

Dutchess County-Poughkeepsie Land Bank
Meeting of the Board of Directors
February 22, 2023
Minutes

Present: Angela DeFelice (Vice-Chair), Brian Engles (Treasurer), Susan Fortunato (Chair), Brian Martinez, Kari Rieser, Jacob Reckess, Jordan Schinella, Heidi Seelbach, Eoin Wrafter (Secretary)

Excused /Absent: Susan Fortunato (Chair), Heidi Seelbach

Staff: n/a

Others: Paul Hesse, member of the public.

The meeting was called to order at 5:31 PM by Vice-Chair DeFelice, with a quorum of Directors present.

1. **Roll Call/Introductions:** Vice-Chair DeFelice opened the meeting and asked the secretary to do a roll call. Vice-Chair DeFelice welcomed Kari Reiser to the Board since this was her first meeting and asked the members to introduce themselves. Kari then introduced herself to the Board.
2. **Public Comment (Agenda Items Only):** None
3. **Approval of Minutes:** Minutes of the February 1, 2023, Board Meeting were approved as presented. The motion (Engles\Martinez) was passed with one abstention (Rieser).
4. **Financial Updates**
 - a. **Statements:** The monthly financial statements as of January 2023 were reviewed and presented to the Board. Our current balance in our bank account is \$209,501.89. We presently have \$122,085.93 in accounts receivables, for total current assets of \$331,614.41. The Financial Statements were accepted as presented.
 - b. **Bookkeeping Services:** Brian Engles will gather additional quotes for bookkeeping services and bring them to the board for review and discussion at the next meeting.
5. **Strategic and Administrative Services Agreement:** Paul Hesse provided an overview of the request and purpose for the proposed scope of work (attached). There was significant discussion on the proposed scope of work and its cost. The discussion focused on the type and amount of work that is necessary regarding hiring staff and the need for the development of the disposition policy. The board agreed that a review of the existing job description would be done by the Consultant followed by a discussion with Board members to ensure that the job description reflects the current needs and desires of the Board. Part time versus full time, temp position versus founding ED were discussed, and the pros and cons of each were discussed. These would be topics to discuss in greater detail with the consultant. In addition, it would be clarified in the agreement/contract that the board wants to approve proceeding to the next step in Goal #1 before any work is done by the consultant. The board was in full agreement on the need for Goal #2, assistance in a board retreat and outlining a disposition policy framework. The board agreed to include the full drafting of the policy as an add-alt in the contract. Eoin Wrafter read resolution 10 or 2023. Which was moved by Engles and seconded by Schinella. The resolution was passed unanimously by the board of directors.
6. **Updates/Member Comments/Announcements:** *Paul Hesse updated the group that the NYS*

*Land Bank Association is advocating for its members to be a part of the NYS pension system.
Jordan Schinella distributed information on the National Land Bank Network - Innovative
Approach Award grant application from the Center for Community Progress.*

7. **Public Comment:** one member commented that he felt the board was having really good conversations and thanked us for having them. Second, regarding the condition of properties, he felt that most people they know that are looking for houses, most of them are people in construction and it doesn't matter what condition they are in if it's a good investment, they could repair and rehab and make it into a home.
8. **Adjournment:** A motion to adjourn was made by Engles, seconded by Schinella. The board voted unanimously in favor. The meeting adjourned at 7:25 PM.

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 22nd day of February 2023, 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 1st day of May, 2023.



SECRETARY OF THE CORPORATION



Management Report

Dutchess County Poughkeepsie Land Bank Corporation
For the period ending January 31, 2023

Prepared by

Brian Engles

Prepared on

February 15, 2023

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Statement of Activity

January 2023

	Total
REVENUE	
Total Revenue	
GROSS PROFIT	0.00
EXPENDITURES	
Legal & Professional Services	
Accounting & Audit Fees	250.00
Total Legal & Professional Services	250.00
Operating Expenses	
Software	275.00
Total Operating Expenses	275.00
Total Expenditures	525.00
NET OPERATING REVENUE	-525.00
NET REVENUE	\$ -525.00

Statement of Financial Position

As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
M&T Bank Checking- Operating Account	209,501.89
Total Bank Accounts	209,501.89
Accounts Receivable	
Accounts Receivable (A/R)	122,085.93
Total Accounts Receivable	122,085.93
Other Current Assets	
Other Receivables	26.59
Total Other Current Assets	26.59
Total Current Assets	331,614.41
TOTAL ASSETS	\$331,614.41
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Net Assets	332,139.41
Net Revenue	-525.00
Total Equity	331,614.41
TOTAL LIABILITIES AND EQUITY	\$331,614.41

Statement of Cash Flows

January 2023

	Total
OPERATING ACTIVITIES	
Net Revenue	-525.00
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Other Receivables	-26.59
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-26.59
Net cash provided by operating activities	-551.59
NET CASH INCREASE FOR PERIOD	
Cash at beginning of period	210,053.48
CASH AT END OF PERIOD	\$209,501.89

A/R Aging Summary

As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Community Foundations of the Hudson Valley						0.00
Community Foundations HV FY21					22,085.93	22,085.93
Total Community Foundations of the Hudson Valley					22,085.93	22,085.93
Housing Trust Fund Corporation		100,000.00				100,000.00
TOTAL	\$0.00	\$100,000.00	\$0.00	\$0.00	\$22,085.93	\$122,085.93

A/P Aging Summary

As of January 31, 2023

This report contains no data for your specified date range.

Budget vs Actual Board Financials

January 2023

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
Total Revenue			0.00	0.00%
GROSS PROFIT	0.00	0.00	0.00	0.00%
EXPENDITURES				
Legal & Professional Services				
Accounting & Audit Fees	250.00		250.00	
Total Legal & Professional Services	250.00		250.00	
Operating Expenses				
Software	275.00		275.00	
Total Operating Expenses	275.00		275.00	
Total Expenditures	525.00	0.00	525.00	0.00%
NET OPERATING REVENUE	-525.00	0.00	-525.00	0.00%
NET REVENUE	\$ -525.00	\$0.00	\$ -525.00	0.00%

Financials Narrative

Revenue:

- None this period.

Expenses:

- Basic monthly subscriptions and expenses.

RESOLUTION NO. 1 OF 2023

RE: RESOLUTION FOR APPROVAL OF STRATEGIC AND ADMINISTRATIVE SERVICES AGREEMENT

Members Reckess and Martinez offer the following and move its adoption:

WHEREAS, the Corporation identified a need for professional services assistance with three areas: 1) Assistance with hiring staff; 2) facilitation of a half-day board retreat that would specifically focus on the disposition policy and how we're going to handle the properties that we will receive this year; board member alignment around our mission; making sure the mission is reflected in our disposition policy; and are we achieving the goals we're hoping to achieve; 3) getting a disposition policy framed out; and

WHEREAS; the Executive Committee felt that the assistance required to complete these tasks were unique and required specific experience and understanding of the role of land banks, that a Request for Proposals would not yield an appropriate response; and

WHEREAS; the Executive Committee solicited a scope of services (Attachment A) from CenterState Corporation for Economic Opportunity based on their role providing technical assistance and support to the New York State Land Bank Association; and

WHEREAS; the Board has reviewed their scope of services and finds that it meets the needs of the Corporation and it would be in the best interest of the Corporation to enter into an agreement with CenterState Corporation for Economic Opportunity for the provision of Strategic and Administrative Services in an amount-not-to-exceed \$23,575.00; and

NOW THEREFORE, BE IT RESOLVED THAT; the Corporation hereby authorizes the Chair to execute an agreement with the previously noted entity for strategic and administrative services.

The question of the adoption of the foregoing Resolution was duly put to vote on a roll call, which resulted as follows:

	Aye	Nay	Other (Absent/Abstain)
Angela DeFelice	<u>X</u>	_____	_____
Brian Engles	<u>X</u>	_____	_____
Susan Fortunato	_____	_____	<u>X</u>
Brian Martinez	<u>X</u>	_____	_____
Jacob Reckess	<u>X</u>	_____	_____
Kari Reiser	<u>X</u>	_____	_____
Jordan Schinella	<u>X</u>	_____	_____
Heidi Seelbach	_____	_____	<u>X</u>
Eoin Wrafter	<u>X</u>	_____	_____
Total	<u>7</u>	<u>0</u>	<u>2</u>

Present: 7

Absent: 2

The foregoing Resolution was thereupon declared duly adopted meeting the requirements of the Dutchess County-Poughkeepsie Land Bank (DCPLB) bylaws requiring a majority of the Board to approve this resolution.

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 22nd day of February 2023, 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 23rd day of February 2023.



SECRETARY OF THE CORPORATION

