

Dutchess County-Poughkeepsie Land Bank
Meeting of the Board of Directors
October 25,2023
DRAFT - Minutes

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

Excused /Absent: *Brian Martinez*

Staff: Amy Gigliuto

Others: Paul Hesse

The meeting was called to order at 5:38 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):**
3. **Approval of Minutes:** Minutes of the September 6, 2023 Board Meeting were approved as presented. The motion was passed unanimously. (Seelbach\Reiser)
4. **Finances**
 - **Financial Statements:** The monthly financial statements as of August and September were reviewed and presented to the Board. In August we had revenue of \$17,795.00 from the NY State Land Bank Initiative, which was a reimbursement of operating expenses. Our expenditures were \$589.13 for recurring subscriptions (Google, Bookkeeping). Our account balance at the end of August was \$237,990.71. In September we had revenue of \$13,702 from the NY State Land Bank Initiative, which was a reimbursement of operating expenses. Our expenditures were \$15,509 for salary and benefits, travel, technology , office supplies and dues & subscriptions. Our account balance at the end of September was \$230,913.46.
 - **Accounts:** The Executive Director had discussions with our banker about three actions that should be done: 1) get a corporate credit card (up to \$10,000 credit limit) 2) explore a line of credit, and 3) open a money market account as a way to earn some interest. The board discussed all three items and suggested that the line of credit should be discussed in the Finance Committee first. Chair Fortunato made a motion to authorize the Executive Director to apply for a corporate credit card with a credit limit of up to \$10,000 and to open a Money Market Account, seconded by Reckess. The motion was passed unanimously.
 - **Treasurer:** Chair Fortunato discussed with the board that she had discussion with Jacob Reckess and that he has graciously agreed to serve as Treasurer and that Kari Rieser will be joining and chairing the Finance Committee.
 - **2024 Budget:** The Executive Director presented a recommended 2024 Budget. The board reviewed the recommended budget and made a minor revision to account for the

NY State Land Bank Initiative grant funds. The secretary read the resolution and the budget was adopted unanimously by the board of directors in attendance.

5. **Disposition Policy:** Executive Director Gigliuto explained that the Executive Committee had discussed the draft interim disposition policy that was shared with the board. While the board is working towards the development of policy concerning the disposition of Real Property by the Land Bank, we have not yet been able to engage the community and partners in a discussion about the board's real property disposition priorities. This policy is meant to act as an interim disposition of real and personal property policy by non competitive sale policy while the board works towards the development of disposition priorities and policies. There was discussion among the board about the terminology "vacant land" and that the current policy may be too restrictive and needed to be revised. Heidi discussed with the board if the Land Bank does want to accept some properties from the County we need to pass a resolution expressing our intent, which we can do while we finalize the disposition policy. With the intent to have some parcels and a policy in place for us to apply for NY State Land Bank Initiative implementation funds in early 2024.

Member Wrafter discussed the need to enter into a MOU with NYSDEC designed to help remove brownfield properties from tax foreclosure lists and help put them back into productive use, while also addressing potential contamination that could be present. The MOU will address concerns such as liability, cost recovery, and access to potentially contaminated sites. Member Wrafter shared the Suffolk and Syracuse Land Bank MOUs.

The board discussed the need for community outreach and discussing what the Land Bank is, what we hope to be able to do, and the criteria that we are considering to use in guiding our decisions and policies. With the intent of learning from them what their needs and priorities are to ensure that our programs and policies reflect the genuine desires and concerns of the people it serves, ultimately working towards a more equitable and sustainable future for the entire community. This will be done with surveys and in person meetings.

The board decided that we would not move to adopt an interim policy tonight while working on revisions, start community outreach to partners and the community, and reach out to Counsel and Suffolk County about the NYSDEC MOU, with the intent of adopting a disposition policy in January 2024. Followed by applying to NY State Land Bank Initiative for implementation funding.

6. **LOGO:** The board discussed the latest version of logos provided by Lauren Gill Web & Graphic Design. The three logos below were picked.



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7. **Executive Director Report:** Amy provided a report on her activities which focused on researching and learning about policies procedures, best practices and learning about housing in the City of Poughkeepsie and Dutchess County.

8. **Member Comments/Announcements:** Remaining 2023 meeting schedule:
 - Wednesday, November 8th, 5:30 pm @ Christ Episcopal Church Library, 20 Carroll St, Poughkeepsie, NY 12601
 - Wednesday, December 13th, 5:30 pm @ Christ Episcopal Church Library, 20 Carroll St, Poughkeepsie, NY 12601
 - Wednesday, January 10th, 5:30 pm @ Christ Episcopal Church Library, 20 Carroll St, Poughkeepsie, NY 12601

9. **Public Comment:** None

10. **Adjournment:** A motion to adjourn was made by DeFelice, seconded by Reckess. The board voted unanimously in favor. Meeting adjourned at 7:20 PM.