

**Dutchess County-Poughkeepsie Land Bank  
Meeting of the Board of Directors  
October 19, 2022  
Minutes**

**Present:** Angela DeFelice (Vice-Chair), Susan Fortunato (Chair), Marc Nelson, Jacob Reckess, Heidi Seelbach, Eoin Wrafter (Secretary)

**Excused /Absent:** Brian Engles, Brian Martinez, Jordan Schinella

**Staff:** n/a

**Others:** Member of the Public

The meeting was called to order at 5:32 PM by Chair Fortunato, with a quorum of Directors present.

1. **Roll Call/Introductions:** Chair Fortunato opened the meeting and asked the Secretary to do a roll call.
2. **Public Comment (Agenda Items Only):** None
3. **Approval of Minutes:** Minutes of the September 21st Board Meeting were approved as presented. The motion passed unanimously. (DeFelice\Seelbach)
4. **Financial Statements:** Brian Engles was unable to attend therefore the September Management Report review will be done at the next meeting.
5. **Property Acquisition**  
Priorities & Selection Process: Chair Fortunato presented a condensed version of the items we would focus on in our initial acquisition process(attached) in summary looking to:
  - shorter disposition process this time around.
  - easy - so that we can focus on learning steps and avoid more complicated issues.
  - Focus on affordable homeownership housing opportunities,
  - we need to make this first round of financial success for the land bank,
  - learn from this round. return property to mortgageable status, demoing one partner with a nonprofit for low-income housing, but we want to give ourselves some flexibility to experiment with different disposition methods.
  - not going to look at any properties that are currently occupied. So that we don't have to go through an eviction process.

The County Auction for tax-delinquent parcels is scheduled for November 22nd.

The Board discussed and approved an acquisition sub-committee of the finance committee. It will include Angela DeFelice, Brian Engles, Brain Martinez, Jacob Reckess, and Paul Hesse. They will receive the list of properties from Heidi and report back to the board with recommendations.

## 6. Updates

- a. Executive Director: Chair Fortunato reported that interviews have begun for the Executive Director position. The committee has been pleasantly surprised with the quality of the candidates. They expect to set up opportunities for the entire board to meet the candidates and forward a recommendation to the board at the November meeting with the candidate hopefully starting in January 2023.
- b. New York State Land Bank Association Update: Paul Hesse reported that they are focusing on the HCR initiative, all submitted and were awarded funds from Phase 1. Phase 2 is where funding for capital dollars will be. They are also working on a ten-year report on what each of the land banks has been doing. Paul reported that we got HCR Phase 1 funding, and we are in the process of hiring an Executive Director and acquiring our first properties.

## 7. Member Comments/Announcements:

- a. Paul Hesse updated the board on the status of our 501(c)(3) status. The IRS has requested an amendment to our articles of incorporation, specifically our purpose and dissolution clauses. There is some confusion since our original certification of incorporation with the NYSDOs has us listed as a Type C Corporation (non-charitable). Still, we have since filed an amendment request to have it correctly shown as a Charitable Corporation. Paul will be discussing the changes provided by the IRS with John Sidd. He will then propose amendments to the board for review and consideration.
  - b. Paul Hesse reported that the 990 Form was prepared by our accountants but we submitted a letter to the IRS on 9/2/22 requesting a determination on our exemption from filing. Our attorney confirmed we're exempt because we're a quasi-public authority subject to ABO requirements, PARIS filings, etc..)
  - c. Policies: Paul Hesse reported that our attorney had some suggested revisions to our Acquisition of Real Property and Procurement policies. He is still working on compiling those for the board review and consideration.
8. **Public Comment:** members in attendance discussed their desire to acquire affordable housing for ownership. They also asked how the Land Bank would advertise\hire contractors for any future work.
9. **Adjournment:** A motion to adjourn was made by Heidi Seelbach, seconded by Marc Nelson. The board voted unanimously in favor. Meeting adjourned at 6:22 PM.

## **Property Acquisition Priorities & Selection Process**

- Shorter disposition process this time around (good for learning, good for funders, good for community)
- Easy
- Homeownership
- Affordable Housing Opportunities
- Financial Success
- Learn from this round: bring property to mortgageable status, demoing one, partner with nonprofit for low income housing
- No occupants for this round

STATE OF NEW YORK

SS:

COUNTY OF DUTCHESS

I, the undersigned, Eoin Wrafter, Secretary of the Dutchess County Poughkeepsie Land Bank,  
**DO HEREBY CERTIFY:**

That I have compared the foregoing extract of the minutes of the meeting of Dutchess County Poughkeepsie Land Bank including the resolution(s) contained therein, held on the 19th day of October 2022, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Dutchess County Poughkeepsie Land Bank and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

**I FURTHER CERTIFY** that all members of said Dutchess County Poughkeepsie Land Bank had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

**I FURTHER CERTIFY** that there was a quorum of the members of the Dutchess County Poughkeepsie Land Bank present throughout said meeting.

**I FURTHER CERTIFY** that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed, or modified.

**IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the DCPLB this 29th day of November, 2022.**

  
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SECRETARY OF THE CORPORATION

