



ALBANY COUNTY  
LAND BANK CORPORATION

Annual Meeting of the Board of Directors  
April 20, 2021 | 05:30 PM  
Minutes

*(Regular meeting of the Board of Directors of the Albany County Land Bank Corporation was convened remotely in accordance with Executive Order 202.1 of New York State)*

**Present:** Charles Touhey (Chair), Natisha Alexander (Treasurer), Sam Wells (Secretary), Juanita Nabors, Mark Bobb-Semple, Anthony Capece, David Rowley.

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

**Counsel:** Nicole Green (Counsel)

The meeting was called to order at 5:33 PM by Chair, Charles Touhey, with a quorum of Directors present.

**1. Public Comment:**

No public comments were received prior to the meeting.

**2. Review and Approval of March 2021 Minutes:**

Minutes of the March 2021 Board Meeting were presented by the Executive Director. The motion was approved unanimously as presented. (S. Wells, D. Rowley)

**3. Review of Financial Statements:**

The Executive Director presented the financial statements dated March 30, 2021 which were reviewed by the Finance subcommittee on April 14, 2021.

The Land Bank was awarded a Payment Protection Program loan in 2020 in response to the COVID-19 pandemic. The awarded \$99,900 awarded through the program has been fully forgiven. The Land Bank has now been awarded a second Payment Protection Program loan for just over \$100,000 for eligible expenses.

The Land Bank is working with Enterprise Community Partners to extend grant drawdown term to accommodate project delays caused by the COVID-19 pandemic.

The Land Bank continues to add funds to the unrestricted funds account. This would likely be the account to draw down funds for stabilizations and demolitions after the Attorney General grant funds are fully drawn down.

Although the State budget did not provide funds specifically available for Land Banks, there are funds that will be available to Land Banks and for organizations that work with New York State Land Banks.



Total property sales revenue this fiscal year is around \$580,000, which is higher than the same period in FY 2020. This was likely due to the pandemic.

Property maintenance costs this year are approximately \$70,000, which is very high compared to projected costs for 2021 because of snow removal.

**4. Adopting a Resolution confirming appointments to the Executive Committee (Resolution 19 of 2021)**

A Resolution confirming Executive Committee was presented by the Executive Director. The Executive Committee will be comprised of all the Board's four current officers which include of Charles Touhey (Chair), Joe LaCivita (Vice-Chair), Natisha Alexander (Treasurer), and Sam Wells (Secretary).

The motion was approved unanimously as presented. (N. Alexander, D. Rowley)

**5. Adopting a Resolution to approve the sales of multiple properties (Resolution 20 of 2021):**

Property purchase offers for each property sale presented to the Board of Directors this month have been reviewed and recommended by the Acquisition & Disposition Committee, which convened remotely earlier in the month in connection with NYS COVID-19 Executive Orders. During discussion, the Executive Director provided recommended dispositions based on the recommendations provided by the Acquisition and Disposition Committee and staff review. The presentation includes fifteen properties located in four municipalities, consisting of five buildings and ten vacant lots.

110 Heartt Ave, a vacant lot in Cohoes, was approved for sale to Rhonda Rosenheck. 190 and 192 Orange Street, two vacant lots in the Sheridan Hollow neighborhood in Albany, was approved for sale to Habitat for Humanity Capital District for new construction of residential buildings. 15 McKown St, a vacant lot with an abandoned in-ground pool in the City of Albany, was approved for sale to Rene Gabino to maintain as is. 35 Lark Street, a three-family residential building in the City of Albany, was approved for sale to Jermaine White & Alan Hughes. 45 Ontario Street, a residential building in Albany's West Hill neighborhood, was approved for sale to Jermaine White and Alan Hughes. 58 Vliet Street in the City of Cohoes was approved for sale to Vitaly Sandul who will owner occupy this property. Eden's Rose Foundation was approved to purchase 72 Quail Street, an adjacent vacant lot to their victory gardens project. 80 Udell Rd, a small residential structure in the Town of Westerlo, was approved for sale to Matthew Thompson. Park Avenue, a landlocked residential vacant lot in the Town of Bethlehem was approved for sale to Richard Dinovo, the adjacent property owner. GS Property Rentals, LLC was approved to purchase 34 Park Avenue with Larry & Larry E. Tune as the approved alternate buyer. 152 Bradford St, a multifamily residential structure in the City of Albany, was approved for sale to Azam & Leila Khan. 153 Sheridan Avenue, a residential vacant lot adjacent to the Sheridan Hollow Village project, was approved for sale to Habitat for Humanity Capital District. Joshua Carr, the adjacent property owner to 207 Elm Street, was approved to purchase the residential vacant lot. 224 Colonie Street was approved for sale to Lisa Faggans who recently closed on several adjacent residential vacant lots on Colonie Street.

The motion was approved unanimously as presented. (M. Bobb Semple, D. Rowley)



**6. Adopting a Resolution to enter into agreement for architectural services (Resolution 21 of 2021):**

The Land Bank put out an RFP for architectural services to assist staff and help put context to scopes of work. The two highest scoring firms were Troy Architectural Practice (TAP) and Lacey, Taylor, Riley, Wilson Preservation LLC. The Land Bank expects to hire both firms on an as-needed basis. Sam Wells suggested that the summary or responses reviewed by the Finance Committee could be shared with all Board members.

The Resolution was unanimously adopted as presented. (J. Nabors, D. Rowley)

**7. Adopting a Resolution approving the adoption of a revised Employee Handbook (Resolution 22 of 2021):**

The Executive Director presented a resolution to update the current employee handbook. The revisions of the handbook were discussed and reviewed in the Human Resources committee in consultation with counsel earlier in the month.

The Resolution was unanimously adopted as presented. (D. Rowley, J. Nabors)

**8. Underserved Communities Committee Updates**

The Executive Director summarized the work continuing being done based on previous underserved communities committee meetings. The Land Bank has a new partnership with Home Headquarters to provide loans to low-income individuals that would not be possible through a traditional bank. The Land Bank is also focused on creating opportunities for minority-owned contractors and have been in meetings with the Community Preservation Corporation to provide funds to this end.

**9. Executive Director Updates**

The Executive Director presented an update on a recent press release for the preservation of open space in Colonie, the demolition of a blighted building on Central Avenue which will be among the one hundredth demolition since the Land Bank was founded. The Land Bank recently surpassed seven hundred property sales in its history. The Land Bank has been diligent in gaining community input for the Ontario Street and Henry Johnson/Clinton Ave clusters. The next community meeting to discuss Ontario Street will be Monday, April 26<sup>th</sup> at 6:00pm.

The meeting was adjourned at 6:12 PM (D. Rowley, M. Bobb-Semple).

Respectfully submitted,  
William J. Sikula IV  
Planning and Projects Coordinator

Albany County Land Bank Corporation

Attested:

A handwritten signature in cursive script, appearing to read "Sam Wells", is written over a horizontal line.

Secretary

