



**Meeting of the Board of Directors
April 19, 2022 | 5:30 PM
Meeting Minutes**

A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on April 19, 2022, via audioconference in accordance with New York State law.

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

Staff: Adam Zaranko (Executive Director), Amanda Wyckoff (Director of Operations), Will Sikula (Planning & Projects Coordinator), Elista Gayle (Application Coordinator), Susan Baker (Enforcement and Administrative Coordinator)

Counsel: Michelle Marinello

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

There were no public comments received by the submission deadline.

2. Review and Approval of Prior Meeting Minutes

Minutes of the March 15, 2022, Board of Directors Meeting were presented. A motion to adopt the minutes as presented was approved unanimously. (N. Alexander, A. Capece)

3. Review of Financial Statements

The Executive Director reported that New York State land banks received \$50 million in the state budget and the Land Bank is working with the New York State Land Bank Association and NYSHCR on the allocation of the funds and will provide more information when it is available. Natisha Alexander commended the Executive Director and staff for staying engaged in advocating for state funds over the last several years and was glad to see those efforts result in funding. The Executive Director thanked Ms. Alexander for the kind words. Ms. Alexander noted that the funding allocation was in the FY 2023 NYS budget, rather the FY 2022, in the event any Board Members wanted to look it up online.



The Executive Director reported that the Land Bank received the \$250,000 in operating assistance provided by Albany County for 2021. The payment was delayed due to the pandemic. The Executive Director reported that the Land Bank has remitted a payment of \$350,000 to Albany County pursuant to the County's real property disposition policy revenue share requirement for property sales completed in 2020.

The Executive Director provided an overview of the monthly financial reports as of March 31, 2022. The reports were reviewed at the April Financial Committee meeting. Property sale income for the year is on pace to meet annual revenue projections. Year-on-year property sale revenue is down by approximately 50%, which is largely attributable to the effects of the pandemic. The Land Bank closed the first quarter of 2022 with approximately \$76,000 of property maintenance expenses of which approximately \$67,000 consisted of snow removal costs. The Executive Director noted the Board meeting agenda included a program designed to reduce the number of properties in inventory to reduce holding costs.

4. Adopting a Resolution Nominating Joseph Seman-Graves to the Board of Directors (Resolution 13 of 2022)

Mr. Seman-Graves was suggested as a potential candidate to fill the vacancy on the Board of Directors in response to the request for candidates. Mr. Seman-Graves is an Albany County resident, the city planner for the City of Cohoes and serves as an Economic Development Project Manager for the Cohoes Industrial Development Agency. Several members of the Board of Directors met with Mr. Seman-Graves and agreed he was a strong candidate and recommended his nomination be referred to the full Board of Directors for consideration. If nominated by the full Board, the Land Bank would refer Mr. Seman-Graves to the Albany County Legislature for consideration for appointment under the Legislature's authority. Mr. Touhey noted that he was among the Board Members that met with Mr. Seman-Graves was a strong candidate and that his knowledge of the City of Cohoes and increasingly progressive approach the City is taking with dealing with vacant properties would make Mr. Seman-Graves a good addition to the Board. Mr. Wells also met with Mr. Seman-Graves and noted that he was an exceptional candidate and that his knowledge and interest in dealing with brownfield properties would be helpful and that he is looking forward to filling the vacancy on the Board

Motion was approved unanimously. (A. Capece, N. Alexander)



5. Adopting a Resolution to approve the sales of multiple properties (Resolution 14 of 2022)

The Executive Director presented a Resolution to approve the sale of multiple properties. Property purchase offers for each property sale presented to the Board of Directors this month have been reviewed and recommended to advance 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. The presentation includes three vacant lots in the City of Albany and two vacant lots and one vacant residential building in the City of Cohoes and one vacant lot in the Town of Rensselaerville.

- 383 and 385 Second Street, two residential vacant lots in the City of Albany, were approved for sale to Eden's Rose Foundation
- 464 Elk Street, a residential vacant lot in the City of Albany, was approved for sale to Tim Doherty
- 73 Lancaster Street, a residential vacant building in the City of Cohoes, was approved for sale to John Kozlyuk
- 119 Columbia Street Extension, a residential vacant lot in the City of Cohoes, was approved for sale to George Vogt
- 213 Central Avenue, a residential vacant lot in the City of Cohoes, was approved for sale to Donna Lee Langley
- Pucker Street, a residential vacant lot in the Town of Rensselaerville, was approved for sale to Joseph and Shari Esposito

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

6. Adopting a Resolution approving Notice of Award to Designate a Selected Developer for the Purchase and Redevelopment of Multiple Properties at the Intersection of Clinton Avenue and Henry Johnson Boulevard in Albany, New York (Resolution 15 of 2022)

The Executive Director presented an item recommending the designation of Home Leasing, LLC as the designated developer in response to the Land Bank's RFP to redevelop 22 properties located at the intersection of Henry Johnson Boulevard and Clinton Avenue in Albany. The Land Bank released the RFP jointly with the City of Albany in August 2021 and responses were due in



November 2021. The Land Bank owns 7 of the properties in the project and the Albany Community Development Agency owns 15 of the properties. The RFP is seeking a developer to redevelop the properties into a high-quality, mixed-use development that include the creation of affordable housing and advance one or more community priorities, which were derived through the extensive community outreach conducted by the Land Bank in connection with creating the RFP. The Joint RFP Selection Committee is comprised of Land Bank staff and City agency heads. Multiple responses were received and reviewed by the Committee and Home Leasing LLC's response was scored the highest. Mr. Touhey noted that this is a wonderful beginning to revitalizing this important intersection.

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

7. Adopting a Resolution approving the sale of multiple properties to TAGA Associates, LLC with the New York State Legacy Cities program (Resolution 16 of 2022)

The Executive Director presented an item to approve the sale of nine properties to TAGA Associates, LLC or a related affiliated in connection with the NYS Legacy Cities program. The program provides state funding to minority-owned and/or operated companies through NYSHCR and construction financing through the Community Preservation Corporation (CPC) to fund the full rehab of vacant building owned by NYS land banks in upstate cities. The Albany County Land Bank partnered with TAGA Associates and CPC on an application and the project was awarded \$1.9 million in funding for the \$2.3 million project. TAGA Associates has experience purchasing and rehabbing vacant building from the Land Bank and the buildings TAGA Associates are purchasing and will rehab using the state funding are among the most challenging in the Land Bank's inventory. The fully rehabbed buildings will be marketed to first-time homebuyers. Mr. Bobb-Semple inquired if any additional approvals would be needed to dispose of eth properties to TAGA Associates. The Executive Director noted that this approval is all that is necessary. Ms. Alexander asked if TAGA Associates was a minority-owned business or a woman-owned business. Land Bank staff noted that TAGA Associates in a minority-owned and operated company and one of the two owner/operators is also a woman.

The motion was approved unanimously. (M. Bobb-Semple, N. Alexander)

8. Adopting a Resolution approving a Vacant Lot Sale Program (Resolution 17 of 2022)

The Executive Director presented an item regarding a new vacant lot sale program. The program is designed to incentivize the disposal of vacant lots in the Land Bank's inventory that have been particularly difficult to return to productive use, despite other programs and efforts. Many of these lots have been in the Land Bank's inventory for more than 3 years and the cost of maintaining them has significantly exceeded the revenue potential. The proposed program builds



upon previous similar programs and would make these lots available for purchase to nearby property owners, tenured renters and local nonprofit or community-based organizations for a price of \$100, inclusive of closing costs, which under the program would be absorbed by the Land Bank. The proposed program was shaped using feedback on previous similar incentive programs, and multiple revisions in collaboration with the Acquisition and Disposition Committee. Mr. Touhey voiced support for the program to increase local ownership of property. Mr. Wells offered to help market these opportunities to nearby residents and get the word out in the community and encouraged Board Members to consider spreading the word once the program is up and running. Mr. Bobb-Semple offered to help market the program to community members in support of the program.

The motion was approved unanimously. (J. Nabors, M. Bobb-Semple)

9. Adopting a Resolution to enter into an agreement for architectural services (Resolution 18 of 2022)

The Executive Director presented an item seeking authorization to enter a contract with the Troy Architectural Practice (TAP) for architectural services related to the full rehabilitation of buildings owned by the Land Bank at 45, 48 and 50 Second Avenue. TAP was the lowest qualified bidder in response to the RFP issued by the Land Bank. The Land Bank received a \$1 million grant to rehab the three buildings through Albany County from the State of New York under the CARES program.

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

10. Adopting a Resolution approving the revised Conflict of Interest Policy and the revised Whistleblower Policy of the Land Bank (Resolution 19 of 2022)

The Executive Director presented an item to adopt several revised policies of the Albany County Land Bank. The proposed revisions to the required policies were created in consultation with the Land Bank's counsel and reviewed and approved the Governance Committee. The Executive Director also noted that the Land Bank's Ethics Policy was revised and adopted by the Governance Committee and had been circulated to Board Members and published on the Land Bank's website.

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



11. Governance Updates

The Executive Director thanked the Board Members for completing the Annual Board Evaluations and noted that he had circulated the summary of the responses to back to Board Members. The Governance Committee reviewed the response and extended an opportunity for any Board Member to share feedback to inform what addition items such as trainings or other governance-related items may be helpful in the coming year. Mr. Touhey thanked Board Members for volunteering their time to serve on the Land Bank's various committees.

12. Executive Director Updates

The Executive Director noted that the Request for Qualifications (RFQ) to redevelop the Land Bank's property cluster located at Ontario and West Streets in Albany has been released. The RFQ is structured to help build a bridge between local orgnzaitins that are interested in being part of the development and developers who have the experience, expertise, and capacity to take on a project of this scale. Affordable housing is a required component of the program, and the project is also seeking to create a community hub to provide a place for businesses or local organizations. The project has its own webpage with lots of information about the effort.

A motion was made to adjourn the meeting. Mr. Touhey thanked the Board Members for attending and noted that a lot of business was covered in the hour thanks to the Board's participation and work of the Land Bank's staff. The motion was approved unanimously. (N. Alexander, J, Nabors).

The meeting was adjourned at 6:31 PM

Respectfully submitted,

Susan Baker
Enforcement and Administrative Coordinator
Albany County Land Bank Corporation

Attested:

A handwritten signature in cursive script, appearing to read "Damm", written over a horizontal dashed line.

Secretary