



Nancy Buck
Jacqueline Leventoff
David Sager
Ira Steingart
Daniel Wright

SULLIVAN COUNTY
LAND BANK CORPORATION
100 North Street, Monticello NY, 12701
P.845-807-0527 Planning@co.sullivan.ny.us

Freda Eisenberg
Josh Potosek
Alan Sorensen
Terri Ward

MINUTES

Board Meeting

March 28, 2017

BOARD MEMBERS:

IN ATTENDANCE: Freda Eisenberg, Nancy Buck, Jacquie Leventoff, Ira Steingart, Josh Potosek, Terri Ward

ABSENT: Daniel Wright

OTHERS IN ATTENDANCE: Helen Budrock (Sullivan Renaissance), Ron Stabak (Village of Liberty), Jill Weyer (SC Planning), Art Hussey (SC Grants Admin), Luis Alvarez (SC Legislative Chair)

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair, at approximately 8:08 a.m. In the absence of Secretary Terri Ward, Vice Chair, who arrived at 8:23, Freda tasked Jill Weyer to prepare minutes. All members present with the exception of Dan Wright.

II. Approval of Minutes

A motion was made to approve the minutes of both the March 2nd and March 16th meeting minutes by David Sager with a revision to the March 16 minutes to reflect him as absent. Motion was seconded by Nancy Buck and minutes were approved.

III. Treasurer's Report

Freda Eisenberg announced that the EIN was obtained for SCLBC and now a bank account should be set up. A motion was made by Jackie and seconded by Nancy to designate the Executive Board as the authorized signers and to obtain two signatures on each check for payment. Dave will obtain the necessary paperwork to open a bank account at Jeff Bank and will let the Board know when they will need to go to the bank to document their signature.

IV. Communications

Freda reported the official Attorney General announcement of the CRI grant. (see below)

V. Chairman's Report

a. CRI Grant Update

Freda acknowledged that the Attorney General's office has officially announced the CRI/LISC grant that SCLBC was awarded in the amount of \$920,000 and can now be publicly discussed. Planning is working with County Attorney's to review the grant agreement and get it executed.

b. Outreach & Publicity

Jackie discussed the outreach she and Freda had with the SC Board of Realtors at their monthly meeting. They brought a handout that gave an overview of SCLBC and answered questions posed by the Board and stressed the importance of working together to identify blighted structures and improving the real estate climate in Sullivan County. She also mentioned that Mike Watkins of Woodstone Development expressed interest in volunteering to assist with property assessments.

A suggestion was made to issue a press release from SCLBC announcing the grant and looking for public input or involvement, possibly in the form of a Community Advisory Board. David suggested Helen Budrock from Sullivan Renaissance could draft a press release to send out and all agreed.

VI. Committee Reports

a. Finance

A budget was distributed to the subcommittee and is being reviewed and will be presented at the next meeting.

b. Governance

A draft procurement policy, defense and indemnification policy and travel and discretionary funds policy were drafted and are being reviewed by County Attorney's and will be distributed to the Board for review prior to the next board meeting for adoption.

County Attorney is also working with Planning on drafting the agreement between. Josh asked if the organizing resolution authorized the execution of the agreement or if a resolution is needed. Freda acknowledged that it was included. Ira asked that the draft be distributed to the board for review prior to execution.

c. Personnel/Recruitment

Jackie reported that a job description and ad was circulated to the subcommittee. Jackie asked if the entire job description could be placed on a website, preferably the Land Banks as to avoid confusion between the County and SCLBC. Freda suggested perhaps a basic page on the County website and will talk to MIS to see what is needed to accomplish this. Jackie stated the board needs an RFP to develop the website. Terri asked if CWD had the ability to post the job. Freda reported that the domain: www.sullivancountylandbank.com was secured. Alan suggested that .org be secured as well. Jackie asked where will the job be posted which evolved into a conversation about

funding and funds needed to post. Jackie suggested Freda should write a letter to Gerry Foundation requesting the money that they pledged during the creation of SCLBC. A question was raised how funds will be distributed from the County MOU, whether reimbursement or advance and may be dependent on how the resolution was written.

VII. Old Business

a. Insurance Brokerage Services

Brown & Brown proposal was part of the agenda packet and Freda stressed the importance of going with an experienced firm for guidance in the start-up of the land bank. It was reiterated that local firms were sent the RFP but chose not to respond. Jackie stated that she did reach out to the Chamber to see if there was local interest. Freda stated that after the initial year and when policies are up for renewal, that every attempt will be made to get more local responses. A motion was made by David and seconded by Josh to accept Brown & Brown's proposal.

b. Property Acquisition

Freda summarized the parcel that was offered to the County by owners of property in an undeveloped part of the Emerald Green subdivision. Nancy stated that the County typically only takes parcels after taxes have been delinquent and doesn't usually take donations and that's why she brought it to the attention of the SCLBC. Freda recommended that since the property is not blighted and is not consistent with the SCLBC mission that they decline the offer. Ron asked if SCLBC would stay away from vacant parcels. Nancy suggested that it would depend on the location and ability to flip. Dave offered that while SCLBC is focusing on the two target areas that all properties should be vetted on a case-by-case basis. Ira expressed concern that accepting certain parcels may be in competition to the realtors but Alan said it would complement their work and shouldn't affect it based on the percentage of properties SCLBC will be dealing with.

c. Tax Foreclosures

Nancy asked if the maps reflected the data received from the Villages and Freda confirmed it did not. Freda will have the maps revised to include the new data and redistribute to the Board. Nancy reported that the next step in the County's auction process is getting a list to the auction company to place signs the first week of April giving property owners time to repurchase their properties. All remaining parcels will be sent to the auction company by May 1st. Nancy is looking to request a special full board meeting of the SC Legislature on April 25th to review and accept repurchases, so SCLBC Board should review maps and be prepared with what parcels they are interested in prior to this. Ira asked that both Dave & Ron weigh in with what the Village's priorities are. Nancy asked about parcels that will have tenants and Dave asked if a cost could be determined of what is involved with evicting.

VIII. New Business

a. New RFQs

Freda reported that her office will be drafting an RFQ for legal services and accounting services, including auditors. In addition there was a brief discussion on the money budgeted in the CRI grant for the creation of a strategic plan and the need to hire someone to complete.

IX. Public Comment

None

X. Adjournment

Next Meeting: April 25th at 8:30am, Legislative Committee Room. Subcommittee meetings will be held in the first 10 minutes of the meeting.

Motion to adjourn: David/Alan 9:12 am