



Kingston City Land Bank
Board of Directors Meeting

Monday, October 26 2020
6:30 PM-7:45 PM
Virtual Meeting

<p><u>Computer:</u> https://www.gotomeet.me/KingstonCityLandBank <u>Phone: (877) 309-2073</u> <u>Access Code: 886-114-349</u></p>	<p><u>Board attendees:</u></p> <p>Daniel Kanter, Bartek Starodaj, Steve Noble, Robert Dennison, Omari Washington, Anezka Sebek, Karin Roux, Omari Washington, Ilana Berger, Sarina Pepper</p> <p>Absent:</p>	<p><u>Staff attendees:</u></p> <p>Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck</p> <p>Absent:</p>	<p><u>Public:</u></p> <p>Daniel Carey (Kingston resident), James Conors (Kingston resident), Patrick Conors</p>
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- **Call to order, time: 6:33 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: September 28, 2020**

Pepper raised a motion to approve the September 28 board meeting minutes, seconded by Washington. Motion passed unanimously.

- **Public comments (10 minutes: 2 minutes each speaker)**

James Conors asked about any potential environmental issues for the Grand street properties. Kanter said that from the environmental assessment, there appeared to be minor issues related to the oil tank.

James Conors also asked when there would be an opportunity for prospective buyers to view the properties. Kanter said that after the acquisition, it would likely be a couple of months before the KCLB is ready to dispose of the property and that as part of the process, there will be an opportunity for prospective buyers to perform property walkthroughs.

Daniel Carey asked if after acquisition, the KCLB would rehabilitate the Rodney St. property completely before the sale. Kanter said it is unlikely, but that the decision will be made once the property is acquired. Carey followed up to ask if the property would be put up to bid and sold to the highest bidder. Kanter said the KCLB will likely issue an RFP for the property and dispose of the property according to guidelines set by the board. Gilliard also added that the KCLB might not clear the title for this property, thus delaying or preventing final acquisition.

Patrick Conors asked if after buying a land bank property, there would be any restrictions placed on reselling the property by the KCLB. Kanter said there will likely be multiple restrictions placed on the resale to encourage maintaining the property as a primary residence over the long term. Conors also asked if there are any other stipulations for how the homeowner maintains the property after sale. Kanter said that no restrictions are planned. Connors brought up a potential scenario in which a buyer demolishes the structure immediately after purchase. Gilliard said that it is unlikely to happen with the type of buyer the KCLB is looking to attract and the primary residency requirement for homeowners.

- **Update from the Chair, Daniel Kanter**

Kanter said that it has been an active behind-the-scenes month for KCLB operations. He provided the following updates:

- Several contractors have walked through properties as part of the RFP process.
- Jeff Neal, Director of Finance and Deputy Commissioner of Office of Management of the Budget for Albany County, met with representatives from the KCLB, NoVo and the City of Kingston to review the acquisition process of properties from the city to the KCLB and resolve ongoing title issues that are delaying acquisition of additional properties.
- NoVo Foundation discussions have continued with NoVo point of contact.

- **Executive Director's Report**

Gilliard provided the following updates to the board:

- NoVo Foundation discussions continue. Funding request will be for finishing the Phase 1 homes and for limited operational support. A follow-up funding request will be more comprehensive with a to-be-determined amount. NoVo has agreed to a target of 11/15 to execute the PILOT grant agreement and 12/15 to fund the first installment under this grant.
- Gilliard met with an Ulster County representative about the creation of a County Land Bank, but discussions remain preliminary.
- Gilliard reported that he expects to have the two open positions filled before any contractor agreements are signed. Roux asked if there has been a good response for the listings. Gilliard said there has been a decent number of applicants with around five qualified responses per listing.

Gilliard provided the next steps on the Contractor RFP Process:

- The RFP was released on October 13. Four contractors walked through the properties last Friday. Five additional contractors will walk through the properties this Friday, 10/30.
- Contractors have until November 15 to ask written questions. Two clarifications that Gilliard has provided thus far: (1) Contractor work will not be at prevailing wages; (2) As a 501c3, contractors will be able to use the KCLB tax exempt status for the purchase of materials used as capital improvement to the properties.
- Responses will be due December 1. Commencement is expected by January 1.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**

- Armstrong reported that the ABO Quarterly Reporting has been completed and submitted before the deadline.

- **Communications & Community Engagement Committee (10 minutes)**

- Starodaj reported that the communication committee did not meet in October.
- Sebek asked what are the next steps for community engagement. Gilliard noted that once the contracts are signed for the three Phase I properties, community outreach can formally begin.
- Roux noted there could be a direct mail campaign or some kind of outreach strategy to better inform the community about the KCLB mission and activities.

- **Governance Committee (10 minutes)**

- Kanter appointed Dennison to the Governance committee to assist with the performance evaluation process.
- Sebek reported that the committee reviewed the upcoming turnover of three board member seats for Roux, Berger, and Kanter. In order to better prepare for this turnover, several edits to the KCLB Bylaws have been proposed. To summarize this new process: board members will be seated until December 31, 2020. The board will send a performance evaluation of the board members at the end of their term at the end of November. These evaluations will be provided to Noble, who will then either reappoint the board member or declare the open seat in December. Any new board members are then appointed as part of the January annual meeting. These bylaw edits will be voted on by the KCLB board as part of January's annual board meeting.

- **Acquisition/Disposition Committee (10 minutes)**

- Kanter reported that the committee did not meet this month.
- The primary objective is to resolve title issues so that the acquisition process of new properties can continue.

- **Fundraising Committee (10 minutes)**

- Sebek has been appointed to the fundraising committee.

- **New Business**

Kanter said that he believes that the strategic planning process would be beneficial to begin and that times will be sent around to the board for a planning session. Gilliard noted that the NoVo Foundation has expressed its willingness to support the hiring of a consultant to support the process.

Sebek raised a motion to adjourn the meeting, seconded by Washington. Motion carried unanimously.

- **Adjournment, time: 7:30**

Votes, as tallied by Secretary

<u>Initials</u>	<u>↓</u>
MSN	x
DK	x
IB	x
BS	x
OW	x
AS	x
KR	x
RD	x
SP	x

I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above.

Signed

Bartek Starodaj, Secretary, Kingston City Land Bank

October 26, 2020

DRAFT