



Kingston City Land Bank, Inc.

Daniel Kanter, Chair
Ilana Berger, Vice Chair
Bartek Starodaj, Secretary
Omari Washington, Treasurer

MEETING MINUTES
April 27, 2020
Virtual Meeting (GoToMeeting)
6:30 PM

Board Members Present: Daniel Kanter, Anezka Sebek, Bartek Starodaj, Steve Noble, Karin Roux, Robert Dennison, Ilana Berger, Sarina Pepper, Omari Washington

Board Members Absent: n/a

Staff Members Present: Kaitlyn Armstrong, Bill Hayman, Amanda Bruck

Staff Members Absent:

Others Present: Aliza Kervolin, Michael Gilliard, Shaniqua Bowden

Call to Order - The meeting was called to order by Daniel Kanter at 6:32 PM.

Public Comments -

Reading & Approval of Minutes of Previous Meeting(s) - Due to time constraints, approval of January and February minutes did not take place.

Reports of Committees & Executive Director

Executive Director Report

Kanter explained that we have received our contract for the Enterprise Community grant. The contract assumes:

- We will complete the disposition of five properties during the 2020 calendar year.
- No further funding will be given to the KCLB from another organization
- That the KCLB will pay the full balance of the back taxes for these five properties.

Kanter explained that we also have approximately \$700k in the bank for the initial acquisition and rehabilitation for these properties.

COVID-19 is likely to slow down the pace of the work on the properties. However, we can have one individual in a given property at a time, meaning we can send workers in for demolition, rehabilitation work, etc. as needed.



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Finance/Audit Committee

- Treasurer's report: Kanter delivered the Treasurer's Report. Kanter explained that as of today, the KCLB has just under \$700k in assets.
- Audit report: Armstrong reported that the audit report has been delivered to EFPR for submission to the ABO. Kanter also explained that due to COVID-19, the ABO is generally being flexible with submission deadlines.

Action Items: EFPR audit report completion

Communications & Community Engagement Committee

Starodaj explained that this month's committee meeting focused on two future communication touchpoints:

- A letter to the common council explaining the KCLB's mission and the board's future intentions with acquisitions and dispositions.
- A press release to the community detailing progress made in the past year, new board members, and the new Executive Director.

Both items will be drafted once the new Executive Director is hired. However, the letter to the common council is the first priority.

Acquisition/Disposition Committee

Kanter explained that given the impending execution of the KCLB contract with Enterprise Community, the first acquisition planned is 174 Hasbrouck followed by 237 E Union.

Before acquisition, process will be:

-Environmental site survey to find any potential unforeseen environmental liabilities (e.g., oil tank). Bill is leading the work to find a potential contractor.

-Title searches

Otherwise, the paperwork for acquisition has been prepared.

Sebek explained that based on conversations with Kanter, she started creating an application based on the other land bank models and that this draft has been sent to the lawyer for review. Berger requested that this application be sent around for full board review.

Action Items: Acquisition process for selected properties

Governance Committee

Sebek described two completed aspects of this month's governance work:



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- The process for hiring new board members
- The process for hiring the new Executive Director

Sebek said that all board members should complete conflict of interest forms and self assessment forms. Sebek noted that the self assessments as important milestones at the end of last year to evaluate the organization's proceedings. Kaitlyn will send both these forms out with a deadline two weeks from this board meeting - May 11.

Action Items: Completion of self evaluation and conflict of interest forms

New Business

Vice Chair -- Kanter explained that this is an open position since the previous Vice Chair resigned. Sebek explained that this is an important position in ensuring the Board's operations continue should the Chair not be available. Berger volunteered for the position. Noble nominated Berger for the position of Vice Chair , Kanter seconded. Berger voted in as Vice Chair unanimously by the board.

New board members -- Kanter welcomed the KCLB's three new board members. These are Robert Dennison, Karin Roux, and Sarina Pepper. These board members should think about committees they would like to join over the course of the upcoming month so that committee roles can be assigned during May's board meeting.

Adjournment – Noble introduced a motion to adjourn the board meeting and go into Executive Session to discuss the hiring of the new Executive Director with all current board members and staff. Kanter seconded the motion. The motion was approved unanimously by the board.



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I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above. These meeting minutes were adopted in full by the Board of the Kingston City Land Bank on June 1, 2020.

Signed,

A handwritten signature in black ink, appearing to read "Bartek Starodaj". The signature is fluid and cursive, with the first name being more prominent.

Bartek Starodaj, Secretary, Kingston City Land Bank