



**Meeting of the Board of Directors
September 20, 2022 | 05:30 PM**

Meeting Minutes

A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on September 20, 2022, at the S.T.E.A.M. Garden at 279 Central Avenue, Albany, NY

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

Staff: Adam Zaranko (Executive Director), Erica Ganns (Assistant Director of Operations), Will Sikula (Planning & Projects Coordinator), Elista Gayle (Applications Coordinator)

Counsel: Nicole Green

The meeting of the public body was called to order at 5:32 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 August 16, 2022, Board of Directors Meeting were presented. A motion to adopt the minutes as presented was approved unanimously. (J. Nabors, S. Wells)

3 Review of Financial Statements: The Executive Director advised the 2023 annual budget will be presented to the Finance Committee at the October 12th meeting and, subject to the Committee's review, will be submitted to the Board of Directors prior to the October Board meeting. The Executive Director informed the Board that there are currently 24 pending sales. He also informed the Board that there was currently no timeframe available for when Albany County is expected to make new tax-foreclosed properties available to the Land Bank for acquisition. The Executive Director presented an overview of the financial reports as of August 31, 2022. The reports were prepared by the Land Bank's accountants and the reports were reviewed by the Finance Committee, which convened earlier this month.

4. Adopting a Resolution creating the Real Estate Development Committee (Resolution 28 of 2022)

The Executive Director presented a request to create a committee of the corporation to create a forum to provide guidance, review, and support to Land Bank staff as needed for the Land Bank's real estate development projects, initiatives, and programs as needed/to the extent action is required by the full Board of Directors. The Real Estate Development Committee will consist of members of the Board of Directors appointed by the full Board of Directors that will convene as needed. Anticipated functions of the new Committee include evaluating award recommendations by staff selection committees in connection with requests for qualifications or requests for proposals used for the disposition and redevelopment of certain Land Bank properties before a final recommendation for award is made to the full Board of Directors. The Executive



Director has consulted its real estate development counsel who supported the idea. The Acquisition and Disposition Committee also supported the recommendation and recommended it go to the full Board of Directors for consideration. The following board members volunteered to serve on the new committee:

Anthony Capece
Joseph LaCivita
Joseph Seman-Graves

Juanita Nabors inquired as to when the meetings may take place and if there could be a potential conflict of interest if she served on the Committee due to her involvement in opposing a proposed development in the Town of Guilderland. Land Bank Counsel Nicole Green advised that any potential conflict of interest could be thoroughly examined through counsel and pursuant to the Land Bank's Conflict of Interest Policy as needed. Ms. Nabors will attend a meeting of the new Committee before she determines whether she would like to be formally appointed.

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

5. Adopting a Resolution approving the revised FOIL Policy and Privacy Policy of the Albany County Land Bank (Resolution 29 of 2022): The Executive Director presented a Resolution to approving revisions to the Land Bank's Freedom of Information Law Policy and Privacy Policy. The proposed revisions were recommended by the Land Bank's Corporate Counsel. Proposed revisions include updates to reflect best practices and most recent applicable laws, rules, and regulations. David Rowley asked if the Land Bank received many FOIL requests. The Executive Director reported that they do receive records request from time to time, typically from property purchase applicants who were not selected.

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

6. Adopting a Resolution approving amendment to lease agreement (Resolution 30 of 2022): The Executive Director presented a request to enter a lease extension, which he has negotiated with the management company that oversees the building where the Land Bank's office is located. The Executive Director reported that the Land Bank has been approached by another quasi-governmental organization created by Albany County to explore co-locating office space with other quasi-governmental partners and related entities. The Executive Director noted there were both pros and cons to relocating the Land Bank's office but upon initial exploration the benefits are appearing to outweigh the potential operational disruption. However, as the colocation exploration continues the Executive Director is cognizant of the Land Bank's current lease which is set to expire at the end of November. In an abundance of caution the Executive Director is requesting authorization to enter into a lease agreement to retain the Land Bank's current office space if necessary. Juanita Nabors asked which lease had a better rate. The Executive Director reported that the rate for a new office space was not yet available.

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



7. Adopting a Resolution authorizing grant agreement by and between the Housing Trust Fund Corporation and the Albany County Land Bank Corporation (Resolution 31 of 2022): The Executive Director requested authorization to enter into a grant agreement between the New York State Housing Trust Fund Corporation and the Albany County Land Bank. The total grant award is \$200,000 and will support the Land Bank's operating expenses. The grant agreement is required for the Land Bank to receive funding. The funding is from the first phase of NYS Homes and Community Renewal's Land Bank Initiative, which is the program that will disburse the \$50 million in state budget designated for land banks. The Finance Committee recommended advancing the grant agreement to the Board of Directors for review and approval.

The motion was approved unanimously as presented. (J. LaCivita, D. Rowley)

8. Adopting a Resolution to approve the sales of multiple properties (Resolution 32 of 2022)

The Executive Director presented a Resolution to approve the sale of a property. Property purchase offers for this property sale presented to the Board of Directors this month have been reviewed and 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. This presentation includes six vacant lots and one vacant building all located in the City of Albany.

- 30 Emmet Street, one vacant lot in the City of Albany, was approved for sale to Fruitasia Gause under the Lots for Less program.
- 33 Alexander Steet, one vacant lot in the City of Albany, was approved for sale to Morris J Morton Jr.
- 256 Second Street, one vacant lot in the City of Albany, was approved for sale to Jillian Faison.
- 319 Sherman Street, one vacant lot in the City of Albany, was approved for sale to Albany Community Land Trust.
- 474 Second Street, one vacant lot in the City of Albany, was approved for sale to Eden's Rose Foundation under the Lots for Less program.
- 592 Third Street, one vacant lot in the City of Albany, was approved for sale to Eden's Rose Foundation under the Lots for Less program.
- 689 Clinton Avenue, one vacant building in the City of Albany, was approved for sale to Build for Less Construction Company.

The motion was approved unanimously as presented. (J. Nabors, D. Rowley)



9. Underserved Communities Committee Updates: The Executive Director updated Board Members on a collaborative effort to revitalize an entire block on First Street between Lexington Avenue and Henry Johnson Boulevard in the City of Albany. The current strategy is to invest in existing homeowners on the block by providing them access to the expertise and resources needed to improve their property. To accomplish this the partners will raise funds for the Arbor Hill Development Corporation to hire staff and design and administer a homeownership improvement program. Other cities throughout the United States such as Decatur, Illinois have established similar programs that can inform one for Albany. The partnership will also be raising funds to acquire more vacant properties and transform them into new affordable homes leveraging a new source of funding recently announced by NYS Homes and Community Renewal. The new program provides increased subsidy to build affordable homes and, along with supplemental funding from sources such as the American Rescue Plan Act and philanthropic organizations it appears viable to revitalize most of the block by working in partnership. The Executive Director updated the Board the progress to build a prototype "City Home" at 360 Sheridan Avenue. A request for proposals was released in early 2022 and the SEAT Center was the lowest qualified bidder. SEAT Center operates Youth Build in the Capital District, a job training and GED program for young people looking to enter the trades. The Land Bank and SEAT Center are working with Home HeadQuarters in Syracuse to finance the project and secure a lender for a first-time homebuyer to purchase the home once it is constructed.

10. Governance Updates: The Executive Director reminded Board Members to complete the Annual Conflict of Interest disclosure and Albany County Financial disclosures. The Board was also reminded to complete the required Board member training.

11. Executive Director Updates: There were no additional updates from the Executive Director.

A motion was made to adjourn the meeting was approved unanimously. (M. Bopp-Semple, S. Wells)

The meeting was adjourned at 7:03 PM

Respectfully submitted,

Erica Ganns
Assistant Director of Operation
Albany County Land Bank Corporation

Attested:

A handwritten signature in black ink, appearing to be "Dennis", written over a horizontal dashed line.

Secretary