



ALBANY COUNTY  
LAND BANK CORPORATION

**BOARD OF DIRECTORS MEETING MINUTES**

**AUGUST 16, 2016 | 5:30 PM**

**200 HENRY JOHNSON BLVD, 2<sup>ND</sup> FLOOR COMMUNITY ROOM, ALBANY, NY 12210**

**Present:** Charles Touhey, Michael Jacobson, Ralph Pascale, Sam Wells, Chris Spencer (via phone), Todd Curley, Pamela Harper; **Counsel:** Catherine Hedgeman

**Staff:** Adam Zaranko, Amanda Wyckoff, Christina Wiley

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

**1. Public Comment**

City of Albany Mayor Kathy Sheehan spoke in support of the Breathing Lights art project which highlights vacant and abandoned buildings and is funded by Bloomberg Philanthropies Foundation. The project is expected to draw attention to the challenges urban areas face. The City has established a task force for the project, which will include home ownership training. The City of Albany has access to renewal money recently available from the state and \$400,000 will be for Land Bank properties and participating with Breathing Lights.

Barb Nelson, Member of the core team of Breathing Lights, thanked the Land Bank board for reconsidering participation in Breathing Lights. The team has been invited to host summits on innovative approaches to stem the tide of blight, identify reasons for vacancy and the challenges to turn around vacant and abandoned properties.

**2. Approval of Minutes:** Minutes of the July Board Meeting were approved as presented (M.Jacobson/S.Wells).

**3. Financial Statements M. Jacobson, Treasurer**

The Finance Committee met to review the corporation's financial statements for the period ending July 31<sup>th</sup>. No material changes to note: July was another good sales month and included the sale of properties throughout the County. A motion to accept the financial statements was approved unanimously.

**4. Adopting a resolution approving a license agreement between the Albany County Land Bank Corporation and TAP, Inc.**

A motion permitting the temporary use of Land Bank properties for the Breathing Lights public art installation was approved unanimously (S. Wells/ M. Jacobson). Discussion included questions/concerns of public engagement/ neighborhood perceptions, and fielding inquiries related to Breathing Lights. A component of the project focuses on home-ownership education as a public benefit. Members of the core team of Breathing Lights believe there will be grant funding opportunities following the project as awareness is raised to the effects and extend of vacant and abandoned buildings in Albany. This also presents an opportunity to market Land Bank properties available for sale and home buying options. (A roll-call vote was conducted.)

**5. Adopting a Resolution to hire additional staff**

The Land Bank has been utilizing the services of a Realtor for the past year to list and show properties on the Multiple Listing Service. As Land Bank inventory grows and the corporation's footprint increases throughout the County, the Executive Director proposes a staff position to more efficiently market properties and assist with property management. The ideal candidate will possess a Real Estate License from NYS and have some sales/property management/construction experience. If approved, the position would be advertised

immediately and posted until the position is filled. The current Real Estate Sales contract has expired and is being renewed monthly, until a new person is on board. A motion to approve the new staff position passed unanimously (T. Curley/ R. Pascale).

**6. Adopting a Resolution authorizing the acquisition of multiple properties**

Approximately 120 County-owned properties, throughout Albany County, are available to be acquired by the Land Bank. As the Land Bank seeks to acquire vacant buildings, the County works to ensure the properties are vacant prior to transfer of title. A motion to authorize the acquisition of these properties from Albany County passed unanimously (T. Curley/ S. Wells).

**7. Adopting a Resolution authorizing the ongoing acquisition of multiple properties from Albany County**

In an effort to streamline the process of property acquisitions from Albany County pursuant to the Disposition plan adopted by the County Legislature (Res. 15-453, 2015), the Executive Director would be authorized to acquire County-owned properties that have been approved for transfer to the Land Bank. A motion to approve the Resolution passed unanimously (P. Calderone/ T. Curley).

**8. Adopting a Resolution to Approve the Sales of Multiple Properties**

- 26 Congress Street, Cohoes: One application was received to purchase this vacant lot under the Corporation's side lot policy for additional green space and off street parking. The local review team in Cohoes, as well as the Acquisition & Disposition subcommittee, recommends approval of this purchase. A motion to approve the side lot purchase application passed unanimously (R. Pascale/ S.Wells).
- 150 Forest Avenue, Cohoes: One application was received to purchase the vacant lot under the side lot policy of the Land Bank, to be used as additional green space. The local review team in Cohoes, as well as the Acquisition & Disposition subcommittee, recommends approval of this purchase. A motion to approve the side lot purchase application passed unanimously (M. Jacobson/ T. Curley).
- 12 & 14 Richmond Street, Cohoes: One application was received to purchase these adjacent vacant lots under the side lot policy to be used as additional green space and off street parking. The local review team in Cohoes, as well as the Acquisition & Disposition subcommittee, recommends approval of this purchase. A motion to approve the side lot purchase application for both lots passed unanimously (M. Jacobson/ T. Curley).
- 569 Clinton Avenue, Albany: Two purchase applications were received for this 3-unit building located in the West Hill neighborhood. One applicant proposes to purchase, renovate and rent to immediate family members; will do the majority of the work with a minimal budget. This applicant has purchased a multi-unit property from the Land Bank earlier this year and progress with renovations has not been as expected. A second application proposes to purchase, renovate and utilize the property as an investment property. As this applicant lives out of the immediate area, a local property manager would need to be hired. The local CAC recommends approval of the first applicant mentioned. The A&D subcommittee, after review of additional information regarding budget and proposed investment, recommends approval of the second applicant. A motion to approve the second applicant mentioned, subject to the satisfactory vetting of the designated management company, with a signed contract in place prior to closing, was unanimously approved (R. Pascale/ S. Wells).
- 150 4<sup>th</sup> Avenue, Albany: Two applications were received to purchase and renovate this three unit building. One application would be to occupy the property as a primary residence and one application proposes to operate the property as an investment property. The local CAC and A&D committee recommend approval of the first applicant mentioned. A motion to approve the application for use as a primary residence passed unanimously (M. Jacobson/ S. Wells).

committee recommend approval of the first applicant mentioned. A motion to approve the application for use as a primary residence passed unanimously (M. Jacobson/ S. Wells).

- 17 Garfield Place, Albany: One application was received to purchase, renovate the two-unit building to a single family and use it as a primary residence. The local CAC and A&D subcommittee recommend approval of this purchase. A motion to approve the purchase application passed unanimously (S. Wells/ T. Curley).

**9. Governance Committee Update Pamela Harper, Chair**

Members of the Governance committee recently met with the Executive Director. The committee proposes to draft a "Call for Applications" to fill the vacancy on the board. This could create a reservoir of candidates and would serve to fill the position and increase the financial literacy of the board. The committee is considering highlighting a section of the Corporation's By-Laws at each meeting. This idea was well received among Board members present.

**10. Executive Director Updates:**

- Work on the Annual Report is in progress. Auditors are working with staff to finalize the Corporation's financial statements for the fiscal year ending 6-30-2016.
- An application has been submitted for three, fully-funded, 10-month, AmeriCorps positions to expand the Land Bank's reach into the neighborhoods and communities of Albany County. In partnership with Albany County, the positions are available through community reinvestment funds and would be locally resourced. Notice of a decision should be received sometime this fall.
- Staff has been tasked to seek new office space as the proposed office space is still under construction, new tenants are contracted to move into the offices currently occupied by the Land Bank and with the anticipation of potentially doubling current staffing levels, larger office space is needed. Board members were asked to notify Adam with any other leads on available office space as soon as possible. A Resolution to enter into a lease agreement will be presented at the September board meeting.

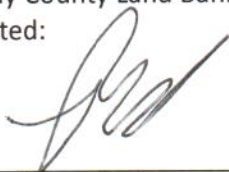
**11. Adjournment**

The meeting adjourned at 7pm.

**NEXT MEETING:**

September 20, 2016 at 5:30 pm  
200 Henry Johnson Boulevard, Albany, NY  
Second Floor Community Room

Respectfully submitted,  
Christina Wiley  
Executive Assistant  
Albany County Land Bank Corporation  
Attested:



Ralph Pascale, Secretary