

Freda Eisenberg, Chair
Jacquie Leventoff, Vice Chair
David Sager, Treasurer
Terri Ward, Secretary

SULLIVAN COUNTY
LAND BANK CORPORATION
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Nancy Buck
Josh Potosek
Alan Sorensen
Ron Stabak
Ira Steingart

MINUTES

Board Meeting January 18, 2018

BOARD MEMBERS:

IN ATTENDANCE: Nancy Buck, Jacquie Leventoff, Josh Potosek, David Sager, Terri Ward, Ira Steingart, Alan Sorensen

ABSENT: Freda Eisenberg, Ron Stabak

OTHERS PRESENT: Jill Weyer, Andy Ford

I. Call to Order / Roll Call

The meeting was called to order by Jacquie Leventoff, Vice-Chair in the Chair's absence, at 12:37 p.m. due to a delay caused by the Governor's Budget presentation.

II. Approval of Bills to Pay

Bills Paid:

Delaware Engineering	\$ 1,905.00
Sullivan County Democrat	\$ 28.77
Sullivan County Chamber Breakfast	\$ 25.00
Jacobowitz & Gubits	\$ 3,184.00
Sherwood M. Walls, Inc. (GL Ins)	\$ 2,092.38

To Be Paid

Keystone Engineering	\$15,583.00
Sherwood M. Walls, Inc. (Prop Ins)	\$ 4,299.87

A motion was made by Buck, seconded by Sager to approve the bills to be paid listed above.

III. Approval of Minutes – December 14

A motion was made by Buck, seconded by Steingart to approve minutes from December 14, 2017 meeting.

IV. Review of Status Report (handout)

Jill reviewed the Status report with the Board and the following resolutions were presented. While Keystone was the lowest bid for Environmental Assessments, the Board asked whether they would be willing to reduce the costs further given the opportunity to bundle certain reports based on proximity. Jill will follow up with Keystone to see if they are able to reduce their cost further.

V. Resolutions

RESOLUTION TO ENTER INTO CONTRACT FOR ACQUIRED PROPERTY LIABILITY INSURANCE

WHEREAS, quotes have been received from insurance brokers and reviewed, including a quote from Walls Insurance for Liability Insurance on Acquired Property; and

WHEREAS, the Land Bank’s Board of Directors believe it is in the best interest of the Corporation to accept such quote and enter into an agreement for Insurance Coverage for an Acquired Property Liability Insurance Policy;

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Freda Eisenberg, Chairman is authorized to enter into an Agreement for Insurance coverage for a Acquired Property Liability Insurance Policy with Walls Insurance for the amount quoted in the Insurance quotation attached hereto as Exhibit A;
2. This Resolution shall take effect immediately.

Moved by Steingart, seconded by Buck, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

RESOLUTION TO AUTHORIZE TRANSFER OF COUNTY OWNED PROPERTIES AND CHAIR TO SIGN ALL NECESSARY DOCUMENTS

WHEREAS, by County Resolution 549-17, the Sullivan County Legislature authorized the transfer of County owned properties defined on Schedule A attached; and

WHEREAS, the Sullivan County Land Bank authorized the request and acceptance of the properties at their November 14, 2017 meeting; and

WHEREAS, in order to transfer properties to the Land Bank, documents will need to be executed.

NOW THEREFORE BE IT RESOLVED, the Sullivan County Land Bank will accept the properties outlined on Schedule A from the County of Sullivan and authorizes the Chair to sign any and all documents necessary to transfer the properties.

Schedule A:

11 Balsam Drive	Liberty	109.-2-14	County of Sullivan
237 South Main Street	Liberty	115.-1-30	County of Sullivan
4 Washington Street	Monticello	116.-3-3	County of Sullivan
44 High Street	Monticello	107.-1-18	County of Sullivan
5 Orchard Street	Liberty	112.-4-30	County of Sullivan
55 1/2 Park Avenue	Monticello	115.-3-18	County of Sullivan
7 Washington Street	Monticello	116.-1-23	County of Sullivan
9 Cross Street	Monticello	115.-12-3	County of Sullivan

Moved by Steingart, seconded by Sorensen, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

RESOLUTION TO AUTHORIZE TRANSFER OF VILLAGE OWNED PROPERTIES AND CHAIR TO SIGN ALL NECESSARY DOCUMENTS

WHEREAS, by Village Resolution passed on December 5, 2017, the Village Board of Trustees authorized the transfer of Village owned properties defined on Schedule A attached; and

WHEREAS, the Sullivan County Land Bank authorized the request and acceptance of the properties at their November 14, 2017 meeting; and

WHEREAS, in order to transfer properties to the Land Bank, documents will need to be executed.

NOW THEREFORE BE IT RESOLVED, the Sullivan County Land Bank will accept the properties outlined on Schedule A from the Village of Monticello and authorizes the Chair to sign any and all documents necessary to transfer the properties.

Schedule A:

25 Burton Avenue	Monticello	118.-9-4	Village of Monticello
53 Park Avenue	Monticello	115.-3-20	Village of Monticello
55 Park Ave	Monticello	115.-3-19	Village of Monticello
85 High Street	Monticello	106.-4-3	Village of Monticello
9 Maple Lane	Monticello	114.-7-2	Village of Monticello

Moved by Ward, seconded by Steingart, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

RESOLUTION TO AUTHORIZE SIGNING OF ENGAGEMENT LETTER WITH WASCHITZ-PAVLOFF FOR ACCOUNTING SERVICES

WHEREAS, a resolution was passed at the December 14, 2017 meeting to enter into agreement for Accounting Services with Waschitz-Pavloff CPA LLP for an amount not to exceed \$5,000; and

WHEREAS, an engagement letter was received from Waschitz-Pavloff to begin work.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Freda Eisenberg, Chairman is authorized to sign the letter of engagement for Accounting Services in an amount not to exceed \$5,000;
2. This Resolution shall take effect immediately.

Moved by Buck, seconded by Sager, with Steingart, Leventoff and Sorensen disclosing they use this company personally, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

RESOLUTION TO ENTER INTO CONTRACT FOR PHASE 1 ENVIRONMENTAL SITE ASSESSMENTS

WHEREAS, quotes have been received from engineers and reviewed, including a quote from Keystone Engineering for Phase 1 Environmental Site Assessments (Q-17-4) on six properties slated for rehab; and

WHEREAS, the Land Bank's Board of Directors believe it is in the best interest of the Corporation to accept such quote and enter into an agreement for Phase 1 Site Assessments as required by the LISC grant;

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Freda Eisenberg, Chairman is authorized to enter into an Agreement for Phase 1 Site Assessments with Keystone Engineers for the amount quoted in the Phase 1 Site Assessment quotation attached hereto as Exhibit A;
2. This Resolution shall take effect immediately.

Moved by Steingart, seconded by Sager, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

RESOLUTION TO ENTER INTO CONTRACT FOR ENVIRONMENTAL TESTING ON REHAB PROPERTIES

WHEREAS, qualifications and fee schedules been received from qualified vendors and reviewed, including a response from Keystone Engineering for various Environmental Testing services (R-17-5) on six properties slated for rehab; and

WHEREAS, the Land Bank's Board of Directors believe it is in the best interest of the Corporation to accept such qualifications and enter into an agreement for Environmental Testing as recommended by Collier Construction;

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Freda Eisenberg, Chairman is authorized to enter into an Agreement for Environmental Testing with Keystone Engineers for the amount not to exceed \$7,500 as outlined in their response attached hereto as Exhibit A;
2. This Resolution shall take effect immediately.

Moved by Sager, seconded by Steingart, put to a vote with Eisenberg and Stabak absent, unanimously carried and declared duly adopted by a role of the board on January 18, 2018.

VI. New Business

- Danny Ihne properties: Site visits have not been conducted yet but will be done prior to next meeting and presented to the Board for a determination.
- Penelope Powell property: A property was offered for donation in the Wurtsboro Hills area but is undevelopable. Since the property is not in our target area nor fits into the mission, there is no desire to acquire the parcel. Report back to the owner to work with adjacent property owners or other means for disposal.
- Dave Sager inquired about the coordination of the LISC Zombie grants between Monticello and Liberty. Jill will work with Freda to set up a call between all parties and discuss collaboration.
- Monthly meeting dates were discussed. Jill will send out a list of possible dates for meetings based on the new Legislative calendar and schedule accordingly based on input from the board.

VI. Public Comment

There was no public comment.

VII. Adjournment

The meeting was adjourned at 1:10 upon a motion by Steingart, seconded by Sorensen, with all approving.