



Kingston City Land Bank (KCLB)
Board of Directors Meeting

Monday October 25, 2021
6:30 PM-8:00 PM

Virtual Meeting conducted in accordance with Chapter 417 of the Laws of 2021 (NYS)

<p><u>Video:</u> https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09</p> <p><u>Phone:</u> 312-626-6799</p> <p><u>Meeting ID:</u> 845 334 3953</p> <p><u>Password:</u> 878897</p>	<p><u>Board attendees:</u></p> <p>Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Karin Roux, Ilana Berger, Omari Washington, Steve Noble, Sarina Pepper</p> <p>Absent: N/A</p>	<p><u>Staff attendees:</u></p> <p>Mike Gilliard, Owen O'Connor, Erica Lane</p> <p>Absent: N/A</p>	<p><u>Public:</u></p> <p>Jared Strand</p>
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- **Call to order, time: 6:30 PM**
- **Announcements**
- **Vote I to approve meeting minutes from prior Board meeting: September 25, 2021**

VOTE I: Noble raised a motion to approve the September 25 Board meeting minutes, seconded by Sebek. Motion passed unanimously.

- Roll Call of Board members with their physical location

Daniel Kanter, 142 Clinton Ave, Kingston, New York

Ilana Berger, 146 Franklin St, Kingston, New York

Robert Dennison, 122 Wilson Ave, Kingston, New York

Karin Roux, 70 Stephan St, Kingston, New York

Anezka Sebek, 259 Abeel St, Kingston, New York

Mayor Steve Noble, 101 Wilson Ave, Kingston, New York

Sarina Pepper, 20 Cedar Street, Kingston, New York

Omari Washington, 49 Greenkill Ave, Kingston, New York

Bartek Starodaj, 354 S Wall St, Kingston, New York

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

No public comments

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

Kanter provided the following updates:

- Kanter reminded Berger, Washington, and Starodaj to complete their ABO Board training. The deadline is December 31, 2020.
- Acquisitions in October include 108-110 Henry Street and 29 Roger Street.
- KCLB met with Noble and RUPCO to review recently foreclosed properties.
- A public RFP has been issued for 108-110 Henry St. and 24 Hamilton St.
- The Fundraising Committee organized the KCLB's first public fundraising event at the Kingston Standard in October.
- The partnership with the Kingston Design Showcase ended as of October 24. Kanter reported that the new buyer toured the home and was pleased with the design.
- Responses have been received for the construction RFP for 124 Franklin and 149 Greenkill.

- **Executive Director's Report**

Gilliard provided the following updates:

- KCLB now owns ten properties that are in the pre-development phase, five of these are designated for the Legacy Cities program. Discussions with the City of Kingston are also ongoing for future acquisitions.
 - Noble asked if a commitment is needed from the NoVo foundation in order to proceed with the Legacy Cities grant. Gilliard affirmed that this support would likely be needed. Noble also offered a letter of support from the City of Kingston.
- Certificate of Occupancy certificates are pending for 248 Main Street and 174 Hasbrouck. Gilliard also reported that property closings for 248 Main St, 174 Hasbrouck, and 64 Van Buren must take place in November
- Gilliard is continuing a search to find the right resources for the next property marketing phase. To that end, he is expecting to post a job description in November for an individual to start on December 1.
- The 2022 operating and acquisition grant application was submitted to the NoVo Foundation on 9/1/21 and is under review.
- The City of Kingston is currently deciding on how to spend funds received from the American Rescue Plan Act (ARPA)'s State and Local Fiscal Recovery Fund; the KCLB will have a seat at the table in providing feedback on the use of these funds.

Board Nominations

Kanter reported that vacant officer positions of Vice Chair and Treasurer need to be filled for November and December with the departure of Roux and Sebek from the Board.

VOTE II: Dennison volunteered as Vice Chair. Pepper introduced a motion to nominate Dennison as Vice Chair, seconded by Roux. Motion passed unanimously.

VOTE II: Noble nominated Washington for the role of Treasurer. Sebek introduced a motion to nominate Washington, seconded by Washington. Motion passed unanimously.

- **Committee Reports**

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

- Roux provided the following update from the Committee's October meeting:

- Roux reviewed the September financial narrative.
 - A generous \$2,500 individual donation was received in September. This individual has also offered other support services to the KCLB.
 - As of 8/15/21, all Base Funding in the NoVo Foundation grant agreement (Grant ID: 20-08938) has been received
- **VOTE IV:** Sarina moved to accept the October treasurer's report, seconded by Noble. Motion passed unanimously, Roux abstaining.

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

- Starodaj provided the following update from the Committee's September meeting:

- The Committee launched the online application for new Board members. The application is due 11/15.
- KCLB will hold a ribbon cutting ceremony for 64 Van Buren St from 3-5pm on 11/19. An invitation will go to local media, politicians, and other local stakeholders on November 1.

- **Governance Committee (10 minutes)**

- Sebek provided the following update from the Committee's September meeting:

- Sebek and Dennison will review the Board applications and interviews. A discussion followed on the review and decision process for new Board members; Kanter said that any Board member who would like to be part of the process can be.

- **Fundraising Committee (10 minutes)**

- Roux provided the following update from the Committee's October activities:

- KCLB hosted a fundraising event at Kingston Standard. Roux thanked Washington for putting the event together. In total, the KCLB raised \$5,962 from the event. Roux said this brings the total amount raised to over \$16,000 compared to the goal of raising \$30,000.

- Washington asked if GiftGab is being used. Roux said that it is not currently being used because Lane needs to input organizational financial information into the system before it can be operational.
- **Acquisition/Disposition Committee (10 minutes)**
 - Dennison provided the following update:
 - **VOTE V:** Kanter introduced a resolution to award a cleanout contract to Mountain Moving for 24 Hamilton, 69 Gill, 169 Hurley, and 29 Rogers, seconded by Noble. Motion passed unanimously.
 - The committee reviewed property renovations bids received for 149 Greenkill from the competitive RFP process. The lowest bid was submitted by Maeda Construction, Inc.. Roux introduced a motion to award Maeda Construction, Inc the contract to renovate 149 Greenkill.
 - Two general contractor bids were received for 124 Franklin. One bid was from a contractor from Marlboro that was incomplete. The other bid came from Interrante Design+Build. The bid was much higher than expected, over \$435k.
 - Starodaj asked how much the first bid from the Marlboro contractor was for. Dennison said it was for \$180k but that it left out key parts of the RFP. Dennison added that this would also appear to be the contractor's first project.
 - Starodaj asked if there is room to negotiate the high proposal, Kanter said that a negotiation is unlikely to reduce the bid by a significant amount.
 - **VOTE VI:** Sebek introduced a motion to reject both proposals received for 124 Franklin, seconded by Washington. Motion passed unanimously.
 - Given that a general contractor has not been found for 124 Franklin, the Board discussed possible solutions. Kanter said that an extra \$60k from the Enterprise Community Partners grant is allocated to this home's hard costs. He proposed that as a first phase, the KCLB could use these funds to perform major structural tasks. This could include demolition, roof repair, window replacement, and possible sewer and water line repair and/or replacement. This work would draw down and likely exceed the amount of the Enterprise grant funds available. The source for any additional funds will likely come from the sale of the first 3 homes. The KCLB would then reissue the RFP for GCs in early 2022.
 - Dennison reported out on a call with Noble and RUPCO:
 - The two parties agreed that the two organizations should be in regular communication to avoid any possible conflict.
 - The two parties discussed a possible Legacy Cities Partnership. The KCLB was asked to be a part of the City's application but it was decided that RUPCO should submit their own Legacy Cities partnership with the City of Kingston.

- **Design Committee**

- Kanter is working on a budget for property finishes.

New Business

Kanter appointed Washington to the Compensation Committee.

The Board voted to enter into Executive Session. Motion to enter Executive Session to discuss 2022 Compensation raised by Washington, seconded by Sebek. Motion passed unanimously.

The Board voted to leave Executive Session, seconded by Pepper. Motion passed unanimously.

Motion to adjourn the meeting was raised by Washington, seconded by Roux. Motion passed unanimously.

- **Adjournment, time: 8:45 PM**

Resolution Votes, as tallied by Secretary

VOTE I - To accept September, 2021 KCLB Board Meeting minutes, as presented

VOTE II - To appoint Dennison Vice Chair for November and December 2021

VOTE II: To appoint Washington as Treasurer for November and December 2021

Vote IV: To accept the October treasurer's report, seconded by Noble. Motion passed unanimously, Roux abstaining.

VOTE V: To award a cleanout contract to Mountain Moving for 24 Hamilton, 69 Gill, 169 Hurley, and 29 Rogers.

VOTE VI: To reject both proposals received for 124 Franklin, seconded by Washington.

VOTE VII: To accept the proposal from Maeda Construction for General Contracting services at 149 Greenkill Avenue

<u>Initials</u>	<u>VOTE I</u>	<u>VOTE II</u>	<u>VOTE III</u>	<u>VOTE IV</u>	<u>VOTE V</u>	<u>VOTE VI</u>	<u>VOTE VII</u>
MSN	x	x	x	x	x	x	x
DK	x	x	x	x	x	x	x
IB	x	x	x	x	x	x	x
BS	x	x	x	x	x	x	x

OW	x	x	x	x	x	x	x
AS	x	x	x	x	x	x	x
KR	x	x	x	abstain	x	x	x
RD	x	x	x	x	x	x	x
SP	x	x	x	x	x	x	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



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Bartek Starodaj, Secretary, Kingston City Land Bank

September 28, 2021