



ALBANY COUNTY  
LAND BANK CORPORATION

## MEETING OF THE BOARD OF DIRECTORS

September 15, 2023 | 5:30 PM

### MEETING MINUTES

*A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on September 19, 2023, at the office of the Albany County Land Bank at 111 Washington Avenue, Suite 100, Albany, New York.*

**Present:** Charles Touhey, Joseph LaCivita, Sam Wells, Juanita Nabors, Joseph Seman-Graves, David Rowley

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

**Counsel:** Michelle Marinello

**The meeting of the public body was called to order at 5:30 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 15, 2023 Board of Directors Meeting were presented.

A motion to adopt the minutes as presented was approved unanimously. (S. Wells, D. Rowley)

3. **Review of Financial Statements:** The Executive Director presented the financial statements and reports for the period ending August 31, 2023. These reports were prepared by the Land Bank's accountants and reviewed at the August meeting of the Finance Committee. The Executive Director informed the Board that the Land Bank's \$200,000 grant from NYSHCR Land Bank Initiative Phase 1 was renewed. The grant supports operating expenses. The Executive Director also informed the Board that the proposed 2024 annual budget will be presented to the Finance Committee and the Board next month.
4. **Adopting a Resolution authorizing the sale of real property (Resolution 28 of 2023):** The Executive Director presented a Resolution to approve the sale of real property. Property purchase offers for the property disposition recommendations presented to the Board of Directors this month have been reviewed by Acquisition and Disposition Committee, which convened earlier this month. During the discussion, the Executive Director recommended property dispositions based on recommendations provided by the Acquisition and Disposition Committee and staff review of the property purchase applications. The presentation includes two vacant lots in the City of Albany, and one vacant lot in the Town of Bethlehem.

#### City of Albany

- a. **175 Third Avenue:** The Executive Director recommends disposing of the vacant lot to Angelica Moss under the Lots for Less Program. Ms. Moss is a long-term renter that resides near the lot. The Executive Director recommended Ray Ellis as the alternate buyer under the Lots for Less program. Mr. Ellis resides near the lot.

- b. **319 South Pearl Street:** The Executive Director recommends disposing of the vacant lot to Doussou Cisse under the Lots for Less Program.

**Town of Bethlehem**

- a. **Elm Avenue:** The Executive Director recommends disposing of the vacant lot to Yevsey Levchenko, who is the owner-occupant of the adjacent property. The vacant lot is land locked and the Board of Directors requests that the approval of the sale is conditioned on the requirement that the applicant merge the vacant lot with the applicant's parcel.

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

5. **Adopting a Resolution modifying purchase price for 1249 19<sup>th</sup> Street in the city of Watervliet (Resolution 29 of 2023):** The Executive Director presented a Resolution to modify the purchase price of 1249 19<sup>th</sup> Street in Watervliet. This Board of Directors approved a purchase price of \$99,000 in July, but a defect in title was discovered that could not be addressed. The approved buyer, Rachel Palmer still wishes to purchase the property and has requested a reduced purchase offer of \$30,000 to reflect the title defect.

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

6. **Adopting a Resolution accepting donation of real property located at 541 Clinton Avenue in the city of Albany (Resolution 30 of 2023):** The Executive Director presented a Resolution to accept a donation of real property located at 541 Clinton Avenue. Wells Fargo Bank has offered to donate 541 Clinton Avenue to the Land Bank. The bank has invested in stabilizing the building and the property is one of the few remaining vacant properties on the block. The Acquisition and Disposition Committee recommends the donation.

The motion was approved unanimously as presented. (S. Wells, J. Seman-Graves)

7. **Adopting a Resolution approving notice of award to C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture, & Geology, D.P.C. for Engineering Services (Resolution 31 of 2023):** The Executive Director presented a Resolution approving a notice of award to C.T. Male for Engineering Services. The award was procured pursuant to an open-competitive Request for Proposals and the recommendation is supported by the Finance Committee.

The motion was approved unanimously as presented. (J. Seman-Graves, D. Rowley)

8. **Adopting a Resolution approving notice of award to C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture, & Geology, D.P.C. for Environmental Studies (Resolution 32 of 2023):** The Executive Director presented a Resolution approving a notice of award to C.T. Male for Environmental Services. The award was procured pursuant to an open-competitive Request for Proposals and the recommendation is supported by the Finance Committee.

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

9. **Adopting a Resolution approving notice of award to Kingdom Services Unlimited, LLC for Property and Vacant Building Maintenance (Resolution 33 of 2023):** The Executive Director presented a Resolution approving a notice of award to Kingdom Services Unlimited, LLC for property and vacant building maintenance services. The award was procured pursuant to an open-competitive Request for Proposals and the recommendation is supported by the Finance Committee.

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

**10. Adopting a Resolution authorizing amendment to grant agreement by and between Housing Trust Fund Corporation and Albany County Land Bank Corporation (Resolution 34 of 2023):** The Executive Director presented a Resolution amending the grant agreement between Housing Trust Fund Corporation and the Land Bank so the Land Bank can receive \$200,000 in funding in connection with Phase I of NYSHCR's Land Bank Initiative.

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

**11. Underserved Communities Committee Update:** The Executive Director reported that construction of the prototype small affordable home project at 360 Sheridan Avenue being undertaken in partnership with the SEAT Center is progressing as well as the rehabs of 48 and 50 Second Avenue in Albany.

**12. Governance Updates:** The Executive Director reported that the annual conflict of interest and financial disclosure reporting has been completed and thanks all Board Members for completing and submitting their compliance documents.

**13. Executive Director Updates:** The Executive Director suggested that the Land Bank look for opportunities to create more affordable housing in Albany County's rural communities in the coming year they could be opportunities to help create more much needed affordable housing throughout the County.

A motion to adjourn the meeting was approved unanimously. (S. Wells, J. Seman-Graves)

**The meeting adjourned at 6:16 PM.**

Respectfully submitted,

Erica Ganns  
Assistant Director of Operations  
Albany County Land Bank Corporation

Attested:



Secretary