



ALBANY COUNTY

MEETING OF THE BOARD OF DIRECTORS JANUARY 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 January 17, 2023, at 111 Washington Avenue, Suite 100, Albany, NY

Present: Charles Touhey (Chair), Sam Wells (Secretary), Anthony Capece, Joseph Seman-Graves, Juanita Nabors, David Rowley

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

Counsel: Nicole Green

The meeting of the public body was called to order at 5:30 PM by Chair, Charles Touhey. A quorum of Directors was present.

The Executive Director asked the Chairman if the agenda could be taken out of order and item number 4 could be addressed first. The Chairman approved the request.

- 1. Adopting a Resolution honoring the memory of First Lady, Minister Pamela J. Harper, Ph.D (Resolution 1 of 2023):** The Executive Director presented a Resolution honoring the memory of First Lady, Minister Pamela J. Harper, Ph.D. The Executive Director introduced Dr. Pastor Timothy Harper as an invited guest of the Albany County Land Bank Board of Directors. Pastor Harper is the spouse of the recently deceased First Lady, Minister Pamela J. Harper, Ph.D. Minister. Dr. Pamela Harper served on the Board of Directors of the Albany County Land Bank from 2014 to 2017. Throughout her tenure on the Land Bank Board of Directors Dr. Harper served as Vice Chair and on the Governance Committee. The Executive Director read a memorial resolution dedicated to the memory of the late Dr. Harper which celebrates the life and accomplishments of Dr. Harper and expresses the Land Bank's appreciation for Dr. Harper's contributions to the Land Bank and community. Chairman Charles Touhey and Sam Wells spoke in memory of serving on the Board of Directors with Dr. Pamela Harper.

The motion was approved unanimously as presented. (S. Wells, A. Capece)

- 2. Public Comment:** No public comments were provided.
- 3. Review and Approval of Prior Meeting Minutes:** Minutes of the December 20, 2022, Board of Directors Meeting were presented.

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



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4. **Review of Financial Statements:** The Executive Director presented the financial statements and reports for the period ending December 31, 2022, and were prepared by the Land Bank's accountants. The reports were reviewed by the Finance Committee, which convened earlier this month. This month's reports provide an unaudited financial snapshot on the past fiscal year. The Executive Director informed the Board that the annual independent audit is underway and will be presented to the Board once completed.
5. **Adopting a Resolution amending the Disposition Policy (Resolution 2 of 2023):** The Executive Director presented a Resolution to amend the Land Bank's Disposition Policy. The Executive Director presented an overview of the background and outcomes of the Land Bank's Lots for Less pilot program. The program was created to help return vacant lots back to productive use and expand opportunities for residents to acquire property and invest in revitalizing their community. The pilot program started in April 2022 and performed beyond expectations. Under the initial program, 17 of the 21 participating lots were acquired by qualified buyers. Based on the success of the pilot program and upon recommendation of the Acquisition and Disposition Committee the Executive Director recommends amending the Land Bank's Disposition Policy to adopt the program as a permanent disposition program.

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

6. **Adopting a Resolution to approve the sales of multiple properties (Resolution 3 of 2023):** The Executive Director presented a Resolution to approve the sale of property. Property purchase offers for this property sale 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 Executive Director recommended property dispositions based on recommendations provided by the Acquisition & Disposition Committee and staff review. This presentation includes three vacant lots in the City of Albany.
 - **2 Odell Street, 1 Batcher Street & 25 Batcher Street, Albany, New York:** three vacant lots were approved for sale to Jonathan Heimerdinger.

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

7. **Adopting a Resolution to issue a Certificate of Address Change (Resolution 4 of 2023):** The Executive Director presented a Resolution to issue a certificate of address change to the New York State Department of State. The Land Bank is in the process of making the necessary updates to reflect the organizations change of address and Land Bank Counsel Nicole Green had advised that this Resolution needed to submit the appropriate information to the State of New York.

The motion was approved unanimously as presented. (A. Capece, J. Seaman-Graves)

8. **Underserved Communities Updates:** The Executive Director provided an update regarding the new construction of a prototype "City Home" at 360 Sheridan Avenue in Albany, New York. The Executive Director expects to present the Board with a construction contract at the next Board meeting. The Executive Director also updated the Board on the 1st Street affordable housing partnership and discussions with Home HeadQuarters, Inc. regarding financing opportunities for various planned and existing Land Bank initiatives.



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8. **Governance Updates:** There were no Governance updates.
9. **Executive Director Updates:** The Executive Director provided an update on the efforts to construct new affordable townhomes in the South End of Albany. The Land Bank's co-development partners are planning to applying to the City of Albany for necessary reviews and approvals in the coming month. The executive Director also informed the Board that Land Bank staff has been working on completing the required annual reporting to New York State.

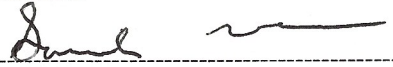
A motion made to adjourn the meeting was approved unanimously. (A. Capece, S. Wells)

The meeting was adjourned at 6:34 PM.

Respectfully submitted,

Amanda Wyckoff
Director of Operations
Albany County Land Bank Corporation

Attested:



Secretary