



ALBANY COUNTY
LAND BANK CORPORATION

Annual Meeting of the Board of Directors

**March 15, 2022 | 5:30 PM
Meeting Minutes**

A public meeting of the Annual Meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on March 15, 2022, via audioconference in accordance with New York State law.

Present: Charles Touhey (Chair), Natisha Alexander, Anthony Capece, Joseph LaCivita, Juanita Nabors, Mark Bobb-Semple, Sam Wells

Staff: Adam Zaranko (Executive Director), Amanda Wyckoff (Director of Operations), Erica Ganns (Assistant Director of Operations), Will Sikula (Planning & Projects Coordinator), Elista Gayle (Application Coordinator), Susan Baker (Enforcement and Administrative Coordinator)

Counsel: Nicole Green

Guest: Joseph Heroux, CPA, Principal of the Bonadio Group

The meeting of the public body was called to order at 5:35 PM by Chair, Charles Touhey. A quorum of Directors was present.

1. Public Comment:

There were no public comments. The Executive Director noted no written comment was received by the deadline for submission.

2. Review and Approval of Prior Meeting Minutes:

Minutes of the February 15, 2022 Board of Directors Meeting were presented. The motion to adopt the minutes as presented was adopted unanimously. (S. Wells, M. Bobb-Semple)

3. Review of Financial Statements:

The Executive Director provided an overview of the financial reports as of February 28, 2022. The reports were reviewed at the February meeting of the Albany County Land Bank's Financial Committee meeting.

4. Adopting a Resolution confirming certain officer appointments (Resolution 7 of 2022):

The Executive Director presented a Resolution confirming the appointment of officers of the Corporation. The Executive Director noted that these appointments are required annually by the Land Bank's By-laws. The Executive Director noted that all current officers have volunteered to serve another year. The officer appointments are: Charles Touhey as Chairman, Joe LaCivita as Vice-Chair, Samuel Wells as Secretary and Natisha Alexander as Treasurer.

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



5. Adopting a Resolution confirming certain committee appointments (Resolution 8 of 2022):

The Executive Director presented a Resolution confirming appointments to the Land Bank's committees. The Executive Director noted that these appointments are required annually by the Land Bank's By-laws. The Committees of the Corporation consist of the Acquisition & Disposition Committee, the Finance Committee, the Enforcement and Compliance Committee, the Governance Committee, the Audit Committee, the Human Resources Committee, the Underserved Communities Committee, and the Executive Committee as follows:

Director	Audit
Charles Touhey	Finance; Acquisition/Disposition; Enforcement; Governance; Human Resources; Underserved Communities; Executive
Joseph LaCivita	Acquisition/Disposition; Executive
Natisha Alexander	Finance; Acquisition/Disposition; Enforcement; Underserved Communities; Executive
Samuel Wells	Audit; Finance; Acquisition/Disposition; Enforcement; Underserved Communities; Executive
Mark Bobb-Semple	Audit; Enforcement; Underserved Communities
Anthony Capece	Audit; Human Resources
David Rowley	Governance; Human Resources
Juanita Nabors	Governance

The Resolution was unanimously approved (J. Nabors, N. Alexander)

6. Adopting a Resolution approving the Fiscal Year 2021 audit report (Resolution 9 of 2022):

The Executive Director presented a Resolution approving the Fiscal Year 2021 audit report. The executive Director provided an overview of the audit process and requirements and introduced Joseph Heroux, CPA, Principal, of the Bonadio Group to provide an overview of the FY 2021 audited financial statements and the independent auditors report. The auditors issued an unmodified opinion that the financial statement fairly presented the financial position of the Albany County Land Bank as of December 31, 2021. The unmodified opinion is the highest level of assurance provided by the auditors.

The motion was unanimously approved (J. LaCivita, N. Alexander)



7. Adopting a Resolution approving certain operating policies of the Albany County Land Bank (Resolution 10 of 2022)

The Executive Director presented a Resolution approving several of the Land Bank's operating policies: the Procurement Policy, the Real Property and Personal Property Disposition Policy and the Internal Controls Policy. Under the Land Bank's By-laws each policy is to be reviewed and adopted annually. All three policies were reviewed and adopted by the Board of Directors as presented.

The motion was approved unanimously (J. Nabors, M. Bobb-Semple)

8. Adopting a Resolution to approve the sales of multiple properties (Resolution 11 of 2022):

The Executive Director presented a Resolution to approve the sales of multiple properties. Property purchase offers for each property sale presented to the Board of Directors this month have been reviewed and recommended to advance by the Acquisition & Disposition Committee, which convened earlier this month. During the discussion, the Executive Director recommended property dispositions based on recommendations provided by the Acquisition & Disposition Committee and staff review. The presentation includes two residential buildings and four residential vacant lots in the City of Albany and one residential vacant lot in the Town of Colonie.

- 44 North Manning Boulevard, a residential vacant building in the City of Albany, was approved for sale to Pavel Karakalchu
- 95 Elizabeth Street, a residential vacant building in the City of Albany, was approved for sale to Peter Schaeffing, with Ryan St. Peter as the alternate buyer
- 206 Clinton Ave & 284 Elk Street, 2 residential vacant lots in the City of Albany, were approved for sale to Qadir Islam for Universal Concepts ITP, Inc.
- 1366 Central Avenue, a residential vacant lot in the Town of Colonie, was approved for sale to Giovanni & Angelo Grasso, with 1st alternate buyer Hina Asad and 2nd alternate buyer New Russia Cultural Center
- 171 & 173 Third Avenue, 2 residential vacant lots in the City of Albany, were approved for sale to Franck Wa Mpezya

The motion was approved unanimously as presented. (N. Alexander, A. Capece)



9. Adopting a Resolution approving payment to Albany County pursuant to Albany County Resolution 29 of 2019 (Resolution 12 of 2022):

The Executive Director presented a Resolution to approve payment to Albany County in the amount of \$350,000 pursuant to Albany County Resolution 29 of 2019, which governs the disposition of real property by Albany County. The Resolution sets a payment amount due to the County from the Land Bank's sale of tax-foreclosed property transferred by the County. The payment amount adopted in Albany County's 2020 Budget was \$350,000. The payment was approved the Land Bank's Finance Committee and recommended it go to the Board of Directors for review and approval.

The motion was approved unanimously as presented. (J. Nabors, S. Wells)

10. Underserved Communities Committee Updates

The Executive Director stated updates will be included in the Governance Updates.

11. Governance Update

The Executive Director updated the Board of Directors that the Land Bank's attorneys have reviewed the Land Bank's Conflict of Interest Policy, Ethics Policy and Whistleblower Policy and have recommended updates which will be presented to the Governance Committee for review in April. The Executive Director reminded Board Members to send any candidates for the Board vacancy to himself of the Chair as candidate interviews are expected to be held in April.

12. Executive Director Updates

The Executive Director provided the following updates: Final Respondent interviews have been completed in connection with the Henry Johnson Boulevard / Clinton Avenue Request for Proposals and the Executive Director expects to recommend a developer to designate at the April Board meeting. The Request for Qualifications for the Ontario Street redevelopment cluster is expected to be released within the first or second weeks of April. The Land Bank and co-development partners continue community outreach and engagement efforts in connection with the South End Redevelopment project and expect to complete those efforts in April and proceed to zoning and funding applications. Land Bank Staff has been working with the Acquisition and Disposition Committee to develop a discount lot program to incentivize vacant lots that have been in the Land Bank's inventory for several years without being purchased. Land Bank Staff is working with the City of Albany to approve a small home design to pilot on a vacant lot in Sheridan Hollow. Work on the building rehabs on Second Avenue in the South End funded through the CARES grant continues. The Land Bank is still waiting to hear back from NYS on the first application of for the Legacy Cities program.

Motion was made to adjourn the meeting. (S. Wells, N. Alexander).

The meeting was adjourned at 6:42 PM

Respectfully submitted,

Susan Baker
Enforcement and Administrative Coordinator
Albany County Land Bank Corporation

Attested:

A handwritten signature in cursive, appearing to read "Susan Baker", written over a horizontal dashed line.

Secretary