



ALBANY COUNTY  
LAND BANK CORPORATION

**MEETING OF THE BOARD OF DIRECTORS**

**NOVEMBER 27, 2018 | 5:30 PM**

**MINUTES**

**200 HENRY JOHNSON BLVD; 2<sup>ND</sup> FLOOR COMMUNITY ROOM**

**Present:** Samuel Wells, Chris Spencer, Jeffery Collett, Pastor David Traynham, Charles Touhey, Todd Curley

**Staff:** Adam Zaranko, Amanda Wyckoff, Irvin Ackerman, Charlotte O'Connor

**Counsel:** Catherine Hedgeman

**The meeting was called to order at 5:34 pm by Chair, Charles Touhey, with a quorum of Directors present.**

- 1. Public Comment:** None
- 2. Approval of Minutes:** Minutes of the October 16, 2018 Board of Directors Meeting were approved as presented. (T. Curley/S. Wells)
- 3. Financial Statements:** The monthly financial statements as of 10/30/2018 were reviewed and approved by the Finance Committee and provided to the Board. The Land Bank is expecting \$250,000 from Albany County by the end of the calendar year. Albany County's 2019 budget has another \$250,000 allocation for the Land Bank. The Land Bank was awarded \$2 million through the Attorney General's Community Reinvestment Initiative grant. The grant application focused on demolitions, stabilizations, and building/lot clean-ups. The New York Land Bank Association's state budget ask of \$100 million for NYS Land Banks is still under consideration. Property sales are tracking a little slower than projected but there are a handful of properties with higher values that should improve numbers. ACLB has been looking at pricing for other insurance providers to see if there are any cost savings available.
- 4. Adopting a Resolution to Approve the Sales of Multiple Properties:** Sales summaries include details for each property and have been submitted to local advisory groups as well as the Acquisition & Disposition sub-committee. During discussion, the Executive Director explained the review and approval process as well as the various resources like the Community Roundtable meetings to attendees. The Executive Director noted that there were 5 vacant lots and 8 buildings on the agenda for the Board's approval. The sale at 43 Western Avenue, a lot in the town of Colonie, is contingent upon the approved applicant successfully purchasing the adjacent parcel. A motion to approve the sales of multiple properties passed unanimously (C. Spencer/ T. Curley).
- 5. Adopting a Resolution Authorizing the Acquisition of 1104 6<sup>th</sup> Avenue, Watervliet, NY 12189:** 1104 6<sup>th</sup> Avenue in Watervliet is a residential building offered to the Land Bank for sale

through the National Community Stabilization Trust's NSI First Look program. The property is in relatively good condition. The Board Chair asked how many properties ACLB has acquired through NCST's various programs. The Land Bank has acquired two other properties—a vacant lot in the City of Albany and a residential building in the town of New Scotland. The Board Chair noted that participating in the NCST acquisitions is a great opportunity to solve for zombie properties. The motion was approved unanimously. (D. Traynham, S. Wells).

6. **Adopting a Resolution to Enter into a Grant Funding Agreement with Enterprise Community Partners, Inc.:** The Land Bank was awarded \$2 million in funds recovered by the NYS Office of the Attorney General settlements. The maximum funding award was \$2 million. These funds will be administered through Enterprise Community Partners, Inc. The motion was approved unanimously. (T. Curley, J. Collett).
7. **Adopting a Resolution Approving the Filing of the 2017 IRS Form 990:** The 2017 IRS Form 990 must be submitted in December. A draft of the 990 was provided to Board Members for review. There were no questions about the form or filing. The motion was approved unanimously. (T. Curley, J. Collett).
8. **Adopting a Resolution to Enter into a Contract for Water and Sewer Services with Jake Burnett Excavating Co. Inc.:** Water/sewer terminations and repairs in connection with demolitions that have been approved by the Planning Board or are in the midst of seeking demolition approval from the Planning Board. The property on Elk Street is for repair. In the event that sidewalks are removed for termination, the appropriate permits are obtained, and the sidewalks are repaired.
9. **Adopting a Resolution to Enter into a Contract for Snow Removal Services with Kingdom Services, LLC:** This year's snow removal RFP also included pricing for salting sidewalks. The RFP responses were more competitive in terms of pricing. Kingdom Services, LLC was one of the contractors selected for snow removal based on pricing. ACLB staff monitor storms and contractors must get approval from the office to begin removing snow. Contractors cannot remove snow without prior approval. The Board Chair noted that it was great to have such reliable contractors performing work for the Land Bank. The motion was approved unanimously. (S. Wells, T. Curley).
10. **Adopting a Resolution to Enter into a Contract for Snow Removal Services with CKB Property Care, LLC:** CKB Property Care, LLC was the other contractor selected for snow removal based on prices submitted with their proposal. Given the size of the Land Bank's inventory, two snow removal contractors are needed to adequately address snow removal. The motion was approved unanimously. (J. Collett, S. Wells).
11. **Adopting a Resolution to Enter into a Contract for Full Renovation Services for 95 Elizabeth Street in Albany, NY with Baker Contracting:** 95 Elizabeth Street will be the final property rehabbed under the Neighbors for Neighborhoods grant. Baker Contracting provided the lowest bids to renovate the two-family home. This property will be subject to the N4N grant requirements, so buyers must own two or fewer investment properties and agree to maintain the property as affordable rentals for a period of 20 years, among other things. The motion was approved unanimously. (T. Curley, D. Traynham).
12. **Adopting a Resolution to Enter into a Contract for Abatement and Demolition Services with Dan's Hauling and Demo, Inc. for 1293 Route 9W in the Town of Bethlehem:** The Land Bank acquired the property in January 2017 and has not been able to sell it. The property is

surrounded by wetlands which makes it difficult to sell for new construction and similar uses. The building is getting worse and needs to be demolished. There is potential to use the property for conservancy. The Executive Director will be meeting with the Mohawk Hudson Land Conservancy to discuss partnership opportunities. The motion was approved unanimously (T. Curley, J. Collett).

13. **Adopting a Resolution to Enter into a Contract for Construction Services at 308 First Street, Albany, NY with Baker Contracting:** During a demolition at 308 First Street, a shared wall with the adjacent building was damaged. There were change orders done to stabilize the shared wall and this new contract is to repair the wall of the remaining building. The motion was approved unanimously (T. Curley, J. Collett).
14. **Adopting a Resolution to Enter into an Operating Agreement with ACLB Holdings, LLC:** The NYS Land Bank law allows for LLCs to be formed by NYS land banks. This allows land banks to limit their liability when acquiring properties that may have more risk, such as potential environmental hazards. The LLC has the same powers as the parent company (land bank). In order to function, there must be an operating agreement between the parent company (ACLB) and the subsidiary (ACLB Holdings, LLC). The LLC will have the same tax-exempt status as the Land Bank. Several properties have been identified as potential acquisitions by the LLC. The LLC can provide access to additional funding opportunities such as brownfield funding and other remediation funding sources. Under the law, the Land Bank can form as many LLCs as necessary. The motion was approved unanimously. (S. Wells, C. Spencer).
15. **Governance Update:** Members of public authorities (board members) must take an oath of office and attest to be an officer of the Albany County Land Bank. Counsel will provide more information regarding when and how to take the oath of office to stay in compliance.
16. **New Business:** All board members must sign the Certificate of Incumbency in order for the Land Bank to receive the \$2 million grant award administered by Enterprise Community Partners, Inc.
17. **Executive Director Updates:** The Land Bank has hired some new staff in reception and field operations. There are two new part-time receptionists to help with administrative work and one full-time field operations technician helping with property management activities. Our former housing services counselor has moved on from the Land Bank in pursuit of a graduate degree and more classic housing counseling.
18. **Executive Session:** None.

#### Adjournment

The meeting adjourned at 6:20 pm.

Respectfully submitted,

Charlotte O'Connor  
Neighborhood Planning & Program Coordinator  
Albany County Land Bank Corporation

Attested:

  
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Secretary