



ALBANY COUNTY  
LAND BANK CORPORATION

RESOLUTION 20

**RESOLUTION APPROVING OF THE DISPOSITION POLICY OF THE ALBANY COUNTY LAND BANK CORPORATION**

**WHEREAS**, the New York Public Authorities Law requires the Board of the Albany County Land Bank Corporation (“Land Bank”) to adopt a Property Disposition Policy for the Corporation; and

**WHEREAS**, the proposed Property Disposition Policy was drafted by counsel, and forwarded to the Board for review; and

**WHEREAS**, the Board has received the proposed Property Disposition Policy, have had the opportunity to review it, and said policy is attached to this Resolution as Appendix “A”.

**NOW, THEREFORE, BE IT RESOLVED**, by the Land Bank that:

1. The proposed Property Disposition Policy as attached to this Resolution as Appendix “A” is hereby adopted.
2. This Resolution shall be effective immediately upon passage.

**ADOPTED** by the Board and **SIGNED** by the Chair on the 19<sup>th</sup> day of May, 2015.

Chair

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

**ATTEST/AUTHENTICATION:**

Secretary





ALBANY COUNTY  
LAND BANK CORPORATION

RESOLUTION 21

**RESOLUTION TO ESTABLISH AN ACQUISITION AND DISPOSITION COMMITTEE  
AND APPOINT MEMBERS**

**WHEREAS**, the Board of the Albany County Land Bank Corporation (“Board”) wishes to establish an Acquisition and Disposition Committee to be comprised of not less than three board members, who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the committee; and

**WHEREAS**, pursuant to the Bylaws of the Corporation the Members of the Acquisition and Disposition Committee shall have the responsibility to: (1) review purchase applications and supporting documentation and to make recommendations for the Disposition of real property to the full board of Directors; and (2) review the acquisition proposals of real property from Albany County and make recommendations to the full board of Directors and the Executive Director regarding the same;

**NOW, THEREFORE, BE IT RESOLVED** by the Corporation that:

1. That the Members of the Acquisition and Disposition Committee shall be: Todd Curley (CHAIR), Charles Toohey, and Tammy Cumo; and
2. That unless vacated earlier, the Members of the Acquisition and Disposition Committee shall continue to serve until the election of their successors at the 2015 annual meeting of the Board.
3. That the duties of the Members of the Acquisition and Disposition Committee are effective immediately.

**ADOPTED** by the Board and **SIGNED** by the Chair this 19<sup>st</sup> day of May, 2015

Chair

**ATTEST/AUTHENTICATION:**

\_\_\_\_\_  
Secretary





ALBANY COUNTY  
LAND BANK CORPORATION

RESOLUTION 22

**RESOLUTION APPROVING OF THE ALBANY COUNTY LAND BANK CORPORATION ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES**

**WHEREAS**, local law adopted by the Albany County Legislature requires that the Albany County Land Bank have a Community Advisory Committee with a certain role and responsibilities;

**WHEREAS**, the Albany County Land Bank, in consultation with the Executive Director and with counsel, have established Community Advisory Roles and Responsibilities, and have forwarded them to the Board for review; and

**WHEREAS**, the Board has received the proposed Community Advisory Committee Roles and Responsibilities, and have had the opportunity to review them, and said Roles and Responsibilities are attached to this Resolution as Appendix "A".

**NOW, THEREFORE, BE IT RESOLVED**, by the Land Bank that:

1. The proposed Community Advisory Committee Roles and Responsibilities are attached to this Resolution as Appendix "A" are hereby adopted.
2. This Resolution shall be effective immediately upon passage.

**ADOPTED** by the Board and **SIGNED** by the Chair on the 19<sup>th</sup> day of May, 2015

Chair

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, positioned above a horizontal line.

**ATTEST/AUTHENTICATION:**

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Secretary



## **APPENDIX A**

### **THE ALBANY COUNTY LAND BANK Whistleblower Policy**

#### **General**

The Land Bank requires directors, key volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Land Bank's Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and key volunteers of the organization, on a confidential and anonymous basis;
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.;
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions.

#### **Reporting Responsibility**

Each director, key volunteer, and employee of the Land Bank has an obligation to report in accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of the Land Bank's Code of Ethics and/or Conflicts of Interest Policy (hereinafter collectively referred to as Concerns).

#### **Authority of Audit Committee**

All reported Concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The Audit Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.

#### **No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors, key volunteers, and employees to raise Concerns within the Organization for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

**ALBANY COUNTY LAND BANK  
BOARD OF DIRECTORS CONFLICT OF INTEREST  
DISCLOSURE STATEMENT**

Pursuant to the purposes and intent of the policy on conflicts of interest requiring disclosure of certain interests, adopted by the Board of Directors, a copy of which has been furnished to me, I hereby state that I have read and understand the policy and agree to comply with the policy. I understand that the policy applies to all committees and subcommittees having board-delegated powers. I understand that the Land Bank is a Public Authority and a charitable organization that must engage primarily in activities that accomplish one or more of its tax-exempt purposes to maintain its tax-exempt status. I hereby state that I and/or members of my immediate family have no affiliations or interests and have taken part in no transaction which, when considered in conjunction with my relation to the Land Bank, might constitute a conflict of interest, except as is noted below. (If none, write "None". Please use additional paper if more space is needed.)

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I also agree to report to the Audit Committee of any situations that may develop in the above areas before completion of the next annual disclosure statement.

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Printed Name: Ralph Pasca 9 Date: 6/16/15

Signature: 