

Freda Eisenberg, Chair
Jacquie Leventoff, Vice Chair
David Sager, Treasurer
Terri Ward, Secretary

SULLIVAN COUNTY
LAND BANK CORPORATION
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Nancy Buck
Joshua Potosek
Alan Sorensen
Ronald Stabak
Ira Steingart

MINUTES
Board Meeting
April 20, 2017

BOARD MEMBERS:

IN ATTENDANCE: Nancy Buck, David Sager, Ira Steingart, Freda Eisenberg, Josh Potosek, Alan Sorensen, Terri Ward

ABSENT: Dan Wright

OTHERS IN ATTENDANCE: Ron Stabak (Village of Liberty), Jill Weyer (SC Planning)

I. Call to Order / Roll Call

The meeting was called to order by Freda Eisenberg, Chair, at approximately 8:40 a.m. All members present with the exception of Dan Wright.

II. Approval of Minutes

A motion was made to approve the minutes of the March 28th meeting minutes by Ira Steingart and seconded by David Sager and minutes were approved.

III. Treasurer's Report

Bank account – Paperwork was presented that needs to be filled out by the authorized signers.

IV. Communications

Freda reported that an email was received following up on the submission of an application for the ED position.

V. Chairman's Report

- a. CRI Grant update – Insurance is needed prior to executing the agreement. LISC's requirements have been forwarded to from Brown & Brown. Agent will be scheduled to present at an upcoming meeting.
- b. Outreach & Publicity – Website
 - As requested at the previous board meeting, the domain name sullivancountylandbank.org was secured
 - Basic website developed by Jill Weyer and previewed for the board. Alan Sorenson noted the use of a property photo in the website when the land bank has not yet accepted property. It was explained that the photo is of a bank-foreclosed property that was donated to the Village of Monticello along with funding for rehab or demolition and that the property was discussed in the

application to ESD as a potential land bank project.

- c. Board Training – Freda mentioned the ABO training requirement and the need for all board members to participate. Alan, David and Ron Stabak self-identified the need for training. Freda will follow up and send them the link for training.

VI. Committee Reports

a. Governance

- A motion to adopt the draft Procurement Policy was made by Ira and seconded by Terri Ward. All present voted to approve.
- A motion to adopt, as a batch, the draft Travel, Privacy, Defense and Indemnification, and Acceptance of Donation of Real Property Policies Procurement Policy was made by Nancy Buck and seconded by Dave. All present voted to approve.
- A motion to authorize the draft agreement with the County in regard to funding was made by Ira and seconded by Nancy. All present voted to approve.

- b. Finance – A motion was made by Ira and seconded by Alan to approve the draft budget, opening discussion. The motion was then amended to remove the specific addresses listed for proposed rehabilitation and demolition projects, since no acquisition has taken place. All present approved the budget with the proposed amendment.

- c. Personnel/Recruitment – The full job description is available on the new SLBC website, allowing advertisements for the job to include a link. Some notifications for the job have already been placed on university websites. Advertising will commence shortly.

VII. Old Business

- a. RFQs – A draft RFQ for legal services is being prepared for review at a subsequent meeting.

- b. Property Acquisition/ Tax Foreclosures

Discussion took place on parcels to request be pulled from the County Foreclosure auction catalogue, and the board reviewed properties identified as priorities by the representatives of the target villages of Monticello and Liberty. A motion was made by Ira and seconded by Alan to focus on the High Street parcels. All presented approved. Nancy reviewed the timeline for the foreclosure process noting that since April 20th was the last day to purchase, the final list would be available April 25th and a request for a special meeting has been made for May 4th of the Full Board of the County Legislature. Any action to keep properties from being listed in the auction catalogue would have to be taken by that time. The board directed County planning staff to review the villages' priorities with the County Treasurer and her staff in order to reduce the list by identifying properties expected to perform well in the auction. It was noted that a number of targeted properties appeared to be occupied. Freda said she would reach out to established land banks to see whether they have acquired occupied property and if so how they have handled the tenancy issue. The Board agreed to meet again prior to the May 4th deadline.

- c. Regular meeting schedule – The Chair noted that the board schedule would remain irregular for one more meeting and a regular monthly schedule would be established after that. One exception would be made to accommodate a presentation from the insurance broker, who would not be able to make a morning meeting.

VIII. Public Comment – None

VIII. Adjournment

A motion was made by Ira and seconded by Josh Potosek to adjourn the meeting.

DRAFT