



ALBANY COUNTY LAND BANK CORPORATION

MEETING OF THE BOARD OF DIRECTORS
OCTOBER 17, 2023 | 5:30 PM

MEETING MINUTES

A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on October 17, 2023, at the office of the Albany County Land Bank at 111 Washington Avenue, Suite 100, Albany, NY.

Present: Charles Touhey (Chair), Natisha Alexander (Treasurer), Sam Wells (Secretary), Mark Bobb-Semple, Juanita Nabors, Joseph Seman-Graves, David Rowley

Staff: Amanda Wyckoff (Director of Operations), Erica Ganns (Assistant Director of Operations), Elista Gayle (Applications Coordinator)

Counsel: Nicole Green

The meeting of the public body was called to order at 5:33 PM by Chair, Charles Touhey. A quorum of Directors was present.

- 1. Public Comment:** None.
- 2. Review and Approval of Prior Meeting Minutes:** Minutes of the September 19, 2023 Board of Directors Meeting were presented.

A motion to adopt the minutes as presented was approved unanimously. (N. Alexander, J. Seman-Graves)

- 3. Review of Financial Statements:** The Director of Operations presented the financial statements and reports for the period ending September 30, 2023. These reports were prepared by the Land Bank's accountants and reviewed at the October meeting of the Finance Committee.
- 4. Adopting a Resolution authorizing the sale of real property (Resolution 33 of 2023):** The Director of Operations presented a Resolution to approve the sale of real property. Property purchase offers for the property disposition presented to the Board of Directors this month have been reviewed by the Acquisition and Disposition Committee, which convened earlier this month. During the discussion, the Director of Operations recommended property dispositions based on recommendations provided by the Acquisition and Disposition Committee and staff review of the property purchase applications. The presentation includes a vacant lot in the Village of Green Island.

Village of Green Island

- a. 54 James Street (vacant lot):** The Director of Operations recommends disposing of the vacant lot to Michael Alix. Mr. Alix owns the adjacent properties at 56 Arch Street and 29 Arch Street and seeks to acquire the lot to support the construction of a commercial storage facility.

The motion was approved unanimously as presented. (J. Seman-Graves, N. Alexander)



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5. **Adopting a Resolution to approve purchase of insurance (Resolution 34 of 2023):** The Director of Operations presented a Resolution to approve the purchase of insurance. The purchase includes multiple insurance policies pertaining to the Land Bank's operations such as property and general liability insurance. The lowest prices for the necessary policies were secured by the Land Bank's insurance brokers Brown & Brown and the pricing was included in the materials provided to the Board of Directors.

The motion was approved unanimously as presented. (S. Wells, D. Rowley)

6. **Adopting a Resolution approving the 2024 Annual Budget (Resolution 35 of 2023):** The Director of Operations presented a Resolution approving the 2024 Annual Budget and related 5-year budget projections. The proposed budget was drafted by the Executive Director and reflects the feedback and requested modifications from the Finance Committee which convened, reviewed, and recommended the budget for adoption earlier this month.

The motion was approved unanimously as presented. (S. Wells, N. Alexander)

7. **Adopting a Resolution to enter an into agreement for demolition services by and among Albany County Land Bank Corporation and Ditonno & Sons, LLC for property located at 30, 32, and 34 Albany Street in the city of Albany (Resolution 36 of 2023):** The Director of Operations presented a Resolution to enter into an agreement with Ditonno & Sons, LLC for property located at 30, 32, and 34 Albany Street in Albany, New York. Ditonno & Sons, LLC was deemed the lowest qualified bidder pursuant to the Request for Proposals. Habitat for Humanity will construct new homes on the lots in the future. The cost of the demolitions will be reimbursed using American Rescue Plan Act funding received by Habitat for Humanity from the City of Albany.

The motion was approved unanimously as presented. (S. Wells, M. Bobb-Semple)

8. **Adopting a Resolution amending the Master Development Agreement with Regan Development Corp. for the Ontario Street Redevelopment (Resolution 37 of 2023):** The Director of Operations presented a Resolution to amend the Master Development Agreement with Regan Development Corp. for the Ontario Street Redevelopment cluster. Both the Land Bank and Regan Development would like to incorporate the vacant building located 260 Bradford Street which is owned by the Land Bank into the Master Development Agreement which would make it subject to the terms of the agreement. The purchase price of the property at closing is \$64,000.

The motion was approved unanimously as presented. (J. Seman-Graves, M. Bobb-Semple)

9. **Underserved Communities Committee Update:** The Director of Operations informed the Board of Directors that the construction of the new home at 360 Sheridan Avenue and the rehabs of 48 Second Avenue and 50 Second Avenue are all progressing.



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10. Governance Updates: The Director of Operations noted that there were no updates related to governance.

11. Executive Director Updates: The Executive Director and the Planning and Projects Coordinator are attending the National Land Bank Network Summit.

A motion to adjourn the meeting was approved unanimously. (N. Alexander, S. Wells)

The meeting adjourned at 6:26 PM.

Respectfully submitted,

Erica Ganns
Assistant Director of Operations
Albany County Land Bank Corporation

Attested:

Samuel Wells

Secretary