



ALBANY COUNTY LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

MAY 16, 2017, | 5:30 PM

WATERVLIET SENIOR CENTER | 1501 BROADWAY, WATERVLIET, NY

Present: Charles Touhey, Pam Harper, Sam Wells, David Traynham, Jeffery Collett, Philip Calderone, Todd Curley, Natisha Alexander

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

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

Counsel: Catherine Hedgeman

The meeting was called to order at 5:40pm by Chair Charles Touhey, with a quorum of Directors present.

- 1. Public Comment** An individual wanted to be recognized as applicant for a property being brought before the Board today.
- 2. Adopting a Resolution to approve the appointment of a Director to the Land Bank Board**
A motion to approve the appointment of Natisha Alexander, recently approved by the Albany County Legislature, to the Albany County Land Bank Board of Directors passed unanimously.
- 3. Adopting a Resolution authorizing the trial of a new discount vacant lot disposition program and the sale of participating lots to qualified applicants.**
Owning and maintaining vacant lots is costly and drains the organization's resources. A pilot program is proposed to market certain vacant lots to homeowners on the same block. The lots will be posted with special signage advertising discounted pricing and reduced closing costs. A motion to approve the discount lot program as presented was approved unanimously (P. Harper/P. Calderone).
- 4. Approval of Minutes:** Minutes of the April Board Meeting were approved as presented (P.Harper/J.Collett).
- 5. Financial Statements**
The financial statements were reviewed by the Finance Committee and were provided to the Board. There are no material changes to the financials and another distribution of funding from the Office of the Attorney General is expected which supports the ongoing work to Land Bank properties.
- 6. Adopting a Resolution to Approve the Sales of Multiple Properties**
Sales summaries that include details for each property were distributed to the Board in advance of the meeting, have been reviewed by local advisory entities and the Acquisition and Disposition sub-committee. A motion to approve the sales of multiple properties passed unanimously (D. Traynham/S. Wells).
- 7. Adopting a Resolution authorizing the Executive Director to hire an employee to assist with the Land Bank's real estate sales and property management functions**
Due to the organization's growth and increased demand to see properties, a position has been created to assist in the sale and management of property. The position was publicly posted, initial interviews are being conducted and a candidate is expected to be identified in the near future. A motion to approve the hiring a new staff member passed unanimously (T. Curley/ N. Alexander).

8. **Adopting a Resolution authorizing the Executive Director to enter into a contract with Capital Clean Ups for property clean out services**
As more properties are conveyed to the Land Bank, the need to clean out the contents of buildings and ready them for sale has increased. Additional contractors are needed to assist with this function and a motion to enter into a contract for property clean out services. Contactor was procured through a RFP. Passed unanimously (T. Curley/ S. Wells).
9. **Adopting a Resolution to enter into a contract for roofing services with All Mighty General Contracting**
The Land Bank issued an RFP for roofing services, the contractor provides different options at acceptable rates and was chosen as a qualified responsible bidder. A motion to enter into a contract for roofing services passed unanimously (T. Curley/ S.Wells).
10. **Adopting a Resolution to enter into a contract for roofing services with Baker Contracting**
The Land Bank issued an RFP for roofing services, the contractor has satisfactorily performed previous work for the Land Bank and the City and was chosen as a qualified responsible bidder. A motion to enter into a contract for roofing services passed unanimously (P. Harper/ S.Wells).
11. **Adopting a Resolution authorizing the Executive Director to enter into a funding agreement with the Office of the NYS Attorney General or the designated administer for Land Bank Community Revitalization Initiative grant funding.** A motion to approve the resolution passed unanimously (T. Curley/ N. Alexander).
12. **Adopting a Resolution authorizing the Executive Director to enter into a funding agreement with the Office of the NYS Attorney General or the designated administer for Neighbors for Neighborhood grant funding** A motion to approve the resolution passed unanimously (S. Wells/ T. Curley).
13. **Governance Committee Update -- Dr. Harper**
 - Board Member training will be held on June 16, 2017
14. **Executive Director Updates:**
 - The contribution of the AmeriCorps team has been great and has enabled the organization to expand its community outreach, programing of properties and provide homeownership assistance.
 - At a recent Land Bank workshop, there were more than fifty attendees looking for information on the Land Bank and how to purchase properties.
15. **New Business**
The number of property closings are increasing as multiple properties are approved for sale each month. A motion to appoint Catherine Hedgeman as general counsel and officer of the corporation as signatory to facilitate the closing of property sales passed unanimously (T. Curley/ S. Wells).

Adjournment

The meeting adjourned at 7pm.

NEXT MEETING:

June 20, 2017 at 5:30 pm
Watervliet Senior Center
1501 Broadway, Watervliet, NY

Respectfully submitted,

Christina Wiley
Executive Assistant
Albany County Land Bank Corporation

Attested:


