

Freda Eisenberg, Chair
Jacquie Leventoff, Vice Chair
Joshua Potosek, Treasurer
Terri Ward, Secretary



Nancy Buck
George Nikolados
Alan Sorensen
Ira Steingart

MINUTES

Board Meeting January 24, 2019

BOARD MEMBERS:

IN ATTENDANCE: Freda Eisenberg, Nancy Buck, Jacquie Leventoff, Josh Potosek, George Nikolados, Ira Steingart (8:52)

ABSENT: Terri Ward, Alan Sorensen

OTHERS PRESENT: Jill Weyer

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair at 8:46 am.

II. Approval of Bills to Pay

Paid:

Jacobowitz & Gubits (Nov. '18)	\$ 4,561.13
Insero & Co.	\$ 600.00
CHB Inspections (8 Balsam & 48 Yaun)	\$ 1,590.00
Wire Pro Electric (9 Cross Street)	\$ 1,250.00
Wire Pro Electric (7 Washington Street)	\$ 550.00
NYSEG (9 Cross Street, Monticello)	\$ 16.42
NYSEG (7 Washington Street, Monticello)	\$ 39.93
Tractor Supply (Trailer for Lending Library)	\$ 2,348.99
Loveland	\$ 10.00
Home Depot (Supplies for Lending Library)	\$ 17.22
NYS DOS (Certificate Request)	\$ 85.00

To Be Paid:

Jacobowitz & Gubits (Dec. '18)	\$ 4,324.34
Sullivan County Democrat (Legal Notices)	\$ 106.57
CHB Inspections (220 S. Main Street)	\$ 795.00
CHB Inspections (93 Wierk Avenue)	\$ 795.00
Keystone (55 Park Ave Asbestos Testing)	\$ 1,200.00
Collier Construction	\$ 704.00
Sherwood M Walls, Inc. (Prop Insurance)	\$ 1,520.05
NYSEG (9 Cross Street, Monticello)	\$ 16.52
NYSEG (7 Washington Street, Monticello)	\$ 20.09
Sherwood M Walls, Inc. (General Liability)	\$ 529.42

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

III. Approval of Minutes – December 13, 2018

A motion was made by Buck, seconded by Nikolados, all present approved minutes from December 13, 2018 meeting.

IV. Status Report & Resolutions

RESOLUTION TO ENTER INTO CONTRACT FOR PHASE 1 ENVIRONMENTAL SITE ASSESSMENTS

WHEREAS, quotes have been received from engineers and reviewed, including a quote from Tectonic Engineering for Phase 1 Environmental Site Assessments (Q-18-2) on eight 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 Tectonic 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 Nikolados, put to a vote with Ward and Sorensen absent, unanimously carried and declared duly put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

RESOLUTION TO REJECT BIDS FOR 7 WASHINGTON ROOF REPAIRS

WHEREAS, bids have been received from contractors and reviewed for Roof Repairs at 7 Washington Street, Monticello (B-18-2); and

WHEREAS, the cost of said bids was much higher than originally quoted.

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

1. All bids received under B-18-2 are rejected and the Bid will be reissued.
2. This Resolution shall take effect immediately.

Moved by Steingart, seconded by Buck, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

RESOLUTION TO AWARD BID FOR 7 WASHINGTON ROOF REPAIRS AND ENTER INTO CONTRACT

WHEREAS, bids have been received from contractors and reviewed for Roof Repairs at 7 Washington Street, Monticello (B-19-1), including one from Wheat & Sons General Contracting; and

WHEREAS, the Land Bank's Board of Directors believe it is in the best interest of the Corporation to accept such Bid and enter into an agreement for contractor services 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 contractor work for Roof Repairs on 7 Washington Street, Monticello for the bid amount attached hereto as Exhibit A;
2. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Nikolados, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

RESOLUTION TO APPLY FOR THE EPA MULTI-USE BROWNFIELD CLEANUP GRANT

WHEREAS, USEPA announced funding available through the Brownfield Cleanup Grant program; and

WHEREAS, an application would be submitted to continue the efforts of the Land Bank to apply for the maximum funding request of \$500,000 with a 20% match requirement from the Land Bank, through the Enterprise Grant funding received; and

WHEREAS, BRS, Inc. has submitted a professional services proposal to write the grant on behalf of Sullivan County Land Bank for \$4,000.

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

1. Freda Eisenberg, Chairman, is authorized to execute any and all documents necessary to apply for the Sullivan Renaissance 2018 grant program and, if awarded, such grant is accepted.
2. Authorizes BRS, Inc. to write and submit the grant application on behalf of the Land Bank.
3. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Nikolados, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

RESOLUTION TO AUTHORIZE EXECUTION OF AGREEMENT WITH THE VILLAGE OF MONTICELLO TO ADDRESS UNPAID TAXES ON PROPERTIES

WHEREAS, the Village of Monticello authorized the transfer of certain County owned properties defined on Schedule A below; and

WHEREAS, there are unpaid taxes including penalties and fees on the properties, and

WHEREAS, in order to clean up the taxes, the Village has agreed to waive the interest and penalties and use \$25,000 they received from Wells Fargo for 25 Burton Avenue towards the taxes; and

WHEREAS, there is an outstanding amount of \$1,576.91 to be paid to the Village of Monticello to resolve the unpaid taxes on properties transferred.

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

1. Freda Eisenberg, Chairman, is authorized to execute the agreement for unpaid taxes, and pay the outstanding amount of \$1,576.91 to the Village of Monticello.
2. This Resolution shall take effect immediately.

Moved by Eisenberg, seconded by Leventoff, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

Schedule A

Address	Tax Parcel (S.B.L.)
18 Woodcliff Avenue	119.-7-7.5
44 High Street	107.-1-18
4 Washington Street	116.-3-3
7 Washington Street	116.-1-23
9 Cross Street	115.-12-3
55 1/2 Park Avenue	115.-3-18
85 High Street	106.-4-3
9 Maple Lane	114.-7-2
55 Park Ave	115.-3-19
53 Park Avenue	115.-3-20
25 Burton Avenue	118.-9-4
High St	112.-3-2.1
North of Gipson St	115.-10-11
Spring St	116.-2-12

RESOLUTION TO AUTHORIZE EXECUTION OF AGREEMENT WITH THE VILLAGE OF LIBERTY TO ADDRESS UNPAID TAXES ON PROPERTIES

WHEREAS, the Village of Liberty authorized the transfer of certain County owned properties defined on Schedule A below; and

WHEREAS, there are unpaid taxes including penalties and fees on the properties, and

WHEREAS, in order to clean up the taxes, the Village has agreed to waive the interest and penalties; and

WHEREAS, there is an outstanding amount of \$37,055.30 to be paid to the Village of Liberty to resolve the unpaid taxes on properties transferred.

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

1. Freda Eisenberg, Chairman, is authorized to execute the agreement for unpaid taxes, and pay the outstanding amount of \$37,055.30 to the Village of Liberty.
2. This Resolution shall take effect immediately.

Moved by Steingart seconded by Nikolados, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

Schedule A

Location	Tax Parcel (S.B.L.)
11 Balsam Drive	109.-2-14
5 Orchard Street	112.-4-30
237 South Main Street	115.-1-30
40 Yaun Ave	106.-3-10
48 Yaun Ave.	106.-3-9
112 Academy St	108.-3-3
47 School St	108.-6-20
233 S Main St	115.-1-3
North Delaware Ave Ext	102.-7-8.3
North Delaware Ave Ext	102.-7-8.4
North Delaware Ave Ext	102.-7-8.5
North Delaware Ave	102.-7-8.6
North Delaware Ave Ext	102.-7-8.7
North Delaware Ave	102.-7-8.8
North Delaware Ave Ext	102.-7-8.9
North Delaware Ave Ext	102.-7-8.11
220 S Main St	114.-3-11
35 School St	108.-6-23
8 Balsam Dr	109.-1-11
93 Wierk Ave	114.-2-24
4 Hill St	114.-3-14
184 Sprague Ave	104.-2-24.1

RESOLUTION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT FOR DEMOLITION SERVICES WITH AECC INC.

A motion was made by Leventoff and seconded by Buck to table this resolution.

RESOLUTION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT FOR STRATEGIC PLANNING SERVICES WITH MAY 8 CONSULTING

WHEREAS, a proposal has been received from May 8 Consulting for strategic planning and targeted code enforcement services, in conjunction with the Village of Monticello, to provide data analysis, targeted strategies and education; and

WHEREAS, the Village of Monticello will contract with May 8 Consulting to create a Code Enforcement Strategy using funds from the LISC Zombie Grant to pay a portion of the proposal and the Land Bank will use LISC CRI funds for their portion; and

WHEREAS, the Land Bank’s Board of Directors believes that it is not prudent or appropriate to prepare a request for proposals and it is in the best interest of the Corporation to accept such proposal and enter into an agreement for Strategic Planning related services with May 8 Consulting, because they are the only potential contractor with the skill, experience and capacity at this time to provide these necessary services.

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

1. Freda Eisenberg, Chairman is authorized to execute an Agreement for Strategic planning related services with May 8 Consulting for an amount not to exceed \$17,900 as quoted in the proposal attached hereto as Exhibit A, subject to approval of an agreement by the Land Bank’s Attorney;
2. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Nikolados, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

Discussion: A question regarding the limit of a professional services contract was asked. Jill will clarify with Ben the requirements and limits and report at next meeting.

RESOLUTION TO ENTER INTO CONTRACT FOR COMMERCIAL GENERAL LIABILITY INSURANCE

WHEREAS, quotes have been received from insurance brokers and reviewed, including a quote from Brown & Brown to meet our insurance requirements for the Enterprise CRI funding; 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 as quoted.

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 with Brown & Brown 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 Potosek, put to a vote with Ward and Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

V. Old Business

Jill reviewed the status report with the Board.

VI. New Business

The 2019 Meeting schedule was discussed and it was agreed to keep the same meeting schedule of 8:30 on the same morning of the Sullivan County Legislature Full Board meeting. Weyer will prepare a legal notice outlining the 2019 meeting schedule.

All members of the Land Bank who do not serve in an official capacity will be up for re-appointment in February. A vacancy posting was issued seeking interest. It was suggested to do a press release to seek additional interest. A concern with conflict of interests and serving as a non-voting member versus a voting member was discussed. Jill will schedule a call with the County Manager and Land Bank attorney to discuss concerns and explore options. Members who aren’t re-appointed will be considered holdovers until a formal appointment by the Sullivan County Legislature is appointed. A resolution will be put forth in February to appoint Liberty’s designee Vicky Ferguson to the Board.

The Land Bank is working with the Sullivan County chamber of commerce and the Partnership for Economic Development on vendor outreach for Contractors, Plumbers, Electricians, etc. to get them interested and involved with land bank work.

VII. Public Comment

No public comment was received.

VIII. Adjournment

The meeting was adjourned at 9:41 am upon a motion by Eisenberg, seconded by Buck, with all present approving.