

**MINUTES**  
**Board Meeting**  
**March 8, 2018**

**BOARD MEMBERS:**

**IN ATTENDANCE:** Freda Eisenberg, Nancy Buck, Jacquie Leventoff, Terri Ward, Ira Steingart, Alan Sorensen

**ABSENT:** Ron Stabak, Josh Potosek, David Sager

**OTHERS PRESENT:** Jill Weyer, Ed Homenick, Andy Ford

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

The meeting was called to order by Freda Eisenberg, Chair at 3:55 p.m.

**II. Approval of Bills to Pay**

**Bills Paid:**

Keystone Engineering	\$16,232.00
Keystone Engineering	\$ 2,473.50
Jacobowitz & Gubits (Dec '17)	\$ 2,003.31
Wordpress Website Renewal	\$ 99.00
Sullivan County Democrat	\$ 34.85

**To Be Paid**

Jacobowitz & Gubits (Jan '18)	\$ 749.25
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A motion was made by Buck, seconded by Sorensen, all present approved the bills to be paid listed above.

**III. Approval of Minutes – February 6**

A motion was made by Sorensen, seconded by Buck, all approved minutes from February 6, 2018 meeting.

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

Jill reviewed the Status report with the Board and the bid and proposal responses related to demolition. She stressed the importance of hiring a qualified firm to oversee the demolition process. Jill recommended reaching out to the two recommended firms, Tectonic & AECC, to obtain additional information for a refined scope and budget based on the bid results. There was concern from some of the board members that requesting a refined scope & budget would be against the procurement process or improper. Jill will confer with Ben and if acceptable will reach out to the two firms for a revised scope & budget based on the bid results and to qualify bids and work within the budgeted amount for demolition work.

## V. Resolutions

### ***RESOLUTION TO INCREASE CONTRACT WITH KEYSTONE ENGINEERING FOR ENVIRONMENTAL TESTING ON REHAB PROPERTIES***

WHEREAS, qualifications and fee schedules were 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 rehabilitation; and

WHEREAS, the Land Bank's Board of Directors authorized the Chair to enter into an Agreement for Environmental Testing services with Keystone Engineers at established rates and an amount not to exceed \$7,500 at the January 2018 meeting; and

WHEREAS, preliminary site visits of all 6 properties were completed by Collier Construction and Keystone Engineering and, as a result, a more detailed estimate for environmental testing, at the pre-established rates, has been submitted; and

WHEREAS, the Land Bank's Board of Directors believe it is in the best interest of the Corporation to accept the more detailed work proposal and fee proposal for Environmental Testing Services 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 execute an agreement containing the more detailed work proposal submitted by Keystone for Environmental Testing Services at the increased contract price of \$35,640;
2. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Buck, put to a vote with Ron Stabak, Josh Potosek, and David Sager absent, unanimously carried and declared duly adopted by a role of the board on March 8, 2018.

### ***RESOLUTION TO JOIN NEW YORK LAND BANK ASSOCIATION (NYLBA)***

WHEREAS, the NYLBA works on behalf of all Land Bank's in the state and offers resources including the upcoming conference it would be in the best interest to join;

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that the Board join the NYLBA at an annual membership cost of \$2,000.

Moved by Leventoff, seconded by Ward, put to a vote with Ron Stabak, Josh Potosek, and David Sager absent, unanimously carried and declared duly adopted by a role of the board on March 8, 2018.

## **VI. New Business**

- Application – A draft of the application was handed out for review and feedback. Buck questioned the application fee/deposit and whether it would go to the purchase price. Steingart requested information on sales contracts and the techniques for enforcement. Jill will reach out to Ben and Newburgh Land Bank for samples and suggestions.
- Realtor – Draft distributed and scheduled to be issued next week.
- Leventoff mentioned the Strong Blocks program from Milwaukee as a potential program to model after.
- PARIS Reporting – As a local authority reporting must be done and a budget and annual report filed with the State. A draft budget was presented for review.
- A special meeting was scheduled for March 21<sup>st</sup> at 3PM to discuss the RFP for Project Management – Demolition Services.

## **VII. Public Comment**

No public comment was made.

## **VIII. Executive**

A motion was made by Leventoff and seconded by Steingart to go into Executive session to discuss personnel at 4:51. A motion was made by Buck and seconded by Ward to come out of Executive session at 5:20. No additional business was had.

## **IX. Adjournment**

The meeting was adjourned at 5:20 upon a motion by Buck, seconded by Ward, with all present approving.