



# ALBANY COUNTY

## LAND BANK CORPORATION

### ANNUAL BOARD OF DIRECTORS MEETING

NOVEMBER 19, 2019 | 5:30 PM

### MINUTES

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

**Present:** Charles Touhey, Samuel Wells, Christopher Spencer, Todd Curley, Chris Spencer, Pastor David Traynham, Phil Calderone

**Staff:** Adam Zaranko, Irvin Ackerman, Erica Ganns, Amanda Wyckoff, Charlotte O'Connor, William Sikula

**Counsel:** Catherine Hedgeman

**The meeting was called to order at 5:30pm by Chair, Charles Touhey, with a quorum of Directors present.**

**1. Public Comment** There was no public comment.

**2. Approval of Minutes:** Minutes of the October Board Meeting were approved as presented. The motion was approved unanimously (C. Spencer/ T. Curley).

**3. Financial Statements:** The monthly financial statements as of 10/31/2019 were reviewed and provided to the Board. The Financial Statements were approved as presented. (C. Spencer/ T. Curley)

Executive Director provided update that the Land Bank is largely within all budget categories and slightly ahead on sale proceeds. The 2020 Budget will go into effect on January 1, 2020. The Land Bank is approximately halfway through the \$2 million Attorney General grant and demolition allocation is expected to be exhausted by mid-2020, driven in part by the City of Albany's emergency demolitions which are a large cost center for the Land Bank. The New York Land bank Association continues to support efforts to secure state funding as well as efforts to secure a recurring funding source from NYS.

**4. Adopting a Resolution to Approve the Sales of Multiple Properties:** Sales summaries include details for each property and have been reviewed by the Acquisition & Disposition Committee. During discussion, the Executive Director provided an overview of the application review and approval process. The presentation includes 21 properties over 7 municipalities, consisting of 12 parcels of vacant land and 9 buildings. 1101 Delaware Turnpike, a single-family home in New Scotland, is recommended for sale to Sean Farrell and William Banahan. 1290 Broadway in the City of Albany was approved for sale to Fair Ride LLC who proposes to operate the property as a rental. 9, 14 & 16 South Swan Street in the City of Albany, are approved for sale to Housing Visions Unlimited, LLC. Executive Director recommends no open space restrictions are added to the deed in the event the buyers want to develop in the future. 2 Charles Street in the City of Albany is approved for sale to Capital City Gospel Mission who plan to fence off the lot. 20 Osborne Street, Albany is approved for sale to Elizabeth Maldonado & Julio Benlitez, who intend to owner

occupy one of the units. 21 Pennsylvania Avenue is approved for sale to Secura Holdings Inc, who plans to operate the property as a rental. 215 & 217 Colonie Street in The City of Albany was approved for sale to Aung Thu Kyaw and Lin Lin Khaing who will rehabilitate the property and utilize it as their primary residence. 311 Livingston Avenue is a vacant lot in The City of Albany, Anthony Clark is approved to purchase the parcel and will operate it as a garden. 56 Beverly Avenue is a residential vacant lot in the City of Albany, sale is approved for sale to Walker Enterprises Unlimited LLC. 58 Columbia Street is approved for sale to ACC Fabrics, contingent on general approval of their plan by City of Cohoes Economic and Community Development. Johnny Cake Hill Road is a vacant parcel in the Town of Westerlo, a sale is recommended for sale to adjacent property owners Terence and Joanna Fraser. Two vacant parcels of land located on River Road in Selkirk. 199 Lark Street is approved for sale to Kim Yat Yeung. The motion was approved unanimously. (P. Calderone/ T. Curley).

**5. Adopting a Resolution approving the filing of the 2018 IRS form 990 and 2018 NYS form CHAR500:**

The 2018 returns were prepared by the Land Bank's accountants and reviewed by Finance Committee and circulated to Board Members for review. The Executive Director is working with the Land Bank's auditors to seek exemption from the IRS 990, given the Land Bank's status as a local public authority Executive Director is granted approval to file 2018 IRS for 990 & 2018 NYS CHAR 500. The motion was approved unanimously (J. Collett /T. Curley)

**6. Adopting a Resolution with Ditonno & Sons, LLC for demolition & abatement Services for 436 Third Street, Albany NY:**

The Executive Director requested authorization to enter into a contract for demolition and abatement services of a blighted building located at 436 Third Street in the City of Albany. Under the contract Ditonno & Sons will demolish the building at a cost \$14,400 Executive Director outlines that this is a very low cost comparatively. The contact was procured competitively pursuant to the Land Bank's procurement policy and the source of funds are NYS Attorney General Grant Funds. The motion was approved unanimously (N. Alexander/T. Curley).

**7. Adopting a Resolution to enter into an agreement with WPNT Construction LLC for demolition & abatement services for 350 Second Street, Albany, New York and 599 Broadway, Watervliet, New York**

The Executive Director requested authorization to enter into a contract for demolition and abatement services of blighted building located at 350 Second Street in the City of Albany and 599 Broadway in the City of Watervliet. Under the contract WPNT Construction LLC will demolish both buildings at a cost of \$47,000 and \$24,000, respectively. The contact was procured competitively pursuant to the Land Bank's procurement policy and the source of funds are NYS Attorney General Grant Funds. The Executive Director noted that 599 Broadway was reclaimed by the Land Bank from a previous buyer that failed to perform in accordance with their redevelopment obligations. The motion was approved unanimously (T. Curley/P. Traynham).

**8. Adopting a Resolution to enter into a contract for snow removal services with Kingdom Services, LLC:**

The Executive Director requested authorization to enter into a contract for d for snow removal services with Kingdom Services, LLC. The Land Bank typically re-procures its snow removal vendors annual to ensure competitive pricing prior to winter's arrival. Under the contract Kingdom Services, LLC will provide snow removal and salting on Land Bank properties pursuant to the contract's fee schedule. The contact was procured competitively pursuant to the Land Bank's procurement policy and the source of funds are operating funds. The motion was approved unanimously (P. Traynham /T. Curley).

**9. Adopting a Resolution to appoint members to the Albany County Land Bank's Enforcement and Compliance Committee.** The Executive Director presented a Resolution appointing members to the Land Bank's Enforcement and Compliance Committee. The Committee typically meets monthly and provides guidance and direction on the Land Bank's enforcement and compliance related actions. The following Board members wish to serve on the Committee: Charles Touhey, Jeffery Collett and Pastor David Traynham. The motion was approved unanimously (S. Wells & J. Collett).

**10. Adopting a Resolution approving the appointment of members to the Human Resources Committee.** The Executive Director presented a Resolution appointing members to the Land Bank's Human Resources Committee. The Committee meets as needed and provides guidance and direction on the Land Bank's Human Resources related actions. The following Board members wish to serve on the Committee: Pastor David Traynham, Charles Touhey, Jeffery Collett and Todd Curley. The motion was approved unanimously (P. Calderone/ T. Curley).

**11. Adopting a Resolution approving a revised employee handbook and personnel policies.** The Executive Director presented a Resolution seeking the adoption of a revised employee handbook and personnel policies. The revised polices and procedures were developed in consultation with the Land Bank's Human Resources Consultant, counsel and members of the Board of Directors. All employees of the Land Bank will attend a training on the updated policies and procedures as well as individual meetings with the Land Bank's Human Resources consultant. All policies and procedures will take effect immediately unless otherwise state l the handbook. The motion was approved unanimously (S. Wells/ Pastor Traynham).

**12. Adopting a Resolution authorizing Executive Director to hire and terminate employees.** At the request of the Land Bank Board of Director's leadership, the Executive Director presented a Resolution seeking the authority to hire and terminate employees. The original By-laws of the Albany County Land Bank establish a committee structure to receive final authorization to both hire and terminate employees. The Executive Director has already received authorization to hire employees without committee approval and the Board wishes to extend the same authority for the termination of employees. The motion was approved unanimously (T. Curley/P. Calderone).

**13. Governance update**

The Annual Meeting of the Albany County Land Bank's Board of Directors will be held on January 17, 2020. Board Member self-evaluation have been provided and all Board Members were asked to complete and return the documents.

**14. New Business- None**

**15. Executive Director Updates.** The Executive Director announced that Charlotte O'Connor was leaving the Land Bank to pursue a new job opportunity. The Executive Director, land bank staff and Board Members thanked Charlotte for her many contributions to the Land Bank and wished her well with her future endeavor.

The Executive Director briefed the Board of Director on the outcome of the Land Bank recent Request for Expressions of Interest. The project team was encouraged by both the number of responses received and the breadth of stakeholders who expressed interest in supporting the project concepts set forth in the

RFEI. There were expressions of interest in all three of the Redevelopment Clusters. The responses suggested that ongoing coordination between the Albany County Land Bank, the City of Albany, community stakeholders, and any development partners will be critical to the success of any project. Many stakeholders expressed that a cohesive, larger-scale redevelopment strategy was appropriate for all three development clusters, including a mix of incomes, housing types and uses. Financial support, including but not limited to various tax credits, grants, and tax incentives are a necessary component for the redevelopment of all three clusters and respondents expressed a desire for assistance in acquiring and assembling property clusters for the South End Cluster and the Arbor Hill Clusters.

The Executive Director stated that upon reviewing the outcomes of the consultant's analysis along with the responses to the RFEI it was apparent that in order to ensure that local priorities are balanced with the need for economically viable development scenarios, the Albany County Land Bank, acting as a not-for-profit corporation and local public authority, will need to engage one or more developers and pursue a partnership structure.

Based on the work completed to date the Executive Director recommended pursuing the South End development cluster first and advised that the next steps in the initiative should include reconnecting and updating the South End Community Collaborative, engage a consultant to assist with partnership structure concepts using all available information to determine the optimal role of for the Land Bank, coordinate with the City of Albany and seek to engage one or more developers that have expressed interested in developing the South End Cluster on partnership(s). The Board of Director concurred with the Executive Director's recommendations and agreed that the effort should proceed accordingly.

#### **Adjournment**

The meeting adjourned at 6:43pm.

#### **NEXT MEETING:**

December 17, 2019 at 5:30 pm

Location: 200 Henry Johnson Boulevard, Albany NY

Respectfully submitted,  
Erica Ganns  
Office Manager

Albany County Land Bank Corporation  
Attested:

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Secretary