

		
Jill Weyer, Chair		Heather Brown
Jacque Leventoff, Vice-Chair		Nancy Buck
Anna Milucky, Treasurer		Vicky Ferguson
Julian Dawson, Secretary		Susan Harte
		Matthew McPhillips
		George Nikolados
		Nicholas Salomone

Board Meeting Minutes December 17th, 2024

Board Members:

In Attendance: Jill Weyer, Jacque Leventoff, Anna Milucky, Nancy Buck, Vicky Ferguson, Matthew McPhillips, Nicholas Salomone

On ZOOM: NA

Absent: Julian Dawson, Heather Brown, Susan Harte, George Nikolados

Others Present: Symone-Jewel Quinones, Gabriella Nolan

I. Call to Order / Roll Call

The meeting was called to order at 9:03 AM.

II. Approval of Bills to Pay

<i>VENDOR</i>	<i>AMOUNT</i>
Village of Monticello	\$152.24
Lee & Mason Financial Services, Inc.	\$2,406.08
Brownfield Redevelopment Solutions Inc	\$1,705.00
River Realty Services, Inc.	\$1,815.00
P.N Alarm and Burglar Alarm Company	\$45.00
Total for 1000 Checking	\$6,123.32

A motion was made by Anna Milucky, seconded by Jacque Leventoff, all present approved the bills.

III. Approval of Minutes

A motion was made by Matthew McPhillips, seconded by Nicholas Salomone, all present approved the minutes of October 31st, 2024 Meeting.

IV. Discussion / Presentations

1. BLK Library Signed Lease, No Payments Received:

The board was made aware that the lease was finally reviewed and signed on November 15th, 2024 with Michael Davis and Douglas Shindler, although no payment had been secured yet. The board has advised to continue reaching out regarding rent and electric payment status, Matthew McPhillips provided a working

number for Douglas Shindler. The board has also advised to ensure proper communication of the importance of heat in the building to prevent pipes from freezing, we've received several notifications from PN Alarm regarding the temperature of the building dropping very low. There must always be oil in the tank, as it's part of the tenant's lease contract. Request to call and schedule a walk through with Village of Monticello to check for leaks or running water, we have concerns due to extremely high-water bill.

2. 2025 Meeting Schedule:

Discussed schedule availability and what works best for everyone. All members have agreed the last Thursday of the Month until October 2025 is suitable. Further discussion regarding availability in November and December will be held at a later date. Calendar invitations for 2025 will be sent to everyone.

3. County Invoice for 2024 Funding:

The agreement between the County of Sullivan and Sullivan County Landbank was presented by Heather Brown on December 5th, then signed by Jill Weyer. Following the signature and approval from the board, the invoice was sent to Heather Brown.

4. Miscellaneous:

A discussion was had regarding the Strong buildings broken window that's boarded up. The board has requested the window be fixed. Contacted Sullivan Glass Company to inquire about repairs.

V. Resolutions

RESOLUTION OF THE BOARD OF DIRECTORS OF SULLIVAN COUNTY LAND BANK CORPORATION

AUTHORIZING THE EXECUTION OF THE PARKVIEW ACCESS/REMEDIATION AGREEMENT

WHEREAS, the Sullivan County Land Bank Corporation (the "Land Bank") owns Property located at 15 High Street, Monticello, New York, identified as Tax Map No. 107.1-11.1 (the "Property"); and

WHEREAS, Parkview Development & Construction LLC ("Parkview") requires access to the Property to conduct Brownfield investigation and remediation work in compliance with applicable State and federal requirements; and

WHEREAS, the Land Bank has negotiated the terms of the Parkview Access/Remediation Agreement (the "Agreement"), which outlines the responsibilities, obligations, and conditions of both parties in conducting the Work on the Property and

WHEREAS, the Board of Directors has reviewed the terms and conditions of the Agreement and finds it to be in the best interest of the Land Bank to proceed with its execution.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors hereby authorizes the execution of the Parkview Access/Remediation Agreement as presented.

2. The Board authorizes the Chairperson, Treasurer, or Executive Director of the Land Bank to execute the Agreement on behalf of the Land Bank, with any non-material modifications deemed necessary and approved by legal counsel.
3. The executed Agreement shall be maintained in the Land Bank's official records.
4. This resolution shall take effect immediately upon its adoption.

Duly adopted by the Board of Directors of the Sullivan County Land Bank Corporation on December 5, 2024

- A motion was made by Anna Milucky and seconded by Vicky Ferguson, all present approved.

ADOPTING CHANGES TO INTERNAL POLICIES AND AUTHORIZING ELECTRONIC APPROVAL AND SIGNATURE FOR CHECKS

WHEREAS the Sullivan County Land Bank Corporation (the "Land Bank") is committed to ensuring effective and efficient operations in alignment with its mission and fiduciary responsibilities; and

WHEREAS RUPCO, Inc., acting as the administrative agent for the Land Bank, has reviewed and recommended updates to the Land Bank's internal policies to enhance operational efficiency, financial oversight, and compliance; and

WHEREAS the proposed updates include implementing a process for the Board Chair and Treasurer to electronically approve all checks prior to issuance, enabling the managing agency to print checks with electronic signatures for efficiency and accuracy; and

WHEREAS, the Board has reviewed the proposed policy updates and finds them to be in the best interest of the Land Bank for maintaining strong financial controls while streamlining administrative processes.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors hereby adopts the proposed changes to the internal policies as recommended by RUPCO, Inc., the Land Bank's administrative agent.
2. The Board authorizes the implementation of a process for electronic approval of all checks, whereby the Board Chair and Treasurer shall review and approve all checks electronically prior to issuance.
3. The managing agency, RUPCO, Inc., is authorized to utilize electronic signatures for printing approved checks, ensuring that all checks issued are consistent with the Board's approval.

4. The Board directs the administrative agent to incorporate these policy updates into the Land Bank's official operational documents and provide training or guidance as needed to ensure compliance with the updated procedures.
5. This resolution shall take effect immediately upon adoption and be recorded in the official minutes of the Board of Directors.

Duly adopted by the Board of Directors of the Sullivan County Land Bank Corporation on December 5th, 2024.

- A motion was made by Jacquie Leventoff and seconded by Matthew McPhillips, all present approved.
- Yays (7), Nays (0), Abstaining (0)

VI. Public Comment

No public were present

VII. Adjournment

The meeting was adjourned at 9:41 AM, a motion made by Jacquie Leventoff, seconded by Nicholas Salomone, all present approved.