

MINUTES
Board Meeting
September 12, 2017

BOARD MEMBERS:

IN ATTENDANCE: Nancy Buck, Freda Eisenberg, Jacquie Leventoff, Josh Potosek, Ron Stabak, Terri Ward (8:49), Ira Steingart (8:55), Alan Sorensen (9:22)

ABSENT: David Sager

OTHERS PRESENT: Jill Weyer

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair, at approximately 8:40 a.m.

II. Approval of Minutes

A motion was made to approve the minutes of the August 8th, 2017 meeting minutes by Buck and seconded by Stabak and the were approved by all listed above as in attendance, with the exception of Sorensen, Ward & Steingart who arrived as noted above.

III. Report and Discussion

a. Chair

Eisenberg gave an insurance update, citing information that was being gathered. Vacation schedules have delayed obtaining some information.

She also reported on the upcoming VAD (Vacant, Abandoned & Deteriorated Properties) Academy being held by the Center for Community Progress in Hartford on November 6 and 7. She and Vice Chair Leventoff will be attending, as well as staff from SC Planning, Assistant Commissioner Jill Weyer and Planner Travis North.

b. Treasurer

Jill Weyer reported in the absence of Treasurer David Sager. We received the paperwork for signatures from Jeff Bank for setting up the bank account. It was requested that all necessary signatures be obtained after the meeting.

We are working with Albany Law School Rural Law Initiative on preparing the Not for Profit filing with the IRS.

The payment for D&O and EPL is being processed.

c. Governance

i. Policies

The following policies were presented to the Board:

Personnel: Leventoff had some comments and revisions to ensure consistency with the Executive Director package developed by the personnel committee and previously approved by the Board. She will provide revisions.

Internal Controls: Edits were received to remove reference to Chief Financial Officer and to add all Executive Board Members. A motion was made by Leventoff and seconded by Buck and so approved.

Acceptance of Donated Real Property: A motion made by Leventoff, seconded by Stabak and all approved.

Code of Ethics & Conflicts of Interest: A motion made by Stabak, seconded by Leventoff and all approved.

ii. RFQs

The two RFQs drafted for legal services and accounting & auditing services will be sent out and once responses received will be presented to the board for review and selection.

d. Personnel

A motion was made by Leventoff and seconded by Buck to go into executive session to discuss personnel at 8:50. A motion was made by Eisenberg and seconded by Buck to come out of executive session at 9:08

IV. Old Business

a. Property Acquisition

Eisenberg gave an overview of the 13 properties under consideration for acquisition by the land bank (handout) subsequent to the recent site visits made by the SCLBC Board and Village code enforcement officers. Properties were separated into 3 categories: Needs Demolition, Marketable with Minimal Investment, and Requires Stabilization and/or Cost Benefit Analysis. It was agreed by the Board to proceed with work on all 13 properties as proposed.

An undeveloped landlocked parcel located adjacent to one of the acquisition targets (55 Park Avenue, Monticello) was discussed. Although it had been sold in the June County Auction, the sale was not completed. The Board agreed to request this parcel from the County as well, in order to combine it with 55 Park Avenue. The combination will provide needed yard space, and render both parcels more viable.

Ron Stabak mentioned the Liberty Village Board approved the expense for the Village engineering consultants, Delaware Engineering, to inspect and assess the three properties in Liberty. Eisenberg noted that what the Land Bank needs with respect to an inspection report is a list of repairs necessary to make the houses habitable, along with cost estimates. Ron asked for some bullet points to provide direction to Delaware Engineering.

V. New Business

The Board discussed additional funding opportunities to support land bank work and neighborhood revitalization in the target areas. The Village of Monticello is exploring an application to the CDBG HOME program, due September 22nd. Leventoff suggested board members should be identifying projects for the next round of RESTORE NY. Stabak requested assistance with identifying a program of applications for Liberty. Eisenberg said SC Planning would follow up.

VI. Public Comment

There was no public comment.

VII. Adjournment

The meeting was adjourned at around 9:48 upon a motion by Buck, seconded by Steingart, with all approving.