

# Kingston City Land Bank, Inc.

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\_\_\_\_\_, *Chair*  
\_\_\_\_\_, *Vice Chair*  
\_\_\_\_\_, *Secretary*  
\_\_\_\_\_, *Treasurer*

*Brenna L. Robinson, Executive Director*

## **MEETING MINUTES** **November 26, 2018** **City Hall, Conference Room #1, 6:30 PM**

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

Board Members Absent: Matthew Gillis

Staff Members Present: Amanda Bruck-Little, Brenna Robinson, Chris Turco

Others Present: Aliza Krevolin, Amee Peterson

**Call to Order** – The meeting was called to order by Brenna Robinson at 6:31 PM.

**Reading & Approval of Minutes of Previous Meeting(s)** – This was the inaugural meeting of the Kingston City Land Bank (KCLB). There are no previous meeting minutes.

**Unfinished Business & General Orders** – This was the inaugural meeting of the KCLB. There is only new business.

### **New Business** –

Laws & Rules that Govern NYS Land Banks – Brenna Robinson shared with the board a list of various laws and rules that govern the activities of the KCLB, including Open Meetings Law, Freedom of Information Act, Not-for-Profit Corporations Law, New York Public Authorities Board, the KCLB By-laws, IRS 501(c)(3), local code, etc.

Introductions – Board and staff members in attendance introduced themselves and indicated his or her place of employment and why each was interested in participating in the creation and activities of the KCLB.

Date for December 2018 Meeting – The regularly scheduled meeting for December would have fallen on Christmas Eve. Board members and staff agreed to meet on December 17<sup>th</sup>, instead.

Election of Officers – Discussion was held regarding the roles and responsibilities for each office as indicated in the by-laws. Members held further discussion regarding their availability to participate at officer level. The following were nominated for the positions of Chair, Vice-Chair, Treasurer and Secretary respectively: Daniel Kanter, Callie Jayne, Omari Washington and Bartek Starodaj. A motion to accept these nominations was made by Anezka Sebek and seconded by Daniel Kanter. The board voted unanimously in favor.

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Amend By-laws – The KCLB by-laws were adopted on May, 18, 2017, however, two changes were required to meet the criteria to apply to become a corporation under IRS code section 501(c)(3) regarding a statement clearly indicating the organization was formed exclusively for charitable purposes and the disposition of assets upon dissolution of the organization. A phrase was added to Article 1, Section 2, and a new article (Article XIV) to meet these requirements for application. A motion was made to accept these changes by Callie Jayne and seconded by Daniel Kanter. The board voted unanimously in favor.

Acquisition Policy – The City of Kingston, by Resolution #172 of 2018 of the Kingston Common Council, is prepared to transfer thirty-six tax-foreclosed, surplus properties to the KCLB for redevelopment. In addition, the City is prepared to transfer a property at 108-110 Henry Street to the KCLB, as authorized by Resolution #190 of 2018 of the Kingston Common Council. This property is being donated to the city by Mr. Cooper (formerly known as Nationstar), the transaction being facilitated by National Community Stabilization Trust (NCST), because the KCLB did not have sufficient time to pass an acquisition policy in order to receive the property as quickly as the transaction was required to proceed with NCST. Prior to the meeting, Brenna Robinson provided the board with several examples of land bank acquisition policies, along with a draft of a policy for the KCLB. Discussion was held regarding the pending transfer of properties and draft acquisition policy. A motion was made by Daniel Kanter to adopt the acquisition policy as proposed, seconded by Omari Washington. The board voted unanimously in favor. A motion was made by Callie Jayne to accept the transfer of the surplus properties, seconded by Anezka Sebek. The board voted unanimously in favor. A motion was made by Anezka Sebek to accept the transfer of 108-110 Henry Street, seconded by Daniel Kanter. The board voted unanimously in favor.

Committees – Brenna Robinson advised the board on the necessity of the creation of specific committees to meet requirements set by the NYS Authorities Budget Office, like Governance, Finance/Audit and Acquisition/Disposition committees, and the potential for creating other committees, like Communications, Community Engagement or Events committees, to help with the work that must be done to develop and operate the KCLB. The board requested additional information on these committees and the type of tasks that would be expected or required of each. Brenna Robinson indicated she would share this information with board members to be discussed at the next meeting in December.

Mission & Vision – A discussion was held regarding the importance of developing a statement on the KCLB's Mission, Vision and Values. The board requested that a document be created to share ideas to help to develop this statement and Bartek Starodaj volunteered to create that sharing tool. Further discussion will be held at future meetings to carefully develop this guiding statement.

Logo – A brief discussion was held on whether to advertise a contest to create the KCLB's logo or to make the development of the logo part of a larger marketing and website development project, engaging a professional individual or firm to support this project. At this point, the allotted 1 ½ hour scheduled for the meeting had expired and the meeting was adjourned.

Website – Tabled.

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Operating Budget – Tabled.

Insurance – Tabled.

Legal Services – Tabled.

Real Estate Representation – Tabled.

Accountant – Tabled.

**Announcements** – None.

**Adjournment** – A motion to adjourn was made by Omari Washington, seconded by Daniel Kanter. The board voted unanimously in favor. Meeting adjourned at 8:08 PM.

Respectfully submitted,

Brenna L. Robinson