



Kingston City Land Bank, Inc.

Daniel Kanter, Chair
Callie Jayne, Vice Chair
Bartek Starodaj, Secretary
Omari Washington, Treasurer

Brenna L. Robinson, Executive Director

DRAFT
MEETING MINUTES
November 25, 2019
City Hall, Conference Room #1
6:30 PM

Board Members Present: Ilana Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Omari Washington, Steve Noble

Board Members Absent: N/A

Staff Members Present: Brenna Robinson, Kaitlyn Armstrong, Amanda Bruck

Staff Members Absent: N/A

Others Present:

Aliza Krevolin, Director of Special Projects, Community Foundations of the Hudson Valley

Mark Grunblatt, Esq., KCLB Attorney

Kathy Germain, V.P. of Housing Services, RUPCO

Michael D'Arcy, NYSLAP Outreach Coordinator, RUPCO

Call to Order - The meeting was called to order by Daniel Kanter at 6:42 PM.

Public Comments - No public comments.

Kathy Germain of RUPCO's Neighborworks HomeOwnership Center presented on the organization's housing programs and opportunities available for the two organizations (KCLB and RUPCO) to leverage each other's resources. She especially wanted to call attention to programs available specifically for vacant homes - this includes \$20k plus other resources that could be layered upon this initial grant.

Mike Darcy of RUPCO discussed the NY State Landlord Ambassador Program. The program helps landlords deal with tenant issues, code violations, transfer of ownership, and secures affordable housing agreements (relevant for 5+ units only).

Berger suggested that once we are ready to dispose of properties, it would be beneficial for us to pair the Land Bank's informational sessions with the resources of RUPCO.

Mark Grunblatt is the Land Bank's current attorney. He provided an overview of his background in Kingston and relevant experience with housing. Referencing Grunblatt's review of the land bank's draft disposition policy, Jayne asked about the removal of the land bank's reparations program from the draft. Grunblatt clarified that he is particularly careful when it comes to references to certain groups of individuals, i.e., there is a need to be as specific as possible so that the board is not bogged down later. Grunblatt also clarified that because the disposition policy refers to general policies, there is a need to



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provide further definition in the procedures manual. However, this does not preclude passage of the disposition policy. Grunblatt will join the next disposition committee meeting to discuss these issues further (Dec. 6).

Reading & Approval of Minutes of Previous Meeting(s) - Motion to approve the October minutes was raised by Sebek, seconded by Jayne. The minutes of the October board meeting were approved unanimously.

Officer Elections - As part of the annual meeting, the board must vote on the next year's officers. Noble proposed that the same officers be in place for 2020, seconded by Sebek. The board unanimously voted on next year's officers as follows:

Chair - Kanter
Vice Chair - Jayne
Secretary - Starodaj
Treasurer - Washington

The board reviewed the committee structure. Kanter made the following appointments:

Finance - Noble, Washington
Communications - Jayne, Starodaj, Sebek, Berger
Governance - Sebek, Noble, Kanter
Disposition/Acquisition - Berger, Sebek, Kanter

Reports of Committees & Executive Director

Executive Director Report

[Executive Director Report](#) (link)

Robinson & Armstrong are meeting with the Arc of Ulster County and Gateway to see which portions of our maintenance policy these organizations would be able to fulfill on December 3rd and December 10th, respectively. Thereafter, she will present an updated maintenance RFP.

Robinson explained that acquiring insurance for the land bank properties has been challenging but that she now has a proposal from Brown & Brown. She is confident that this is a cost effective proposal but that she could do additional research if requested by the board. Noble said that compared to insurance held by the City of Kingston, this proposal is cost effective. Motion to approve the insurance policy was raised by Berger, seconded by Jayne. Motion to approve the Brown & Brown proposal for the Kingston City Land Bank dated November 21, 2019 passed unanimously.

Motion to accept the executive director's was raised by Sebek, seconded by Washington. Motion to accept the executive director report was approved by the board. Jayne abstained from the vote.

Finance/Audit Committee

- Washington signed several reimbursements during the past month, including the payment for Communications Consultant Rojer.



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- No further updates

Action Items: none

Communications & Community Engagement Committee

- The website subcommittee (Starodaj, Sebek) reviewed an initial draft of the website with Rojer on 11/22. The committee paid special attention to the properties and the fields that need to be presented. Rojer is making progress on the website but additional work needs to be done before the demo site is ready for formal review. Robinson will follow up with Rojer to see if the demo site will be ready on 11/27.
- The committee is also working with Rojer on the final logo changes, including changing the grass and adding a humanistic element. Sebek clarified that this second element is not a critical element but that she would at least like Rojer to try.
- The committee is working on several other deliverables, including workflow for content and development of a mailing list.
- Press release went out on November 14 and is live on the website.
- We also have a PSA running on Radio Kingston and will be changed out on a monthly basis.
- The board reviewed KCLB's social media policy. This social media policy sets forth the policies and procedures governing the use of KCLB's social media platforms. Noble moved to accept the board's social media policy, seconded by Berger. The board approved the policy unanimously.

Action Items: Launch new website demo site

Governance Committee

- The board reviewed proposed changes to KCLB's bylaws. Sebek explained that this includes removal of a planning committee and the city's director of safety from the board and the addition of two at-large board members appointed by the Mayor.
- Jayne asked if there was some way for the board to provide input on the Mayoral appointees. Robinson explained that this would be via the governance committee. Berger asked if the governance committee could share the full applicant pool to the board.
- The governance committee will develop a process for finding these applicants to fill vacancies.
- Berger said that she will vote on the bylaws tonight but strongly suggests that we not move forward to fill any new vacancies until we finalize the staff-board job descriptions.
- Washington suggested that new language be inserted that the Mayoral appointments be made in consultation with the board.
- Robinson clarified that a 30-day board review period has to be in place in order for the bylaws to be approved. Thus, the bylaws will be approved in January.
- A special executive session meeting has been scheduled for December 9 at 4:45 PM to resolve staff-board job responsibilities.
- Kanter and Washington are on a planning committee with Armstrong and Robinson to plan for the land bank's activities in the next year. This planning committee will report out to the full board at a to-be-determined date in the new year
- Sebek explained that a bid from the Consensus Building Institute has been delayed because of a lack of operational funding. Berger will share her suggestions for consultants for this work. Berger also requested that we specifically ask the consultant for how they address issues of race, gender, and class. Jayne echoed this sentiment. The board had a brief discussion about the scope



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of work for the consultant and where the consultant could make the biggest impact. This scope of work will be reviewed further during the board's executive meeting.

Action Items:

Acquisition/Disposition Committee

- No vote on the disposition policy took place.
- Kanter reported that several board members met with the CLT subcommittee of the Kingston Land Trust. Jayne updated this to say that several members of this subcommittee are now looking to push the CLT forward in Kingston.
- Jayne requested that the board have a conversation about permanent affordability and whether or not it should be in the disposition policy's guiding principles. Berger seconded. Sebek clarified that it was the CLT subcommittee that requested this change and agreed that the board should have a conversation about this at a future time.

Action Items:

Unfinished Business

Budget Approval -

Robinson presented the adjusted 2019 budget and the projected 2020 budget for the KCLB for board approval. Jayne asked about the job descriptions for staff as they relate to the percentages that are outlined in the budget. Robinson submitted initial job descriptions in her executive director report for this meeting.

Berger asked how flexible the board can be in changing the budget for staff once the board fully reviews staff roles. Noble explained that the ABO is the most flexible of the budget but that the agreement with the City of Kingston is the least flexible. This agreement with the city is expected to be completed in January.

Noble moved to approve the 2019 and 2020 budgets as presented in the October board meeting, seconded by Washington. The board passed the budget unanimously.

IT Agreement

Robinson presented an updated IT agreement with the City of Kingston for approval by the board. Berger asked which mechanisms we are using to track any IT hours spent. Robinson clarified that tracking does take place via the invoices.

Motion to approve the IT Policy raised by Washington, seconded by Starodaj. The agreement passed unanimously

Announcements -



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Adjournment – Motion to adjourn was raised by Berger, seconded by Sebek. Meeting was adjourned at 9:13 PM.

Respectfully submitted,

Bartek Starodaj