



ALBANY COUNTY  
LAND BANK CORPORATION

**BOARD OF DIRECTORS MEETING MINUTES**

**DECEMBER 16, 2014, 5:30 PM**

**200 HENRY JOHNSON BLVD. 2<sup>ND</sup> FLOOR, ALBANY, NY**

**Present:** Kathleen Bronson, Mike Jacobson, Pamela Harper, Charles Touhey, Phillip Calderone, Corey Ellis, Steven Krokoff, Duncan Barrett, Todd Curley, Chris Spencer, and Ralph Pascale.

**Excused:** Tammy Cumo and Michael Keegan.

**Guests:** Amanda Savarese (Albany County Legislature), Lisabeth Jorgensen (Office of the Albany County Attorney), David Friedfel (Albany County Department of Management and Budget)

**Called to order at 5:35pm pm by Chair Mike Jacobson, with a quorum of Directors present.**

- I. Public Comment**
  - i. Roger Markovics  
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. New Board Members Welcome**
  - i. Mike Jacobson the Chairman of the Board introduced the Land Bank's new members. Chris Spencer, Director of Planning for the City of Albany and Ralph Pascale, Grant Administrator from the City of Cohoes.
- III. Introduction of Bonadio Group and their Core Services Agreement**
  - i. Mr. Jacobson introduced the Bonadio Group to the Board and guests. The Bonadio Group will provide back office style functions through a Core Services Agreement. This agreement includes accounting services/policies, will make suggestions ranging from what type of software, the acquisition/disposition of properties, to putting policies in place. Through this agreement, the Land Bank will be set up for back office functions with the goal of hiring someone to take over these core duties/responsibilities on a weekly-bi-weekly basis.
- IV. Review and Approval of November 18, 2014 Minutes**
  - i. MOTION made by Mr. Curley to waive the reading of minutes, as all Directors has adequate time before the meeting to review, and to approve the minutes of the November 18, 2014 meeting. Mr. Barrett seconded. Motion carried.
- V. Adopting a Resolution Amending the By-Laws**
  - i. MOTION made by Mr. Touhey to adopt the resolution. Mr. Barrett seconded. Motion carried.
- VI. Adopting a Resolution approving the Code of Ethics and Conflict of Interest (per AG's contract requirements)**

discussed the importance of transparency needs and to ensure all options are being looked at. Ms. Harper stated that the spirit of this policy is disclosure, and will be determined on an individual basis – documenting everything. MOTION made by Mr. Barrett to adopt the resolution. Mr. Krokoff seconded. Motion carried.

**VII. Adopting a resolution approving the Procurement (Per AG’s contract requirements)**

- i. Ms. Bronson discussed the ultimate goal of revitalizing vacant properties and providing jobs to people in those communities. Mr. Calderone discussed the issues of prevailing wages, and that paying a living wage should be a goal. Mr. Barrett responded and said that the State and Federal prevailing wage is rhetoric to living wages. Mr. Jacobson said hiring local is good business and the Land Bank needs to make approaches to do this differently and get the word out within our local neighborhoods. He also suggested that this is a good opportunity to stimulate economic growth, that the ripple effect will be extraordinary. Mr. Calderone suggested an amendment to add “living wage” to the resolution. MOTION made by Mr. Barrett to adopt the resolution. Mr. Curley seconded. Motion carried.

**VIII. Adopting a resolution approving Internal Control Policy (Per AG’s contract requirements)**

- i. The discussion began with Ms. Bronson, she shared that the Bonadio Group did provide input and with this policy in place, checks cannot exceed \$10,000, will require two signatures having both the Land Bank and Bank to verify. It’s an evolving policy and has been compared to the Syracuse and Newburgh Land Banks policies. MOTION made by Mr. Ellis to adopt the resolution. Mr. Calderone seconded. Motion carried.

**IX. Adoption of a resolution approving 123 properties from the County of Albany**

- i. Mr. Jacobson announced that the Land Bank is ready to accept the properties; Ms. Bronson stated that the insurance coverage for the properties is all set. This will further put an end to the auction process; all 123 of the properties reside within the target areas. By making this move, the Albany County Land Bank is official today! MOTION made by Mr. Calderone to adopt the resolution. Mr. Barrett seconded. Motion carried.

**X. Certificate of Incumbency (Per AG’s contract requirements)**

- i. Ms. Bronson shared that this is a requirement from the Attorney General’s office, it gives authorization to work on grants, and it has different exhibits including the Certificate of Incorporation. This document requires that all Board Members sign it and be sent to the Attorney General for review.

**XI. Executive Director Update**

- i. Ms. Bronson thanked the Governance and Finance Committees for all of their hard work.
- ii. Over 40 resumes have been received for the Property Manager position, a lot of good experience and would like to make a decision within the next week.
- iii. Announced that an Executive Assistant job posting will be in the TimesUnion next week and the positions duties are essential.
- iv. A lot of inquiries regarding HR aspects of the Land Bank, as well as medical insurance benefits- currently researching options, will need to look into this further as well as 401k options.
- v. Hand-out from NY Land Bank Association: Area’s the association focuses on include interpretation of the Land Bank Act, communications strategies, day-to-day operations and programming, and best practices to be learned from land banks elsewhere, etc. This informal association has been funded through a grant from the Ford Foundation; with ten active land banks throughout New York grant funds are depleted. The association is looking for an annual

contribution of \$1,500 to continue advocating for land banks' collective interests across New York. Discussion: Mr. Calderone asked when they would become a formal association and if they could offer healthcare options. Mr. Jacobson commented that the land bank will be the face of change within our communities and one organization needs to be the face of all to raise money, lobby issues and advocate throughout the State. Mr. Barrett asked if consideration of the bank settlement money could be used to fund this association. Mr. Jacobson replied in agreement and said that land bank funding should come from all sources. Ms. Bronson noted that there is not any action needed to move forward with this at this time, at the next meeting a resolution will be available to vote on to approve the \$1,500 to join the NY Land Bank Association.

- vi. Focus Area's: Clinton Avenue: Between First Street and Henry Johnson Boulevard- a meeting is scheduled on Thursday with ACDA to discuss further. South End: the Community Advisory Committee did a walkthrough of the area and provided feedback and potential opportunities. West Hill: First Street is key in development; it will be a learning curve as there has not been any previous expansion in that area. One request of the Community Advisory Committee: Contractors, local businesses and people should be utilized within the focus area's neighborhoods that want to work on each project. Discussion: Ms. Harper asked if there is a more streamlined approach to reach out to people within these area's that would be interested in working on each project, such as electricians, general contractors, painters, laborers, etc. Mr. Jacobson suggested that this will be a great opportunity to teach neighborhood men and women how to do skills based work as well. Mr. Touhey noted that the redevelopment of West Hill is behind one of the finest looking buildings

## **XII. New Business**

- i. Mr. Ellis announced that he has looked into and is waiting to hear back from NYS about the Public Authorities Law to set up a web-based training.
- ii. Ms. Bronson reminded Board Members about the Certificate of Incumbency.
- iii. Mr. Jacobson said 2015 will be an amazing year and wished everyone very happy Holidays.

## **XIII. Adjournment**

- i. MOTION made by Mr. Jacobson to adjourn. Mr. Barrett seconded. Motion carried, and the meeting was adjourned at 6:45 pm.

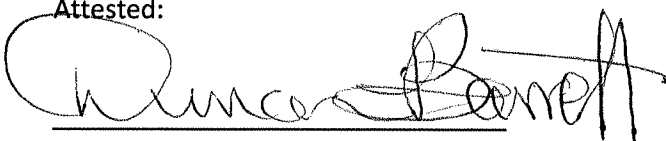
### **Next Meeting**

January 20, 2015 at 5:30 pm  
200 Henry Johnson Boulevard  
Albany, NY

Respectfully submitted,

Amanda Savarese  
Albany County Legislature

Attested:



Duncan Barrett, Secretary