



ALBANY COUNTY

LAND BANK CORPORATION

Board of Directors Meeting Minutes DRAFT

November 18, 2014, 5:30 pm

200 Henry Johnson Blvd., 2nd Floor

Albany, NY

Present: Duncan Barrett, Kathleen Bronson, Phillip Calderone, Tammy Cumo, Todd Curley, Corey Ellis, Pamela Harper, Michael Jacobson, Charles Touhey

Excused: Mike Keegan, Steve Krokoff

Guests: Alicia D'Alessandro (Habitat), Lisabeth Jorgensen (Office of the County Attorney)

Called to order at 5:41pm by Chair Mike Jacobson, with a quorum of directors present.

I. Public Comment

a. Roger Markovics

- i. Markovics reiterated that homes must be affordable and available to those in need and that housing solutions must address permanent affordability through the Land Bank's policies and procedures. He said he hopes the discussion will remain open to keep future developments affordable for a broad range of incomes.

II. Review and approval of minutes

- a. MOTION made by Harper to waive the reading of minutes, as all Directors had adequate time before the meeting to review, and to approve the minutes of the August 19, 2014 meeting. Ellis seconded. Motion carried.

III. Adopting a Resolution, Authorizing Executive Director to Solicit Candidates for Positions Identified by the Board

- a. Jacobson reminded the board that the scope of work needed to be re-established in light of new funding. Restated that the Executive Director has been given approval to hire for at least four new positions. He suggested adding "as reflected in the budget" to the resolution. Cumo stated that we should not make mention of a budget before one is created. MOTION made by Curley to pass with modifications. Calderone Seconded. Motion carried.

IV. Adopting a Resolution, Entering into a Funding Agreement with NYS Attorney General's Office

- a. Jacobson shared the modifications reflected in the new document. Barrett mentioned that Jacobson could have adopted changes without Board approval, but Jacobson said he thinks it is important to keep everyone updated in the early stages. MOTION made by Calderon to adopt the resolution. Barrett seconded. Motion carried.

V. Adoption a Resolution, Approving an Additional Community Advisory Commitment Member

- a. As a side note, Jacobson shared that although they are part of a county land bank, they are comprised mostly of city people. He said that representatives in Cohoes want to be included on the Board, but there currently no positions open. For a future reference, Jacobson wants to the Board to increase to 13 people.
- b. Bronson shared that Valerie Roberts desired to be a part of the Advisory Committee, but was not included in the original 24 members because her application got misplaced. Since Bronson was able to trace her original intent, she asked the Board to: 1. Approve Roberts and 2. Give Bronson the authority to approve members of the Advisory Committee on a rolling basis.
- c. *Discussion:* Harper posed questions about the fairness and transparency about the applications process for the committee. Bronson shared that term limits were randomly chosen (for 1, 2, or 3 years), and that opportunities to join the committee will be posted on the website when they are made available.
- d. MOTION made by Touhey to adopt the resolution. Curley seconded. Motion Carried.

VI. Adoption a Resolution, Approving the Acquisition and Disposition Policy

- a. Bronson reported on the history of the Acquisition and Disposition Policy. Habitat had assembled a binder with past plans and presented it to the Advisory Sub-Committee. Bronson created the frameworks, which were then vetted by the Sub-Committee, with a focus on transparency to the public. Johnson shared she has reviewed, and feels comfortable with, the document. MOTION made by Barrett to open discussion about the proposed policy. Seconded by Ellis.
- b. Jacobson further explained the policy as a step-ladder approach, which ensures that the Board does not vote on anything that will impact a neighborhood before that neighborhood as the opportunity to voice their input. He continued to lead a discussion about how land banks were probably not considered when creating the public authority law.

- c. Bronson suggested the creation of a checklist of action steps before any acquisition. Harper referenced the third bullet point of the document and *questioned whether there is currently a strategy in place for maintenance and future plans for newly-acquired properties*. Disagreements about what it means to “develop a plan” led to an agreement to revisit this point in a future meeting.
- d. MOTION made by Calderone to strike the third bullet from the policy, as a “friendly amendment,” and approve the rest of the resolution. Barrett seconded. Motion carried.

VII. Executive Director Updates

- a. Bronson reported that she is moving forward with legislation regarding financing from municipalities (55% for 5 years). She shared the next steps will be to flesh out the resolutions and present them to the Common Council and the School Board.
- b. Bronson reported that she has met with Craig Apple, the Albany County Sheriff, about utilizing inmates with community service requirements for land maintenance. Curley asked Bronson to ensure this activity will be covered by *insurance before moving forward*. Harper shared that the community should be notified if incarcerated individuals will be in their neighborhoods. Jacobson reminded the Board that these individuals have been convicted of nonviolent crimes, and the Board can be proactive about notifying the community once a partnership is put into place. Bronson confirmed that this service is part of their *rehabilitation and can be an avenue for reentering the community after their sentence is served*.
- c. Bronson, Jacobson, and Ellis shared updates about the NYS Land Bank Associate Summit in Syracuse. There was a collective disappointed with the lack of innovative ideas shared and the group thought too much time was spent *discussing bureaucracy*. However, the highlights included the discussion of creating a formal association with dues to be headquartered in Albany. Also, representatives from Syracuse and Newburg land banks will visit Albany on November 21st. Jacobson commented that other land banks that are comprised of municipality workers have an inherent conflict of interest.
- d. Bronson shared the action steps necessary to complete before the meeting in January about funding from the Attorney General. She proposed contracting out for short-term consulting with the Bonadio Group. The firm would with preparing the accounting end of the Land Bank organization and the Executive Director would work in partnership with the Finance Committee. Jacobson added that these documents are time sensitive to prepare so that the Land Bank will not need to back track to be ready for an audit. Bronson shared it will be a one-time expense of \$6,500.

- e. Bronson led a discussion about the Land Bank's three current focus areas. The first is in Arbor Hill/Sheridan Hollow. This is the location Land Bank parcels and Clinton Avenue Apartments, which is a potential future partner. The second focus area is the West Hill neighborhood at 1st and Lexington, which will be acquired by the Land Bank through the city auction. Third is the South End neighborhood at 3rd Avenue and Elizabeth Street, and this focus area is comprised of Habitat-owned, city-owned, Land Bank properties. Bronson shared that next steps will involve talking with future partners about acquiring more properties in these three areas. Jacobson added that they have been physically mapping out the areas and have received positive feedback from community members about the Land Bank's interest in these areas. Jacobson believes these neighborhoods are both high-profile and high-demonstrative areas. Bronson concluded the discussion by saying she will continue to keep the Board updated with this progress through weekly emails.

VIII. New Business

- a. Bronson announce the Property and Development Manager position is accepting cover letters and resumes.

IX. Adjournment

- a. MOTION made by Barrett to adjourn. Touhey seconded. Motion carried, and the meeting was adjourned at 7:20 pm.

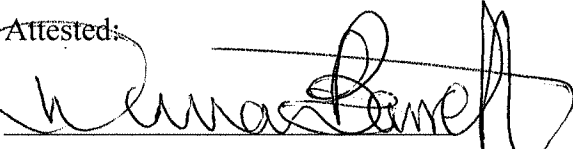
Next meeting

December 16, 2014 at 5:30 p.m.
200 Henry Johnson Blvd
Albany, NY

Respectfully submitted,

Alicia D'Alessandro
Corporate & Foundation Relations Manager
Habitat for Humanity Capital District

Attested:



Duncan Barrett, Secretary