



ALBANY COUNTY  
LAND BANK CORPORATION

**BOARD OF DIRECTORS MEETING MINUTES**

**MARCH 21, 2017 | 5:30 PM**

**200 HENRY JOHNSON BLVD, 2<sup>ND</sup> FLOOR COMMUNITY ROOM, ALBANY, NY 12210**

**Present:** Charles Touhey, Sam Wells, David Traynham, Todd Curley, Jeffery Collett

**Staff:** Adam Zaranko, Irvin Ackerman, Amanda Wyckoff, Christina Wiley

**AmeriCorps Members:** Virginia Rawlins, Charlotte O'Connor, Sylvia Hahn Berman

**Counsel:** Catherine Hedgeman

**The meeting was called to order at 5:30pm by Chair Charles Touhey, with a quorum of Directors present.**

- 1. Public Comment** was suspended as no one signed up
- 2. Approval of Minutes:** Minutes of the February Board Meeting were approved as presented (T. Curley/ S.Wells).
- 3. Financial Statements**  
The financial statements were reviewed by the Finance Committee and are presented to the Board: There are no material changes to the financials; grant funding projects are making progress; the annual budget is underway and will be brought to the Finance Committee, then the Board.
- 4. Adopting a Resolution to Approve the Appointment of a Officers to the Land Bank Board**  
Current Directors David Traynham and Samuel Wells have offered to fill the vacancies of Treasurer and Secretary, respectively. A motion to approve the appointment of David Traynham as Treasurer passed unanimously (T. Curley/ J.Collett). A motion to approve the appointment of Samuel Wells as Secretary passed unanimously (T. Curley/ Traynham).
- 5. Adopting a Resolution to Approve the Sales of Multiple Properties**  
Sales summaries which include details for each property were distributed to the Board in advance of the meeting, and have also been reviewed by local advisory entities and the Acquisition and Disposition sub-committee.  
Discussion:
  - First Street lots in Albany: A community food system, different from a community garden, exists in other urban areas and is the proposed use of six lots in the 450 block of First Street in the West Hill neighborhood. The proposal has garnered support of the project from neighbors, stakeholders, and the community. This is a unique proposal and protections/provisions will be included in the contract if the project does not materialize as proposed.
  - 387 First Street, Albany: Side lot for parking or open space, if off-street parking is not viable with City Planning.
  - 502 Second Street, Albany: Side lot for parking or open space, if off-street parking is not viable with City Planning.
  - 15 Grenada Terrace, Colonie: Several applications were received to purchase and renovate this single family property, with the following applications reviewed and recommended by the Acquisition & Disposition Committee. First: Applicant #2 (Quiles); and Applicant #3 (Malinoski) as a contingency purchaser if needed.
  - 311 Broadway, Menands: An application was received to renovate and resell this single family property.

- 1628 Helderberg Trail, Berne: An application to renovate and operate the property as an antique store is supported by the Supervisor of Berne.

A motion to approve the sales of multiple properties passed unanimously (S. Wells/ D.Traynham).

**6. Governance Committee Update**

The Land Bank's annual report was submitted on time in compliance with the Authorities Budget Office. The subcommittee will continue to hold interviews for qualified candidates that apply for open Board vacancies on a rolling basis.

**7. Executive Director Updates:**

- At the end of February, the Land Bank added 265 properties to its inventory, the largest acquisition to date. Each building needs to be opened, evaluate, and secured; each lot needs to be evaluated for next steps. Marketing properties will follow these initial steps.
- A revised property purchase application is being rolled out, which reflects input from local advisory groups, provides more information at the beginning of the process and should be more efficient and effective for applicants purchasing Land Bank properties.
- A new intern has started at the Land Bank who is attending University at Albany
- Ongoing outreach programs with neighborhood associations at events and meetings and creating awareness and increasing social media exposure
- Programming properties and identifying clusters to market to developers is continuing
- Application workshops and available after work hours will be launched to more accessible to the public
- Programs to move properties in volume are being investigated and could be piloted soon and Land Bank staff is currently exploring a program regarding side-lots

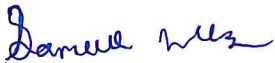
**2. Adjournment**

The meeting adjourned at 6:30pm and went into Executive Session.

**NEXT MEETING:**

April 18, 2017 at 5:30 pm  
Watervliet Senior Center  
1501 Broadway, Watervliet, NY

Respectfully submitted,  
Christina Wiley  
Executive Assistant, Albany County Land Bank Corporation  
Attested:

  
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