

Freda Eisenberg, Chair
Jacquie Leventoff, Vice Chair
George Nikolados, Treasurer
Terri Ward, Secretary



Nancy Buck
Vicky Ferguson
Joshua Potosek
Bruce Reynolds
Alan Sorensen
Ira Steingart

MINUTES

Board Meeting

June 20, 2019

BOARD MEMBERS:

IN ATTENDANCE: Freda Eisenberg, George Nikolados, Terri Ward, Vicky Ferguson, Bruce Reynolds, Alan Sorensen, Ira Steingart, Joshua Potosek, Nancy Buck

ABSENT: Jacquie Leventoff

OTHERS PRESENT: Jill Weyer, Helen Budrock, Juan Journet, Eugenia Manwelyan

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair at 8:36 am.

II. Approval of Bills to Pay

Paid:

Jacobowitz & Gubits (April & May '19)	\$ 4,250.50
Tectonic Engineering & Surveying	\$ 7,375.00
Sullivan County Democrat	\$ 27.15
NYSEG (9 Cross Street, Monticello)	\$ 16.51
NYSEG (7 Washington Street, Monticello)	\$ 18.60
Smart Sign (Asset Tags)	\$ 206.76
Walmart (training supplies)	\$ 80.41
Family Dollar (Coffee for training)	\$ 5.95
Loveland	\$ 10.00
Graphics Designs International (trailer decals)	\$ 389.65

To Be Paid:

Jacobowitz & Gubits (June '19)	\$ 1,916.12
Keystone Environmental Services	\$ 5,495.48
Sullivan County Democrat	\$ 111.02
Arts & Ecology, Inc.	\$ 900.00
CHB Inspections (48 Yaun Mold Assessment)	\$ 450.00
Collier Construction LLC (7 Washington)	\$ 3,071.00
NYSEG (9 Cross Street, Monticello)	\$ 16.42
NYSEG (7 Washington Street, Monticello)	\$ 18.60

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

III. Approval of Minutes – May 16, 2019

A motion was made by Reynolds, seconded by Nikolados, all present approved minutes from May 16, 2019 meeting.

IV. Status Report & Resolutions

RESOLUTION TO AWARD BID TO WHEAT & SONS

WHEREAS, bids have been received from contractors and reviewed for Roof Repairs at 48 Yaun Ave, Liberty (106.-3-9) including one from lowest responsible bidder Wheat & Sons General Contracting in the amount of \$18,000; and

WHEREAS, this is a SEQR Type II action; 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. Jill Weyer, Executive Director, is authorized to enter into an Agreement for contractor work for Roof Repairs on 48 Yaun Ave, Liberty for the bid amount attached hereto as Exhibit A;
2. This Resolution shall take effect immediately.

Moved by Sorensen, seconded by Ward, put to a vote with Leventoff absent, carried and duly adopted on a vote of 9 Ayes, 0 Nays.

RESOLUTION TO AWARD BID TO COLLIER CONSTRUCTION LLC

WHEREAS, bids have been received from contractors and reviewed for renovations at 48 Yaun Ave, Liberty (106.-3-9), including one from lowest responsible bidder Collier Construction LLC in the amount of \$84,046; and

WHEREAS, this is a SEQR Type II action; 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. Jill Weyer, Executive Director, is authorized to enter into an Agreement for contractor work for renovations at 48 Yaun Ave, Liberty for the bid amount attached hereto as Exhibit B;
2. This Resolution shall take effect immediately.

Moved by Nikolados, seconded by Sorensen, put to a vote with Leventoff absent, carried and declared duly adopted on a vote of 9 ayes, 0 nays.

RESOLUTION TO AWARD DEMOLITION BIDS (B-19-6) AND ENTER INTO CONTRACT FOR DEMOLITION SERVICES

WHEREAS, demolition bids were publicly solicited and have been received from bidders and reviewed and qualified by Sullivan County Land Bank staff, including a bid from Gorick Construction Co. for up to fourteen residential properties in the amount of \$349,100, which is the lowest bid price in conformance with the bid requirements; 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 contract for Demolition projects for all 14 properties, which also provides a discount off of the bid price; and

WHEREAS, this is a SEQR unlisted action, the Board has reviewed the short environmental assessment form and is familiar with the buildings testing and surveys, all work shall be properly carried out in accordance with law, and no adverse environmental impacts have been identified.

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

1. There will be no significant adverse environmental impact caused by demolition and removal of the buildings and related work.
2. Jill Weyer, Executive Director, is authorized to enter into an Agreement for demolition services with Gorick Construction Co. for an amount not to exceed \$349,100
3. This Resolution shall take effect immediately.

Moved by Sorensen, seconded by Nikolados, put to a vote with Leventoff absent, carried and duly adopted on a vote of 9 Ayes, 0 Nays.

RESOLUTION TO ENTER INTO CONTRACT FOR ACQUIRED PROPERTY GENERAL LIABILITY INSURANCE AND PROPERTY LIABILITY INSURANCE

WHEREAS, the current insurance policies have been reviewed and Brown & Brown recommends additional coverage; and

WHEREAS, a quote has been received from Brown & Brown that would provide such additional coverage; 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. Jill Weyer, Executive Director, is authorized to enter into an Agreement for Insurance coverage with Brown & Brown Insurance for the coverage and amount quoted in the Insurance quotation;
2. This Resolution shall take effect immediately.

Moved by Steingart, seconded by Ward, with a motion to amend by Buck, seconded by Sorensen, put to a vote with Leventoff absent, carried and duly adopted on a vote of 9 Ayes, 0 Nays.

RESOLUTION TO AUTHORIZE PAYMENT TO E-PROPERTY PLUS FOR SOFTWARE TO TRACK AND MARKET PROPERTIES

WHEREAS, the E-Property software system would allow the management and marketing of Land Bank properties, resulting in more efficiencies; and

WHEREAS, other software services have been reviewed but this one appears to be more cost effective and utilized by other NY Land Banks, therefore competition would not be appropriate or prudent; and

WHEREAS, the cost of the software system is a professional service, and the cost is an eligible expense for both the LISC and Enterprise CRI grants.

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

1. Jill Weyer, Executive Director, is authorized to purchase and enter into an Agreement to purchase in the e-Property software in an amount of \$5,500 with an option to renew on January 1, 2020 for \$11,000 annual fee.
2. This Resolution shall take effect immediately.

Moved by Ward, seconded by Nikolados, put to a vote with Leventoff absent, carried and duly adopted on a vote of 9 Ayes, 0 Nays.

V. Discussion Items

Additional Demolitions

Jill reviewed the demolition bid results, and discussed a forthcoming bid for 2 additional residential demolitions in Monticello.

New Insurance Policy

The board also asked for more details on the new insurance policy, which land bank staff is compiling and will send prior to the next board meeting.

Real Property Disposition

Board members requested that land bank staff check our current disposition policies to determine the best course of action for disposition of personal property for the items that are currently stored at 39-41 High Street.

NYLBA Annual Conference

The annual conference was in Buffalo this year from June 12-14 at the Buffalo Marriot Harborcenter. Freda and Jill both attended.

Monticello Manor RFEI Responses

While we await additional responses to the Monticello Manor RFEI, we are working with staff and real estate professionals to determine the best course of action for the development of Monticello Manor. Land bank staff will move forward with a due diligence research on the firms that have replied and submitted proposals.

Upcoming Board Meetings

A special board meeting will be held on Tuesday, July 2 at 8:30am. The next regular board meeting is moved to Thursday, July 25 at 8:30am. Both meetings will be publicly noticed. A motion was made by Ferguson and seconded by Nikolados, with all present approving to schedule the special meeting date and change the scheduled July meeting date.

VI. Public Comment

Helen & Juan discussed the outcome of the Rock the Block and the investment made for the entire event and the Land Bank property at 7 Washington.

VII. Adjournment

The meeting was adjourned at 9:20 am upon a motion by Nikolados, seconded by Potosek, with all present approving.