



**Meeting of the Board of Directors
May 17, 2022 | 5:30 PM
Meeting Minutes**

A public meeting of the Board of Directors of the Albany County Land Bank Corporation was convened on May 17, 2022, via audioconference in accordance with New York State law.

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

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: Nicole Green (Whiteman Osterman & Hanna)

The meeting of the public body was called to order at 5:34 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 April 19, 2022, Board of Directors Meeting were presented.

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

3. Review of Financial Statements:

The Executive Director provided an overview of the financial reports as of April 30, 2022. The reports were reviewed by the Finance Committee at the May meeting. Property sale income is tracking at approximately the rate expected at this point in the year. Property maintenance expenses continue to comprise the largest portion of property-related expenses to date. Professional Services expenses are tracking within budget. The Land Bank continues to work with the New York Land Bank Association and the State of New York to access the funding that was provided for New York land banks in the State Budget, which will inform the Land Bank's property investment program. Year-on-year property sale income is down by approximately 50% due to the impacts of the pandemic.



4. Adopting a Resolution ratifying the appointment of Joseph Seman-Graves to the Land Bank Corporation Board of Directors (Resolution 20 of 2022)

The Executive Director extended a welcome to Joseph Seman-Graves, the Land Bank's newest Board member. Mr. Seman-Graves was recently appointed to the Land Bank's Board of Directors by the Albany County Legislator. Mr. Seman-Graves is an Albany County Resident and serves as City Planner for the City of Cohoes and is the Economic Development Project Manager for the City of Cohoes IDA. Mr. Seman-Graves has a master's degree in Planning and has experience in community development including working on a neighborhood strategy to help revitalize the South End neighborhood of Albany. Mr. Seman-Graves provided some brief introductory remarks and Chairman Touhey welcomed Joe to the Board.

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

5. Adopting a Resolution to approve the sales of multiple properties (Resolution 21 of 2022)

The Executive Director presented a Resolution to approve the sale of a property. Property purchase offers for the 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 a property disposition based on recommendations provided by the Acquisition and Disposition Committee and staff review. The presentation includes one vacant lot in the Village of Voorheesville.

- 12 West Street, one residential vacant lot in the Village of Voorheesville, was approved for sale to Vincent J. Perry Jr.

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

6. Adopting a Resolution approving the sale of properties to the Albany Community Land Trust (Resolution 22 of 2022)

The Executive Director presented a Resolution to rescind the approval of the sale of 459 and 461 North Pearl Street to Mr. Ivan Myers and approve the sale of the properties to the Albany Community Land Trust. Rather than purchase the lots directly from the Land Bank Mr. Myers, who is the adjacent homeowner, desires to acquire the lots through the Albany Community Land Trust and City of Albany's Mow to Own program. The Albany Community Land Trust is supportive of this recommendation and provided the documentation necessary to proceed with the acquisition of the properties. The Acquisition and Disposition Committee has reviewed the proposed action and recommended it proceed.

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



7. Underserved Communities Updates

The Executive Director provided an update on the Land Bank's new vacant lot disposition program, "Lots for Less." The program recently launched and is designed to incentivize neighborhood residents to acquire property in their community. There are 22 properties in the program. In order to be eligible for the program applicants must have a household income at or below 80% of the area median income among other eligibility requirements. Anthony Capece asked if the Land Bank reaches out to adjacent property owners about properties. The Executive Director said the Land Bank makes reasonable efforts to locate and engage adjacent property owners, including through outreach letter, but sometimes the adjacent property cannot be located and/or the property on either side is also vacant. In addition, adjacent property owners are not always interested in acquiring the adjacent property.

8. Governance Updates

The Executive Director informed the Board that the Land Bank's attorneys are assisting with packaging all required annual Board member compliance documents and once that is available the Executive Director will provide to all Board members.

9. Executive Director Updates


The Executive Director provided the following updates: For the South End Co-development project: the Land Bank and its development partners were contacted by the City of Albany's ARPA (American Rescue Plan) Committee regarding the application submitted requesting ARPA Funds to support the creation of 11 new affordable homes in connection with the larger redevelopment effort. The ARPA Committee has invited the Land Bank and their partners for an interview regarding the request. The Land Bank also supported Habitat for Humanity's application to the ARPA Committee to fund the appraisal gap of the construction of approximately 25 new affordable homes. The Land Bank has also been invited to participate in an interview with the City of Albany's ARPA Committee for that application as well. The Land Bank has been working with Home Leasing, the developer designated through the Land Bank's RFP process, as well as the Albany Community Development Agency on pre-development community outreach and engagement. The Land Bank help the Pre-Proposal meeting for the Ontario and West Street Request for Qualifications. The meeting was well attended. The Land Bank released an RFP seeking pricing for the small-footprint affordable home design in support of building a home on a small vacant lot in Sheridan Hollow. Mr. Seman-Graves asked the Executive Director could share the blueprints for the small-footprint home. The City of Cohoes is exploring similar smaller home designs as well.

A motion was made to adjourn the meeting. (A. Capece, M. Bobb-Semple). The motion was approved unanimously as presented. **The meeting was adjourned at 6:08 PM**

Respectfully submitted,

Susan Baker
Enforcement and Administrative Coordinator
Albany County Land Bank Corporation

Attested:



Secretary

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