Walker.
  - c. 68 Green Island Avenue (lot), Colonie:** Marta Momot owns the adjacent property and would like to use this property as a garden. F&D Builders, LLC (Frank Poletto) is purchasing the property on the other side of this lot, would like to merge both properties and build a new home. Both applicants provided a best and final offer, and the Acquisition and Disposition Committee and the Executive Director recommend advancing this to sale to F&D Builders, LLC (Frank Poletto) with Marta Momot being the alternate buyer.



- d. **311 Third Street (building), Albany:** Albany Community Land Trust has secured state grant funds and ARPA funds to acquire, rehabilitate and create an affordable home. The Acquisition and Disposition Committee and the Executive Director recommend advancing this to sale to the Albany Community Land Trust.
- e. **1249 19<sup>th</sup> Street (building), Watervliet:** Rachel Palmer would like to purchase and rehabilitate to use this as their primary residence. Staff did have a conversation about additional costs that could arise as the proposed investment was lower than the Land Bank's scope of work. The applicant acknowledged this and stated they had the additional funds to cover this. The Acquisition and Disposition Committee and the Executive Director recommend advancing this to sale to Rachel Palmer.

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

- 2. **Adopting a Resolution approving the revised document retention policy (Resolution 25 of 2023):** The Executive Director presented a Resolution approving revisions to the Albany County Land Bank's document retention policy. The revisions were recommended by the Land Banks corporate counsel. The Land Bank maintains this policy in connection with its status as a local public authority.

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

- 3. **Review and Approval of Prior Meeting Minutes:** Minutes of the June 20, 2023, Board of Directors Meeting were presented.

A motion to adopt the minutes as presented was approved unanimously. (A. Capece, S. Wells)

- 4. **Public Comment:** There was no public comment.
- 5. **Review of Financial Statements:** The Executive Director presented the financial statements and reports for the period ending June 30, 2023. These reports were prepared by the Land Bank's accountants and reviewed at the May meeting of the Finance Committee. The Executive Director reported that the moratorium on tax foreclosures has not been signed by the Governor. There is no information available regarding the potential for modifications to the bill or what impact it may have on future property acquisitions at this time. The Land Bank Initiative Phase II grant has been fully executed.
- 6. **Underserved Communities Committee Update:** The Executive Director provided the following update to the Board: The Seat Center has received the building permits for the small footprint affordable home at 360 Sheridan Avenue. A groundbreaking will be scheduled with the partners to celebrate the commencement of the project. The South End Co-Development team is reviewing construction pricing for the nine new affordable townhomes. Increasing construction prices continue to present a challenge for many affordable housing and other projects. The Department of City Planning held an initial hearing to review the proposed 39 scattered site infill affordable townhomes. Now that the County Legislature has approved the extension of the CARES grant the construction contract for the full rehab of 50 2<sup>nd</sup> Avenue with Baker Contracting will be executed. Baker was the lowest qualified bidder, and the contract is for \$670,000. The remaining CARES funding will be applied to the full rehab of the adjacent building at 48 2<sup>nd</sup> Avenue. Land Bank staff will continue to work with Albany County and NYSHCR on the project.



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**7. Governance Updates:** There were no updates from the Executive Director.

**8. Executive Director Updates:** There were no additional updates from the Executive Director.

A motion to adjourn the meeting was approved unanimously. (J. Nabors, A. Capece)

**The meeting adjourned at 6:24 PM.**

Respectfully submitted,

Amanda Wycoff  
Director of  
Operations  
Albany County Land Bank Corporation

Attested:

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

Secretary