



ALBANY COUNTY

LAND BANK CORPORATION

ANNUAL BOARD OF DIRECTORS MEETING

MARCH 20, 2018 | 5:30 PM

MINUTES

200 HENRY JOHNSON BLVD

Present: David Traynham, Samuel Wells, Jeffery Collett, Christopher Spencer, Charles Touhey

Staff: Adam Zaranko, Amanda Wyckoff, Charlotte O'Connor, Virginia Rawlins, Erica Ganns

Counsel: Catherine Hedgeman

AmeriCorps: Ketura Vics

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

1. Public Comment

- Applicants for 5 North Manning Boulevard spoke on behalf of their application.
- Tom McPheeters spoke on behalf of the Community Advisory Committee (CAC) and hopes to see the process improve and have the committee be a relevant body with high attendance that has an impact on the neighborhood decision making process. Mr. McPheeters requests the CAC have more information about the condition of properties as well as cost estimates for the rehabs as well as a member of the CAC to be present at the Acquisition and Disposition Committee meetings. Mr. McPheeters suggests "priority setting" by the Land Bank and participation in block-level planning. Tom requests an application for people who are interested in leasing lots, as allowed in the Land Bank's by-laws, and for the CAC to focus only on the Land Bank's designated focus neighborhoods in order to reflect heightened interest with increased involvement.

2. Review and approval of March 2018 Minutes

Minutes of the March 2018 Board meeting were reviewed and approved as proposed (D. Traynham, S. Wells)

3. Review of Financial Statements

The monthly financial statements as of 2/28/2018 were reviewed and provided to the Board. Executive Director highlights the need for budget to be adopted by the Board by May, will bring a draft budget to the Board in April. Currently, no grant funds have been identified beyond 12/31/2018. Out of an abundance of caution, without the provision of new grant funds, Executive Director highlighted an anticipated operating deficit and stressed the importance of operating within means, while accommodating the return of as many properties as possible.

4. Adopting a Resolution to approve the sales of multiple properties

Sales summaries for 10 properties, 6 buildings and 4 lots, include details of each property and have been submitted to local advisory groups as well as the Acquisition & Disposition sub-committee. A motion to approve the sales of multiple properties passed unanimously. (D. Traynham/S. Wells).

- 5. Adopting a Resolution authorizing the Executive Director to enter into a contract with Baker Contracting for interior demolition services**

A motion to adopt a resolution authorizing the Executive Director to enter into contract with Baker Contracting for interior demolition passed unanimously. (C. Spencer/S. Wells)
- 6. Adopting a Resolution authorizing the Executive Director to enter into a contract with Bowers and Company CPAs for accounting services**

The Executive Director shares that Bowers and Company have been efficient and the Land Bank would like to enter into a new contract for accounting services. A motion to adopt a resolution authorizing the Executive Director to enter into contract with Bowers and Company CPAs for accounting services demolition passed unanimously. (D. Traynham/C. Spencer)
- 7. Adopting a Resolution authorizing the Executive Director to enter into a contract with Troy Architectural Program, P.C for architectural and construction services**

Chairman Touhey asks about the contractors chosen for 95 Elizabeth Street as part of the Neighbors for Neighborhoods grant program. Chairman Touhey suggests looking into the possibility of pairing large contractors with small contractors; the Director of Operations responds with the possibility of a contracting pool. Legal counsel, Catherine Hedgeman, suggests using New York State RFP's as a template. Executive Director responds with suggestion for a regional approach, to which Chairman Touhey suggests examining Habitat for Humanity's model. A motion to adopt a resolution authorizing the Executive Director to enter into contract with Troy Architectural Program, P.C. for architectural and construction services passed unanimously. (C. Touhey/C. Spencer)
- 8. Adopting a Resolution authorizing the Executive Director to purchase insurance coverage through Brown & Brown Empire State**

General counsel, Catherine Hedgeman, suggests purchasing employment practices liability insurance. A motion to adopt a resolution authorizing the Executive Director to purchase insurance coverage through Brown & Brown Empire State passed unanimously. (C. Spencer/S. Wells)
- 9. Governance Update**

No governance update was discussed.
- 10. Executive Director Updates**

 - a. Community Advisory Committee

 - i. Executive Director addresses that changes are to come for the structure of the Community Advisory Committee. D. Traynham comments that while changes may not be palatable for everyone, they are necessary moving forward. Such changes may include defining the boundaries of the committee in order to reflect the Board's vision for the resident advisory function of the Land Bank.
 - ii. ACLB staff relayed request from CAC to meet with the Board of Directors
 - b. Modifications to Employee Manual

 - i. The Executive Director is proposing two major changes to the employee handbook: to remain compliant with labor law changes as they pertain to

maternal or paternal leaves and to realign the holiday schedule to replace "flex" holidays. Discussion was had on lunch time policy as it relates to laws.

c. New York Land Bank Association Conference

- i. The NYS Land Bank Association Conference will be held March 22nd and 23rd at the Albany Capital Center.

11. New Business

No new business was discussed.

12. Executive Session

No executive session was called.

Adjournment

The meeting adjourned at 6:33 PM. (S. Wells/C. Spencer)

NEXT MEETING:


April 17, 2018 at 5:30 pm

Location: 200 Henry Johnson Boulevard, Albany NY

Respectfully submitted,

Ketura Vics
Community Outreach Coordinator
Albany County Land Bank Corporation

Attested:



Secretary