

Jill Weyer, Chair
Jacquie Leventoff, Vice Chair
George Nikolados, Treasurer
Anna Milucky, Secretary



Heather Brown
Nancy Buck
Julian Dawson
Vicky Ferguson
Susan Harte
Alan Sorensen
Ira Steingart

MINUTES
Board Meeting
May 25, 2023

BOARD MEMBERS:

IN ATTENDANCE: Nancy Buck, Julian Dawson, Vicky Ferguson, Jacquie Leventoff, Anna Milucky, George Nikolados, Jill Weyer

ON ZOOM: Heather Brown, Susan Harte

ABSENT: Alan Sorensen, Ira Steingart

OTHERS PRESENT: Shannon Cilento, Kassondra Johnstone, Samantha Nietzel

I. Call to Order / Roll Call

The meeting was called to order at 4:04 PM.

II. Approval of Bills to Pay

A motion was made by Milucky, seconded by Ferguson, all present approved the bills to be paid listed on the financial report.

III. Approval of Minutes

A motion was made by Nikolados, seconded by Leventoff, to approve, with all present approving the minutes of the April 26, 2023 meeting.

IV. Discussion/Updates

1. **Audit Review:** Weyer reported that the Land Bank’s annual audit was taking place. The auditors found that the PARIS reporting for the Authorities Budget Office had been uploaded but not “certified” by the Chair in the past few years. Leventoff suggested adding all the Land Bank Board officers as users in the system that can certify the uploaded reports to avoid the situation in the future. Weyer also stated that the Board’s committees will need to meet according to ABO standards, and that would be coordinated.

RESOLUTION TO AUTHORIZE USERS AS CERTIFIERS FOR THE NYS AUTHORITIES BUDGET OFFICE PARIS REPORTING

WHEREAS, the New York State Authorities Budget Office requires all Public Authorities to submit and certify annual reporting through the online portal; and

WHEREAS, the portal requires users to be authorized to certify the annual reporting; and

WHEREAS, there are no Board members currently authorized to certify the reports.

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

1. All Land Bank Board Officers will be authorized as users in the NYS Authorities Budget Office portal.
2. This Resolution shall take effect immediately.

Moved by Buck, seconded by Ferguson, put to a vote with Sorensen and Steingart absent and Brown and Harte on Zoom, carried and declared duly adopted on a vote of 7 ayes, 0 nays.

2. **Transition Update:** Weyer reported that the contract between the Land Bank and RUPCO for administrative services was not yet signed but would be executed soon.
3. **Grant Update:** Weyer announced that the Land Bank was awarded \$1.8 million from NYS OCR LBI Phase II, but that the Board would need to pass a resolution to accept and execute the award agreement.

RESOLUTION TO AUTHORIZE THE AGREEMENT FOR GRANT FUNDING THROUGH THE NEW YORK STATE LAND BANK INITIATIVE – PHASE 2

WHEREAS, the Sullivan County Land Bank Corporation “SCLBC” submitted an application to New York State Office of Homes and Community Renewal for Phase II funding for the Land Bank Initiative to fund Land Bank Operations; and

WHEREAS, the SCLBC was awarded \$1,800,000 to fund Broadway Redevelopment and other Land Bank operations.

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

1. Jill M. Weyer, Chair, is authorized to execute any and all documents necessary to accept the Phase 2 Land Bank Initiative grant funding in a form acceptable to the Land Bank attorney.
2. This Resolution shall take effect immediately.

Moved by Leventoff, seconded by Nikolados, put to a vote with Sorensen and Steingart absent and Brown and Harte on Zoom, carried and declared duly adopted on a vote of 7 ayes, 0 nays.

V. Resolutions

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:

1. 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
2. This Resolution shall take effect immediately.

Moved by Milucky, seconded by Ferguson, put to a vote with Sorensen and Steingart absent and Brown and Harte on Zoom, carried and declared duly adopted on a vote of 7 ayes, 0 nays.

VI. Other

Buck gave an update on the release of the Supreme Court decision that will require Counties return any sales profit from properties taken in the foreclosure process sold at the tax auction. The group discussed the impacts that this may have on the ability of the County to transfer properties to the Land Bank in the future.

The group discussed the possibility of installing trail cameras at Monticello Manor for monitoring the site given sporadic activity there.

VII. Public Comment

None.

VIII. Adjournment

The meeting was adjourned at 4:42 PM by a motion of Ferguson and seconded by Leventoff, with all present approving.