

**MINUTES**  
**Board Meeting**  
**November 14, 2017**

**BOARD MEMBERS:**

**IN ATTENDANCE:** Nancy Buck, Freda Eisenberg, Jacquie Leventoff (8:43), Josh Potosek, David Sager, Terri Ward, Ira Steingart, Alan Sorensen (8:40)

**ABSENT:** Ron Stabak

**OTHERS PRESENT:** Jill Weyer, Cheryl McCausland, Luis Alvarez

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**I. Call to Order / Roll Call**

The meeting was called to order by Freda Eisenberg, Chair, at approximately 8:35 a.m.

**II. Approval of Bills to Pay**

**Bills Paid**

**10/26/17**

NYSDOS Certificate of Good Standing \$ 25.00

IRS Exemption Filing \$ 850.00

Hotel (VAD Academy) \$ 384.70

**To Be Paid**

SC Democrat: Legal notices \$ 28.77

Delaware Engineering \$ 2,000.00

A motion was made by Steingart, seconded by Sager to approve the bills paid and to be paid listed above. It was also noted to proceed with Delaware Engineering but to also do an RFP for general engineering services.

**III. Approval of Minutes – October 10 & 24**

A motion was made by Buck, seconded by Steingart to approve minutes.

**IV. Review of Status Report (handout)**

- Insurance: Still working through insurance options to bring the cost down. Also a quote for title insurance was issued.
- Asbestos: Three quotes we received for asbestos surveys, a motion was made by Sager and seconded by Buck to award the asbestos work to Keystone Engineering.
- Demolition Process: Review of properties slated for demolition, once we have the asbestos reports we can bid out all of them together.
- Contracting Services: Received one response and will work with Collier to discuss qualifications and what they can do for the properties.
- Accounting & Audit Services: Waiting for more information from Waschitz – Pavloff for Accounting Services. Will wait to see if an Audit is required and if so work with Insero & Company who was the lowest response received.

- Policies: According to our attorney, Ben Gailey, revisions were recommended to the procurement policy. A motion was made by Sager and seconded by Steingart to approve the following modifications to the Procurement Policy:

*Section 2 Definitions* – Fix the bulleting issue

*Section 5* – Add Item C from Section 6 and renumber. Inability to Obtain the Requisite Quotes or if board rejects all bids.

*Section 6, Item A* – remove the word ‘prior’ so that work can be done and approval can be done either before or after. Correct typo from contacts to contracts.

- Acquisition of Properties: Chairman will request from the County and Village the list of properties we have been working on to date. A motion was made by Sager and seconded by Leventoff to request and accept properties, contingent on obtaining insurance.

## **V. Other Business**

1. Insurance. Covered above.
2. VAD Academy Debrief. Eisenberg reported on the VAD Academy attended by Leventoff, Weyer and herself. Lots of information was obtained and discussed. Ideas for moving forward and collaborating on Zombie grants and finishing the Loveland Blight survey for Monticello. Also discussed was working with a consultant on code enforcement, Karen Black of May 8 in Philadelphia.
3. Marketing Plan for Properties. There is need to convene the group to discuss how to market properties. It was discussed to come up with a lawn sign for more information on the properties and to show people the Land Bank is working on them and to direct them to the website for more information. The working group consists of Leventoff, Sager and Stabak.
4. Buck brought up the parcels that were offered to the Land Bank by the Estate of Danny Ihne. Buck recommends the land bank should acquire the properties and work on programs to dispose of them. There was discussion on whether the land bank are exempt from transfer fees and both Sager and Sorensen offered to look into it.
5. Cheryl asked that Ben participate in the meetings. As well as whether there is piggy banking language in the Land Bank Act and whether it could be added for procurement purposes.
6. Leventoff requested that RFPs be sent to the board along with the vendor list.
7. There was also discussion regarding additional community outreach, starting with organizations such as the Chamber, Partnership, Bar Association, banks, etc.

## **VI. Public Comment**

There was no public comment.

## **VII. Adjournment**

The meeting was adjourned at 9:49 upon a motion by Sager, seconded by Buck, with all approving.