

MINUTES
Board Meeting
March 21, 2018

BOARD MEMBERS:

IN ATTENDANCE: Freda Eisenberg, Nancy Buck, Jacquie Leventoff, Josh Potosek, David Sager, Ron Stabak, Ira Steingart (3:20),

ABSENT: Terri Ward, Alan Sorensen

OTHERS PRESENT: Jill Weyer, Ed Homenick, Andy Ford, Ben Gailey (by phone)

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair at 3:08 p.m.

II. Approval of Bills to Pay

Bills Paid:

Jacobowitz & Gubits (Jan '18)	\$ 749.25
Wordpress – Annual Renewal	\$ 99.00
New York Land Bank Assoc. Dues	\$ 2,000.00

To Be Paid

Jacobowitz & Gubits (Feb '18)	\$ 1,452.66
Sullivan County Democrat	\$ 27.15
NYLBA Conference (Hotel, Parking & meals)	\$ ~200.00

A motion was made by Stabak, seconded by Sager, all present approved the bills to be paid listed above.

III. Approval of Minutes – March 8

A motion was made by Buck, seconded by Leventoff, with Stabak abstaining and all remaining approved minutes from March 8, 2018 meeting.

IV. Resolutions

Jill Weyer reviewed the Status report with the Board. She discussed the need to approve the 2018 budget so that it could be uploaded to PARIS to comply with the ABO requirements. Leventoff discussed the need to go after other new revenue sources to ensure continuation of the Land Bank.

Weyer reviewed the additional information received from Tectonic & AECC after discussion with Ben Gailey on procurement process and recommended awarding the contract to AECC to oversee the demolitions.

RESOLUTION TO ADOPT 2018 BUDGET

WHEREAS, the Sullivan County Land Bank Corporation must adopt a budget in November of the subsequent year; and

WHEREAS, the proposed budget submitted reflects money budgeted through 2019.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Land Bank Corporation adopts 2018 budget.

Moved by Sager, seconded by Potosek, put to a vote with Terri Ward and Alan Sorensen absent, unanimously carried and declared duly adopted by a role of the board on March 21, 2018.

Sullivan County Land Bank Corporation
Annual Budget - Proposed
2018 - 2019

	2017 Actual	2018	2019
Sources			
Property Sales Revenue	\$ -	\$ 25,000	\$ 20,000
Government Support - County	\$ 100,000	\$ 100,000	\$ -
Government Support - Monticello	\$ -	\$ 25,000	\$ -
LISC Grant	\$ -	\$ 600,000	\$ 320,000
Shared Tax Revenue	\$ -	\$ -	\$ -
Other Income - Granite Associates LP	\$ -	\$ 5,000	\$ -
Total Sources	\$ 100,000	\$ 755,000	\$ 340,000
Uses			
Operating Expenses			
Staffing ¹	\$ -	\$ -	\$ -
Training & Education ²	\$ 890	\$ 8,000	\$ 5,110
Office Supplies/Equipment/Maintenance	\$ 1,052	\$ 5,125	\$ 4,323
Professional Services			
Pre-Construction Services	\$ 1,905	\$ 78,095	\$ 20,000
Consulting/Service Contracts ³	\$ -	\$ 63,013	\$ 59,200
Legal	\$ 5,187	\$ 12,000	\$ 12,000
Accounting/Audit	\$ -	\$ 9,300	\$ 9,300
Insurance			
D&O	\$ 816	\$ 1,764	\$ 1,764
General Liability	\$ 96	\$ 2,092	\$ 2,092
Property	\$ 208	\$ 4,300	\$ 4,300
Title	\$ -	\$ 1,363	\$ 1,205
Advertising/Website	\$ 825	\$ 9,800	\$ 1,875
Total Operating Expenses	\$ 10,978	\$ 194,852	\$ 121,169
Capital Outlay			
Renovation	\$ -	\$ 275,000	\$ 233,000
Demolition	\$ -	\$ 145,000	\$ 215,000
Acquisition	\$ -	\$ -	\$ -
Contingency			
Total Capital Outlay	\$ -	\$ 420,000	\$ 448,000
Total Expenditures	\$ 10,978	\$ 614,852	\$ 569,169
Net (Loss)/Revenue	\$ 89,022	\$ 140,148	\$ (229,169)

Notes:

1. Staffing: TBD
2. Training includes NYSLBA membership, conference attendance at NYSLBA and Center for Community Progress, etc.
3. Consulting/Service Contracts include various consultant assistance and creation of the strategic plan.

RESOLUTION TO ENTER INTO CONTRACT FOR PROJECT MANAGEMENT RELATED TO DEMOLITION SERVICES

WHEREAS, proposals have been received from qualified respondents and reviewed, including a proposal from AECC Environmental Consulting for Project Management related to Demolition Services (R-18-1) for up to nine residential properties slated for demolition; and

WHEREAS, the Land Bank's Board of Directors believe it is in the best interest of the Corporation to accept such proposal and enter into a professional services agreement for Project Management for Demolition projects;

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

1. Freda Eisenberg, Chairman is authorized to enter into an Professional Services Agreement for Project Management of Demolition projects with AECC Environmental Consulting for an amount not to exceed \$12,240;
2. This Resolution shall take effect immediately.

Moved by Sager, seconded by Stabak, put to a vote with Terri Ward and Alan Sorensen absent, unanimously carried and declared duly adopted by a role of the board on March 21, 2018.

V. Old Business

1. Application – A revised draft of the application was handed out for review and additional feedback was obtained. Jill informed the board that she requested a sales agreement from Newburgh and was awaiting a response. Comments were received and revisions will be made, specifically the need to create a separate application just for homeowners, to add the Area Median Income to the application, and to reduce the application fee and make the deposit refundable if the purchase does not go through.
2. Realtor – The RFP was released and is due on March 30, 2018.

VI. New Business

1. Discussion on the Berger properties offered for donation. After review of a map showing the properties the Board agreed to move forward with acquisitions subject to due diligence including an insurable title search showing clean title and paid taxes, and a clean environmental review.
3. Discussion on developing a strategic plan for the Land Bank. Consensus among the Board members present was that a plan is needed but could be done utilizing County planning staff Eisenberg proposed a Board retreat to determine the content of the plan and handed out a preliminary outline of items for discussion. As there has also been discussion of a County Housing Summit, it was agreed that the Board retreat should be coordinated with that event..

VII. Public Comment

No public comment was made.

VIII. Adjournment

The meeting was adjourned at 4:08 upon a motion by Steingart, seconded by Sager, with all present approving.