

Freda Eisenberg, Chair  
Jacquie Leventoff, Vice Chair  
George Nikolados, Treasurer  
Vacant, Secretary  
  
Jill M. Weyer, Executive Director



Nancy Buck  
Vicky Ferguson  
Sims Foster  
Alan Sorensen  
Ira Steingart

## MINUTES

### Board Meeting – via ZOOM March 19, 2020

#### **BOARD MEMBERS:**

**IN ATTENDANCE:** Freda Eisenberg, Jacquie Leventoff, Nancy Buck, Vicky Ferguson, Sims Foster, and Ira Steingart

**ABSENT:** George Nikolados, Alan Sorensen

**OTHERS PRESENT:** Jill Weyer, Eugenia Manwelyan, Juan Journet, Allison Capella

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#### **I. Call to Order / Roll Call**

The meeting was called to order by Freda Eisenberg, Chair at 8:34 am.

#### **II. Approval of Bills to Pay**

**Current Account Balance:** \$ 297,391.35

##### **Paid:**

NYSEG (17 Cooke Lane, Monticello)	\$ 3.77	17 Cooke
Lee & Mason Financial Services, Inc.	\$ 1,794.42	Insurance
Harris Woods Homeowners Association	\$ 570.00	26 Racine
John W. Galligan (Survey)	\$ 8,000.00	Monticello Manor
Philadelphia Insurance Companies	\$ 579.19	Insurance
Sullivan County Democrat	\$ 33.63	Advertising
River Realty Services, Inc.	\$ 2,425.00	26 Racine
Wire Pro Electric	\$ 3,250.00	48 Yaun
Collier Construction LLC	\$ 49,280.00	48 Yaun
Loveland	\$ 10.00	Office Expense

##### **To Be Paid:**

NYSEG (48 Yaun Avenue, Liberty)	\$ 67.15	48 Yaun
NYSEG (17 Cooke Lane, Monticello)	\$ 26.79	17 Cooke
Lee & Mason Financial Services, Inc.	\$ 1,654.79	Insurance
Harris Woods Homeowners Association	\$ 285.00	26 Racine
Jacobowitz & Gubitz LLP (Jan. & Feb. 2020)	\$ 2,495.33	Legal Fees
RUPCO, Inc. (Housing Coordination Services)	\$ 10,183.79	Contracts
Sullivan County Democrat	\$ 33.23	Advertising
River Realty Services, Inc.	\$ 6,466.01	26 Racine
Brown & Brown Empire State	\$ 31,740.43	Insurance
W Design	\$ 4,500.00	Advertising
Utility Protection Agency (Salvatore Cuce)	\$ 500.00	15 Jordan

**Account Balance After Bills Paid:** \$239,438.83

A motion was made by Buck, seconded by Ferguson, all present approved the bills to be paid listed above.

### **III. Approval of Minutes – February 20, 2020**

A motion was made by Steingart, seconded by Ferguson, all present approved the minutes from the February 20, 2020 meeting.

### **IV. Status Report & Resolutions**

#### **RESOLUTION TO RECOMMEND APPOINTMENT TO THE LAND BANK BOARD OF DIRECTORS**

WHEREAS, letters of interest were received from prospective Board members; and

WHEREAS the Land Bank currently has three vacancies on the Board.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Anna Milucky be recommended for appointment to fill a vacancy by the Sullivan County Legislature; and
2. This Resolution shall take effect immediately.

Moved by Nikolados and seconded by Ferguson to add Anna Milucky. Then moved by Buck, seconded by Nikolados, put to a vote with Jacquie Leventoff and Alan Sorensen absent, all present carried and declared duly adopted by a vote of the board on a vote of 6 Ayes, 0 Nays.

#### **RESOLUTION ADOPTING CERTAIN SCLBC POLICIES, STATEMENTS & PROCEDURES**

WHEREAS, the Sullivan County Land Bank Corporation is a not-for-profit corporation duly organized and validly existing under the laws of the State of New York; and

WHEREAS, the SCLBC desires to adopt certain policies, statements and procedures to assist it in the implementation of its stated purposes and in compliance with the New York Not-For-Profit Corporation Law, the New York Public Authorities Accountability Act of 2005 and the New York Public Authorities Reform Act of 2009, as amended.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

3. The SCLBC hereby adopts the following policies and guidelines in the form presented at this meeting:
  - a. Acquisition Policy
  - b. Disposition Policy
  - c. Non-Discrimination & Affirmative Action Policy
  - d. Procurement Policy
  - e. Defense and Indemnification Policy
  - f. Travel Policy
  - g. Privacy Policy
  - h. Internal Control Policy
  - i. Code of Ethics & Conflict of Interest Policy
  - j. Acceptance of Donated Property Policy
  - k. Sustainable Construction Policy
  - l. Whistleblower Policy
  - m. Mission Statement
  - n. Investment Policy
  - o. Harassment-Free Workplace Policy
4. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Buck, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

## **RESOLUTION TO ADOPT THE 2019 REPORTS TO COMPLY WITH ABO REQUIREMENTS**

WHEREAS, the State of New York Authorities Budget Office requires the Sullivan County Land Bank Corporation to submit annual reports for reporting purposes; and

WHEREAS, drafts of the 2019 annual reports were presented to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. The 2019 Annual Reports, attached hereto as Exhibit A is adopted;
2. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Buck, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

## **RESOLUTION ELECTING OFFICERS AND COMMITTEE MEMBERS**

WHEREAS, the Sullivan County Land Bank Corporation is a not-for-profit corporation duly organized and validly existing under the laws of the State of New York; and

WHEREAS, in accordance with the Bylaws of the GSPDC, the Board of Directors (the "Board"), has elected officers and committee members to serve until the Board's next Annual Meeting.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. The Board hereby elects the following persons to the offices set forth opposite their names until their successors are elected and assume office:

<i>Name</i>	<i>Office</i>
Freda Eisenberg	Chair
Jacque Leventoff	Vice Chair
George Nikoldaos	Treasurer
Anna Milucky	Secretary
2. The Board hereby elects the following persons to the Audit Committee to serve until their successors are elected:
  1. Nancy Buck
  2. Ira Steingart
  3. Sims Foster
3. The Board hereby elects the following persons to the Governance Committee to serve until their successors are elected:
  1. George Nikoldaos
  2. Freda Eisenberg
  3. Jacque Leventoff
4. The Board hereby elects the following persons to the Finance Committee to serve until their successors are elected:
  1. George Nikolados
  2. Alan Sorensen
  3. Anna Milucky
5. The Board hereby elects the following persons to the Personnel Committee to serve until their successors are elected:
  1. Jacque Leventoff
  2. Ira Steingart
  3. Nancy Buck
6. The Board hereby elects the following persons to the Acquisition, Rehab & Disposition Advisory Board to serve until their successors are elected:
  1. Alan Sorensen
  2. Nancy Buck

3. Freda Eisenberg
4. Jacquie Leventoff
5. Vicky Ferguson
7. The Chair and the Executive Director of the SCLBC are each hereby authorized and directed to execute all documents on behalf of the SCLBC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.
8. .This Resolution shall take effect immediately.

A motion was made by Buck, seconded by Ferguson for discussion. A motion was made by Leventoff, seconded by Vicky to merge the Acquisition & Rehab and Disposition Advisory Board into the Acquisition, Rehab & Disposition Advisory Board. A motion was made by Eisenberg, seconded by Leventoff to accept the resolution as amended, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

#### **RESOLUTION TO ACQUIRE PROPERTY FROM NATIONAL COMMUNITY STABILIZATION TRUST**

WHEREAS, the National Community Stabilization Trust ("NCST") is a non-profit organization that serves as the bridge between financial institutions and local housing providers to stabilize neighborhoods; and

WHEREAS, NCST helps community-based housing providers accomplish housing strategies that ensure low- and moderate-income families have access to affordable, safe homeownership and rental opportunities; and

WHEREAS, the Sullivan County Land Bank ("Land Bank") has applied to participate in NCST's REO acquisition programs, which facilitate the transfer of properties between participating financial institutions ("REO Sellers") and eligible local housing providers ("Community Buyers"); and

WHEREAS, a property has been identified through the Mr. Cooper First Look Program and upon review by the Acquisition Advisory Group, it is recommended that the Land Bank acquire the available properties located at 71 Oak Street, Town of Tusten (12.-16-5.4).

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. The Board hereby authorizes the acquisition of the above properties, subject to the completion of due diligence.
2. The Board also hereby authorizes, Jill M. Weyer, Executive Director, to sign any and all necessary documents to acquire said properties.
3. This Resolution shall take effect immediately.

Moved by Eisenberg, seconded by Ferguson, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

#### **RESOLUTION TO APPLY TO USDA-RD FOR A RDBG GRANT**

WHEREAS, USDA-RD has announced the Rural Development Business Grant program; and

WHEREAS, an application would be submitted for funds to assist with the NYSDOS Greenworks program and developing a greenworkforce training program to benefit SCLBC.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Jill Weyer, Executive Director, is authorized to execute any and all documents necessary to apply for the USDA-RD RDBG Grant and, if awarded, such grant is accepted.
2. This Resolution shall take effect immediately.

Moved by Eisenberg, seconded by Ferguson, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

#### **RESOLUTION TO APPLY FOR A PRESERVE NY GRANT FOR 91 CHESTNUT**

WHEREAS, the Preservation League of NYS has announced funding available through the Preserve NY Grant Program; and

WHEREAS, an application would be submitted for funds to assist with the redevelopment plans for 91 Chestnut Street in Liberty, NY.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Jill Weyer, Executive Director, is authorized to execute any and all documents necessary to apply for the Preserve NY Grant and, if awarded, such grant is accepted.
2. This Resolution shall take effect immediately.

Moved by Ferguson, seconded by Steingart, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

#### **RESOLUTION TO APPLY FOR VARIOUS PROGRAMS FOR CREATIVE PLACEMAKING PROJECTS**

WHEREAS, various sources have been identified to further the Creative Placemaking projects on vacant lots in SCLBC Inventory; and

WHEREAS, applications and letter of intents would be submitted for funds to assist with the creative placemaking projects.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Land Bank Corporation that:

1. Jill Weyer, Executive Director, is authorized to execute any and all documents necessary to apply for the various programs, and if awarded a separate resolution accepting the award will be submitted.
2. This Resolution shall take effect immediately.

Moved by Ferguson, seconded by Foster, put to a vote with Nikolados & Sorensen absent, carried and declared duly adopted on a vote of 6 ayes, 0 nays.

#### **V. Discussion Items**

##### New Construction Options

Jill & Eugenia gave an overview of the process and the need for a consistent process to ensure we are able to carry out our commitment to build 3 new homes for the Enterprise Funding. We received several responses through the RFQ process but we would prefer to enter into a co-developer agreement with RUPCO to administer this project. We need to determine how the funding would be allocated and how the agreement will be structured. We will work with RUCO to draft a co-developer agreement for review and present a draft to the board for adoption.

##### New Website

Jill mentioned the new website is up and running and asked all Board members to check it out.

##### ABO Requirements

Jill mentioned we are still awaiting our 2019 Audit because of some delays with our accounting and the need to revalue our inventory so as to not inflate our assets. Jill asked for a special meeting to be called to finalize the Audit and adopt prior to ABO deadline. A motion was made by Eisenberg, seconded by Ferguson to notice the special meeting for Tuesday, March 31<sup>st</sup> at 8:30 via Zoom.

#### **VI. Public Comment**

No public comment received.

#### **VII. Adjournment**

The meeting was adjourned at 9:30 am upon a motion by Ferguson, seconded by Steingart, with all present approving.