



Kingston City Land Bank (KCLB)
Board of Directors Meeting

Monday December 20, 2021
6:30 PM-8:00 PM

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

<u>Video:</u> https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZgTXNvTUhSdz09 <u>Phone:</u> 312-626-6799 <u>Meeting ID:</u> 845 334 3953 <u>Password:</u> 878897	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Ilana Berger, Omari Washington, Mayor Steve Noble Absent: Sarina Pepper	<u>Staff attendees:</u> Mike Gilliard, Erica Lane Absent: Owen O'Connor	<u>Public:</u> N/A
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- **Call to order, time: 6:32 PM**
- **Announcements**
- **Vote I to approve meeting minutes from prior Board meeting: November 22, 2021**

VOTE I: Noble raised a motion to approve the November 22 Board meeting minutes, seconded by Kanter. 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

Anezka Sebek, 259 Abeel St, Kingston, New York

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

Omari Washington, Puerta Vallarta (Mexico) (*traveling*)

Steve Noble, 101 Wilson Avenue, 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:

- Three Pilot I properties have been sold: 248 Main Street, 174 Hasbrouck, and 64 Van Buren. Construction on the remaining Pilot I properties, 124 Franklin and 149 Greenkill, has begun.
- RFP responses for 24 Hamilton and 108-110 Henry St have been received. O'Connor and Gilliard are taking a first pass at the applications and will prepare them for review by the Acquisition & Disposition Committee in January, with an anticipated vote by the Board in February.
- During today's meeting, the Governance Committee will introduce changes to the KCLB's by-laws, to be voted on at the January Board meeting.
- Today's meeting will be the last Board meeting for Washington but Sebek will stay on the Board until new Board members have been appointed. Pepper has also decided to step down from the Board, citing personal time constraints.
- Forsyth Street Advisors have officially been appointed to design and structure an affordable housing grant program to be funded in 2022.
- Kanter reported that some Board members met with four new members of the City of Kingston's Common Council members last Friday to introduce the KCLB. Kanter said that the meeting was positive.

- **Executive Director's Report**

Gilliard provided the following updates:

- KCLB now owns eight properties that are in the pre-development phase, five of these are designated for the Legacy Cities program. Gilliard says that progress on the program is happening quickly with a target closing date of April 2022.
- Gilliard has set a February goal for Board approval to commence negotiations for the disposition of 24 Hamilton and 108-110 Henry.
- Gilliard received seven additional title reports from the City of Kingston.
- Gilliard has requested a meeting with NoVo Foundation and the City of Kingston to discuss a potential exclusive purchase agreement of foreclosed properties.
- Gilliard said that conversations with Forsyth Street Advisors to develop a grant program for the KCLB are proceeding. He expects that Forsyth Street will report to the Board on their progress in 2022.
- Gilliard highlighted that the KCLB was mentioned in New York State's five-year housing plan.
- Gilliard thanked Sebek, Washington, Roux, and Pepper for their service to the Board.

- **Committee Reports**
 - **Finance/Audit Committee (10 minutes)**
 - Washington provided the following update from the Committee’s December reported:
 - Individual donations continued to come in November.
 - Lane said that individual donations have exceeded \$24k and unrestricted grant awards totaled \$9k.
 - Lane said that an RFP may go out in January for a financial audit in preparation for an ABO report by March 31.
 - Lane introduced a holiday fundraising campaign to raise an additional \$20k. She encouraged Board members to direct any traffic to this page because donors will automatically receive a digital “thank you” from the platform.
 - **VOTE II:** Noble moved to accept the November treasurer’s report, seconded by Sebek. Motion passed unanimously, Washington abstaining.
 - **Communications & Community Engagement Committee (10 minutes)**
 - Starodaj provided the following update from the Committee’s December meeting:
 - The Committee did not meet in December. However, Starodaj reported out on two initiatives for 2022:
 - Quarterly outreach sessions to educate interested members of the public on the application process and what they can do to prepare.
 - Use the 2022 volunteer budget to start a local ambassadors program. These ambassadors could educate local residents on the KCLB and encourage qualified residents to apply for home.
 - **Governance Committee (10 minutes)**
 - Sebek provided the following update from the Committee’s December Meeting:
 - Sebek reported that interviews for new Board members will be taking place in early January. The goal is to fill empty Board seats with a diverse set of local residents.
 - Sebek read out proposed changes to the KCLB’s By-laws. With these changes, the Mayor shall become a non-voting ex officio member of the Board. The changes will also increase the number of at-large Board members.
 - Voting on these bylaw changes will take place during the Board’s January meeting.
 - Kanter clarified that although the bylaws won’t be passed until January, the new Board members will be seated with the assumption that the By-law changes will pass during the January meeting.
 - Noble also said that because the new Board members will have to sign their oath of office, they won’t be able to vote during the January meeting.
 - **Acquisition/Disposition Committee (10 minutes)**

■ Dennison provided the following update:

- The Committee developed a process for how to make a selection for the purchase of “as-is” properties. The process will be guided by the substance of each of the proposals as well as the proposed purchase price.
- The Committee discussed replacing the water and sewer service for 124 Franklin and replacing the windows at 149 Greenkill
 - **VOTE III:** To award Jeff Lowe plumbing a contract to replace the sewer and water lines at 124 Franklin for an amount not to exceed \$20,000 raised by Kanter, seconded by Noble.
 - Sebek asked if any other plumbers were contacted to provide a quote. Dennison said yes.
 - Vote passed unanimously.
 - **VOTE IV:** To award Builders First Source a contract to provide windows for 149 Greenkill for an amount not to exceed \$10,000, raised by Kanter, seconded by Sebek.
 - Vote passed unanimously.

○ **Design Committee**

- The Design Committee is currently working on 149 Greenkill in preparation for the start of construction this year.
- Kanter said that electric heat pump systems will be used for 124 Franklin and 149 Greenkill to provide heating and cooling. Kanter said that geothermal could be an option for future property rehabilitations.

New Business

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

- **Adjournment, time: 7:16 PM**

Resolution Votes, as tallied by Secretary

VOTE I - To approve meeting minutes from prior Board meeting: November 22, 2021

VOTE II - To accept the November treasurer’s report

VOTE III - To award Jeff Lowe plumbing a contract to replace the sewer and water lines at 124 Franklin for an amount not to exceed \$20,000

VOTE IV - To award Builders First Source a contract to provide windows for 149 Greenkill for an amount not to exceed \$10,000

<u>Initials</u>	<u>VOTE I</u>	<u>VOTE II</u>	<u>VOTE III</u>	<u>VOTE IV</u>
DK	x	x	x	x
IB	x	x	x	x

BS	x	x	x	x
OW	x	x	x	x
AS	x	x	x	x
MSN	X	X	X	X
RD	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



Bartek Starodaj, Secretary, Kingston City Land Bank

December 20, 2021