



**BOARD OF DIRECTORS MEETING MINUTES**

SEPTEMBER 20, 2016 | 5:30 PM

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

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

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

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

**1. Public Comment**

Vincent Perry of Bleecker Street has interest in the buildings surrounding his property which are slated to be transferred to the Land Bank. Mr. Perry suggested to not utilize a certain plumbing contractor based on his personal experience.

Obar Robinson, a carpenter by trade, has been working to improve the area of Arbor Hill known as Lexington Triangle and create positive changes he and others in the neighborhood want to see. Financial support is needed for the many disinvested properties and Mr. Robinson is seeking Attorney General funding, received by the Land Bank, to be utilized in this neighborhood's vision/plan. [NOTE: To date, Mr. Robinson has not submitted a Property Purchase Application to the Land Bank.]

**2. Approval of Minutes:** Minutes of the August Board Meeting were approved as presented (R.Pascale/D.Traynham).

**3. Financial Statements**

The Finance Committee met to review the corporation's financial statements for the period ending August 31<sup>st</sup> and report no substantial changes to the corporation's financial picture.

**4. Annual Report,** in draft form, was distributed and a summary was presented to the Board by A. Zaranko. It details the second year of operations for the Land Bank and looks forward to year-3. Board members are asked to review the report and submit any comments/ feedback to A. Zaranko. A finalized report will be released by the end of the year.

**5. Adopting a Resolution to enter into a contract for demolition services**

Per an RFP for demolition services that was issued by the Land Bank, the contractor chosen, Dan's Hauling & Demo, located in Wynantskill, provided the lowest bid for the six properties (2 in Cohoes, 2 in Watervliet, 2 in Albany). Discussion included if any Albany County based contractors submitted bids for the work. Multiple bids were received and per the procurement policy, the lowest responsible bidder is awarded the contract. Future demolition projects will be posted for bid pursuant to Land Bank procurement policy. Noted a revision to the contract, which appears in the final written version. A motion to approve the Resolution passed unanimously (P. Harper/ C. Spencer).

**6. Adopting a Resolution to enter into an agreement/lease for office space**

The lease for the office space the Land Bank utilizes has expired and the Land Bank is operating under a month to month arrangement. The office space Albany County Land Bank had intended to relocate to has recently experienced unforeseen delays extending the revised completion date well into 2017. In addition, the lease for the space the Land Bank utilizes has expired and there is another tenant waiting to take possession of the space. Land bank staff conducted a substantial evaluation of available office space that would be suitable for Land Bank operations and has identified a favorable offer to-let which maintains a local presence while meeting other pertinent operational criteria. Parking access is available on-street as well as public-pay lots. To address any parking concerns during the day, the Land Bank may be able to offer after-hours application assistance. A motion to approve the Resolution passed unanimously (S. Wells/ P. Calderone).

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

- 164 Lark Street, Albany: Previously approved as a 2-unit renovation project, the applicant is proposing to renovate three living units and is confident he will receive the necessary approvals from the City. Staff recommends approval provided all approvals are obtained, as a condition of the contract. A motion to approve the purchase application as a three unit building passed unanimously (S.Wells/ C. Ellis).
- 22 Hurlbut Street, Albany: One viable application to purchase and occupy the property as a primary residence has been received and is recommended for approval by the CAC and A&D committee. A motion to approve the property purchase application presented passed unanimously (P.Harper/C.Spencer).
- 262 1<sup>st</sup> Street, Albany: One application to purchase and operate as a two-unit rental property has been received. Due to the condition of the property, substantial investment is needed and the Land Bank will allocate additional Attorney General funding prior to transfer, if approved. The applicant purchased a vacant lot from the Land Bank earlier this year and has been maintaining the property in a satisfactory manner. The CAC well as the Acquisition & Disposition subcommittee recommends approval of this purchase. A motion to approve the property purchase application passed unanimously (P.Calderone/R.Pascale).
- 849 Livingston Avenue, Albany: Four purchase applications were received for this 2-unit building located in the West End neighborhood of Albany. One applicant proposes to purchase, renovate and utilize the property as a primary residence; the three other applications all propose to retain the property for investment/rental income after renovation. The local CAC recommends approving the application for owner occupancy, which the A&D subcommittee supports. A question of zoning arose which Land Bank staff will investigate. A motion to approve the application mentioned, subject to a satisfactory response from the City of Albany Zoning/Planning Department was unanimously approved (P. Harper/ S. Wells).
- 52 White Street, 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 (P. Harper/ R. Pascale).
- The following properties located in the City of Cohoes are recommended for sale to a developer who is proposing to renovate/develop the properties for residential housing and retain as income properties:
  - 107 Congress St (2 unit property)
  - 113 Lancaster St (2 unit property)
  - 58 Columbia St (Commercial building to be converted to residential loft style apartments)
  - 91 Congress St (vacant lot adjacent to 58 Columbia St, to be used for off-street parking).

Discussion included this developer has successfully undertaken many projects on the City of Albany that others wouldn't due to the amount of investment. The long term vision of the Land Bank is to transfer properties to individuals and create home ownership opportunities. Concern that developers have access to better properties and taking away homeownership opportunities. No other applications were received since the properties were acquired in June, 2016. The City of Cohoes planning group feels the properties were adequately marketed and would like to see more owner-occupied sales of one and two-unit properties. A motion to approve the multiple property purchase application passed unanimously (R. Pascale/ C. Spencer).

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

By-Laws Highlight: Section II which refers to having an odd number of Directors on the Board. Currently there are ten members with one vacancy. Pam has developed a Call for Applications which she has sent to the Board for their input/feedback. The Call for Applications will be addressed at next month's Board Meeting. Initial Board Members need to be re-appointed and committee memberships renewed. Also reviewed was Section V of the By-Laws which states that if a Board Member's attendance at meetings falls below 65%, he/she could be removed. More to come next month.

**9. Executive Director Updates:**

- Required annual reporting documents have been completed and submitted to the various reporting offices, including the NYS Authority Budget Office. A. Zaranko is also meeting with a variety of representatives/committees of the County government to report on annual performance.
- The Land Bank is acquiring thirty (30) properties from the County, located throughout the County, and will soon add more City of Albany properties which may render the Albany County Land Bank in the 2<sup>nd</sup> largest land bank in New York State measured by acquisition, with a portfolio exceeding 250 property acquisitions since inception.
- Job posting for Real Estate Sales and Assistant Property Manager has yielded some good candidates. Interviews are underway and resumes are still being accepted for consideration.

**10. Adjournment**

The meeting adjourned at 6:47pm to go into Executive Session.

**NEXT MEETING:**

October 18, 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:

APPROVED—SIGNATURE PENDING

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Ralph Pascale, Secretary