



ALBANY COUNTY
LAND BANK CORPORATION

MEETING OF THE BOARD OF DIRECTORS

OCTOBER 16, 2018 | 5:30 PM

MINUTES

200 HENRY JOHNSON BLVD; 2ND FLOOR COMMUNITY ROOM

Present: Samuel Wells, Chris Spencer, Jeffery Collett, Pastor David Traynham, Charles Touhey, Eugene Napierski, Natisha Alexander, Todd Curley

Staff: Adam Zaranko, Amanda Wyckoff, Irvin Ackerman, Charlotte O'Connor

Counsel: Catherine Hedgeman

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

- 1. Public Comment:** None
- 2. Approval of Minutes:** Minutes of the September 18, 2018 Board of Directors Meeting were approved as presented. (C. Spencer/D. Traynham)
- 3. Financial Statements:** The monthly financial statements as of 9/30/2018 were reviewed and approved by the Finance Committee and provided to the Board. Earlier this month, the County Executive presented his Executive budget for 2019 —\$250,000 was included for the Land Bank, bringing the total received by Albany County to over \$2 million. The Land Bank is waiting to hear on its most recent application for funding through the Attorney General's Community Reinvestment Initiative grant. The grant application focused on demolitions, stabilizations, and building/lot clean-ups. The Land Bank has exhausted the current OAG grant. The New York Land Bank Association is asking for \$100 million to be allocated for Land Bank's in the upcoming 2019 state Executive budget. ACLB is focusing on diversifying funding and revenue sources for the future. The Chair reiterated the importance of spending grant money on time and transparently. The Executive Director noted that the Land Bank will be utilizing its professional services budget to provide scopes of work for properties on the market provided by Troy Architecture Program, Inc. (TAP).
- 4. Adopting a Resolution to Approve the Sales of Multiple Properties:** Sales summaries include details for each property and have been submitted to local advisory groups as well as the Acquisition & Disposition sub-committee. During discussion, the Executive Director explained the review and approval process as well as the various resources like the Community Roundtable meetings to attendees. The Executive Director noted that there were 9 vacant lots and 5 buildings on the agenda for the Board's approval. A requirement of approval for 49 Park Avenue, a building in the City of Albany, is that the buyer stabilizes the property immediately upon acquiring to preserve the structural integrity. A motion to approve the sales of multiple properties passed unanimously (J. Collett/ T. Curley).

5. **Adopting a Resolution Approving a Sexual Harassment Policy of the Albany County Land Bank Corporation:** All employers of NYS must follow new laws regarding sexual harassment. NYS provided guidelines and employers are required to adopt a policy incorporating the new requirements. Earlier in the week, the Land Bank held a mandatory companywide sexual harassment and harassment training. The Executive Director shared that there is a form for employees to use if a report needs to be filed for investigation. During discussion, there were questions from the Board regarding specific protocol if an incident occurs. Counsel recommended adopting the proposed policy since there is a deadline that must be met to be in accordance with the new state law. Any additional amendments to the policy and/or the employee handbook can be discussed and incorporated at a future meeting. The motion was approved unanimously. (T. Curley, E. Napierski).
6. **Governance Update:** The certified NYS Authorities Budget Office PARIS report was submitted at the end of September. All required documents were uploaded on time.
7. **New Business:** The Executive Director circulated the draft annual report and edits suggested by the Board have been incorporated. The final draft will be published in the coming weeks for distribution.
8. **Executive Director Updates:** The Land Bank sent a request to Albany County to acquire a list of available properties. There are additional properties the Land Bank is able to acquire, and the Land Bank expects to be caught up soon and fall more in sync with the County's tax-foreclosure cycle. During discussion, there was a question related to the acquisition of environmentally or otherwise hazardous properties under the Land Bank's LLC. The Executive Director noted that four properties had been identified and the County Legislature will have to approve the properties to be transferred to the LLC. The ED also noted that ACLB has had some discussions with Brownfield specialists to determine the best course of action and required predevelopment work prior to acquisition. The Board will see and review any properties identified for the LLC prior to acquisition.

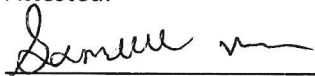
Adjournment

The meeting adjourned at 6:06 pm.

Respectfully submitted,

Charlotte O'Connor
Neighborhood Planning & Program Coordinator
Albany County Land Bank Corporation

Attested:



Secretary