



ALBANY COUNTY

LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

MAY 17, 2016 | 5:30 PM

200 HENRY JOHNSON BLVD, 2ND FLOOR COMMUNITY ROOM, ALBANY, NY 12210

Present: Charles Touhey, Pamela Harper, Michael Jacobson, Ralph Pascale, Corey Ellis, Chris Spencer, Sam Wells, David Traynham, Todd Curley, Philip Calderone; **Counsel:** Catherine Hedgeman

Staff: Amanda Wyckoff and Christina Wiley

Meeting called to order at 5:35pm by Chair Charles Touhey, with a quorum of Directors present.

1. Public Comment

- Valerie Roberts: As a representative of the Community Advisory Committee, Ms. Roberts expressed her concern that only one member of the Executive Board attended the annual meeting of the CAC held on May 11th. There will be more to discuss between the Board and the CAC once the minutes of the annual meeting are available and the CAC forms recommendations.
- Tom McPheeters: Spoke of comments made at the CAC annual meeting regarding the application process being a struggle. Recommendations to the application process will be included in the CAC's report to the Board.
- Erin Reale: Echoes comments already made. At the June Board Meeting the CAC would like to be on the agenda to discuss findings and allow more time for feedback wanted from the community. There may be a different forum for discussion with the Board.
- Mark Robinson: Similar concerns as previously stated. The recent West Hill/ West End weekend neighborhood strategy meeting was only attended by one Land Bank Board Member. The Land Bank's Executive Director attended Friday's strategy meeting with Kevin Dwarka, the consultant contracted for the neighborhood plan. There is a neighborhood flea market event the weekend of May 20th. Mr. Robinson would like the Board to consider a sweat equity plan, but no written proposal was presented.

2. Approval of Meeting Minutes: Minutes of the April Board Meeting were approved with the correction that Board Member R. Pascale was present (M. Jacobson/ T. Curley).

3. Financial Documents M. Jacobson, Treasurer

There have been no extraordinary expenses in the past month. Noted the last distribution of Attorney General funding is nearly drawn down. The only other source of income to pay for rehabilitation to buildings is sales proceeds. The addition of property transfers from the County will provide a wider pool of inventory to derive revenue to sustain Land Bank activities. The Financial Statements presented were previously reviewed and approved by the Treasurer and the Finance Committee.

4. Adopting a Resolution to approve a Personnel Policy Land Bank staff has presented a personnel policy that is consistent with best practices. The Policy was reviewed by the Governance Committee and legal counsel and is recommended for approval. A motion to approve the resolution passed unanimously (P. Harper/ C. Ellis).

5. Adopting a Resolution to modify the Procurement Policy

A revision to the existing policy would allow Land Bank staff to enter into contracts up to \$15,000 without prior approval of the Board (the current threshold is \$5,000). Adjusting the contract threshold would

facilitate Land Bank operations. A motion to approve the resolution passed unanimously (S. Wells/ P. Calderone)

6. Adopting a Resolution to Approve the Sales of Multiple Properties

- 608 3rd Street, Albany: Three applications were received for the purchase of this two-family dwelling. One would be fully owner-occupied; one would be an investment property; one would be owner-occupied with a rental unit. The Community Advisory Committee recommended the fully owner-occupied application, which also has the best purchase offer. Discussion that the resolution should be amended to allow for a 1st and 2nd purchase offer to allow staff to remarket the properties to purchasers who aren't chosen as the first option. A motion to approve the Luo application passed unanimously (M. Jacobson/ S. Wells).
- 274 Sheridan Avenue, Albany: One application was received to purchase, renovate and hold this two-unit dwelling as a rental property. A minority-owned business owner proposes to utilize this rehab project as training for skilled trades, along with some life-skills coaching. Satisfactory additional information was received as requested by the Acquisition and Disposition Committee. The Community Advisory Committee recommends approval of this application. Board members would like to have a report of the implementation of the training program (counsel can write it into the contract). There is a slight difference between the appraised value and revised purchase offer and it is noted that the property is in poor condition and has been on the market for over a year with no sale. The sale would be subject to a Deed restriction for income limits of renters to be no more than 80% of the AMI (average median income) for 5 years. A motion to approve the purchase application passed unanimously (S. Wells/ C. Spencer).
- 624 3rd Avenue, Watervliet: One application was received to purchase this vacant lot for development. The applicant owns adjacent property that has been approved for new construction. The CAC and A&D committee recommend approval. A motion to approve the purchase application passed unanimously (P. Calderone/ C. Spencer).
- 26 Congress Street, Cohoes: A side lot application was received by the adjacent property owner to extend his yard/ green space. The CAC and A&D committee recommend approval, subject to merging the lots. The applicant has a tax balance owing which needs to be paid in full prior to closing. A motion to approve the side lot application for \$500 passed unanimously (C. Spencer/ P. Calderone).
- 179 3rd Avenue, Albany: This application was tabled at the April meeting and is being presented for approval with a revised offer price. A motion to approve the purchase application passed unanimously (P. Calderone/ T. Curley).
- 290 & 292 Orange Street, Albany: A purchase application was received for these two vacant lots which proposes the construction of two garages (pre-fab) for automobiles and a workshop. The CAC and A&D committee expressed concerns of the highest and best use of the lots conflicts with the intended use. The Board accepts the recommendation of the committees and a motion to not sell the lots passed unanimously (M. Jacobson/ P. Calderone).
- 61 Thatcher Street, Selkirk: One purchase application was received to renovate and rent out this single family dwelling. The applicants own and operate five other properties. The CAC and A&D Committee recommend approval. Board discussion included the offer price is close to the appraised value and there have been many showings of this property. A motion to approve this application passed unanimously (C. Spencer/ T. Curley).

7. **Adopting a Resolution to enter into a contract with WPNT for demolition services** An RFP was issued/posted for the demolition of 48 Emmet Street and WPNT provided the lowest bid. The Land Bank was notified by codes and heard of neighbors' concerns regarding the deteriorated condition of the vacant, single-family dwelling. A motion to approve the resolution passed unanimously (C. Ellis/ M. Jacobson).
8. **Executive Director Updates:**
- After one month, Adam appreciates the support he's received so far from staff and Board Members
 - The first CAC annual meeting provided helpful feedback
 - Meetings with over 50 stakeholders to-date; received great feedback regarding the Land Bank's work to date & acknowledges there is much more work to do throughout the County
 - Participate in local planning efforts that can inform the Land Bank's work, example West End/ West Hill planning study
 - Exploring additional funding sources will be an ongoing effort
 - Breathing Lights: Opportunity to have a broader discussion about combating blight and available resources
9. **New Business**
- Specific sales summary comments will be addressed in Executive Session
 - Suggestion to modify the agenda and move "Public Comment" to the end of the meeting so voting/business can be conducted if Board Members need to leave early. Counsel stated that Public Comment is not required
 - As the Land Bank grows, and additional properties are transferred from the County, outside of the City of Albany, will bring new challenges
 - Some purchasers are using bank financing and takes more due diligence (additional title searches). We will look to streamline the disposition of properties and consult other Land Banks for best practices to expedite the process
 - A new procedure with title requires the County to get involved to provide needed documentation to clear title.
10. **Adjournment**
The meeting adjourned at 6:55 pm to go into Executive Session.

NEXT MEETING:

June 21, 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