

Dutchess County-Poughkeepsie Land Bank
Meeting of the Board of Directors
December 13, 2023
Minutes

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

Excused /Absent: Susan Fortunato (Chair)

Staff: Amy Gigliuto

Others: Paul Hesse

The meeting was called to order at 5:47 PM by Vice-Chair Felice, with a quorum of Directors present.

1. **Roll Call/Introductions:** Vice-Chair Felice 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 November 8, 2023 Board Meeting were approved as presented. The motion was passed unanimously. (Seelbach\Rieser)
4. **Financial Updates:**
 - a. Financial Statements: The monthly financial statements as of November were reviewed and presented to the Board.
 - i. Adjustments: Re Categorized \$721.23 – debit Insurance: General Liability (specific insurance account) credit Insurance (general parent account)
 - ii. Cash: \$215,292.74
 - iii. Revenue: \$0;
 - iv. Other Revenue: \$592.62 (interest on funds in new Money Market account)
 - v. Expenditures: \$10,336: Operating expenses: \$1,015 (\$401 in Meals & Entertainment are expenses from outreach events), Insurance: \$709, Personnel \$8,612 *The personnel expenses will be reimbursed with the Land Bank Initiative funding
 - vi. Accounts Receivable: \$0
 - vii. Accounts Payable: \$0
 - viii. The DCPOK Land Bank is operating at a loss of -\$16,548.16 Year To Date
 - ix. Our account balance at the end of November was \$215,292.74.The Financial Statements were approved as presented.

- b. 2023 Audit: the board discussed the upcoming audit and authorized the ED to sign an engagement letter with EFPR to perform the audit.

5. Property Acquisition

- a. **Checklist:** The Board reviewed the property Acquisition Checklist and Property Acquisition/Intake form prepared by the Executive Director. There was general agreement that the forms captured the needs and intent of the Real Property Acquisition Policy. There was discussion about adding a place the reviewers could add notes. The Board asked Amy to reach out to other Land Banks to see how they are handling the process and what the conflicts of interest may be for professionals that serve on the Property Acquisition Technical Advisory Committee.
- b. **Property Acquisition Technical Advisory Committee:** The board discussed the need for a property acquisition technical advisory ad-hoc committee to assist and provide guidance regarding properties contemplated for acquisition. The board discussed changes and or needed clarifications to the draft resolution. The secretary read Resolution No. 7 which was moved and seconded by members Reckess and Seelbach. The Vice-Chair called for a vote and all in attendance approved and the resolution was passed.

- 6. Community Outreach Update:** Amy explained that she and Susan have been meeting with various agencies and organizations. Susan is working on scheduling the town hall type meetings.

7. 2024 Meeting Dates

Wednesday 01/10/24 05:30 PM
Wednesday 02/28/24 05:30 PM
Wednesday 03/27/24 05:30 PM
Wednesday 04/24/24 05:30 PM
Wednesday 05/22/24 05:30 PM
Wednesday 06/26/24 05:30 PM
Wednesday 07/24/24 05:30 PM
Wednesday 08/28/24 05:30 PM
Wednesday 09/25/24 05:30 PM
Wednesday 10/23/24 05:30 PM
Wednesday 11/20/24 05:30 PM
Wednesday 12/18/24 05:30 PM

8. [Executive Director Report](#)

- 9. Member Comments/Announcements:** None

- 10. Public Comment:** None

- 11. Adjournment:** A motion to adjourn was made by Wrafter, seconded by Martinez. The board voted unanimously in favor. Meeting adjourned at 7:27 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 13th day of December 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 11th day of January, 2024.



SECRETARY OF THE CORPORATION



Management Report

Dutchess County-Poughkeepsie Land Bank Corporation
For the period ended November 30, 2023



Prepared by

Amy Gigliuto, Executive Director

Prepared on

December 6, 2023

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Finance Report Notes

Finance Report Notes

Adjustments:

Re Categorized \$721.23 – debit Insurance: General Liability (specific insurance account) credit Insurance (general parent account)

Cash: \$215,292.74

Revenue:

\$0

Other Revenue: 592.62 (interest on funds in new Money Market account)

Expenditures:

\$10,336

Total

Operating expenses: \$1015 \$401 in Meals & Entertainment are expenses from outreach events

Insurance: \$709

Personnel: \$8612

*The personnel expenses will be reimbursed with the Land Bank Initiative funding

Accounts Receivable:

\$0

Accounts Payable:

\$0

The DCPOK Land Bank is operating at a loss of -\$16,548.16 Year To Date

Other Notes:

Transactions are being reviewed in preparation of 2023 Audit.

Respectfully submitted by Amy Gigliuto, Executive Director

Statement of Activity

November 2023

	Total
REVENUE	
Total Revenue	
GROSS PROFIT	0.00
EXPENDITURES	
5100.00 Operating Expenses	
5000.10 Office Supplies	69.79
5000.30 Software	543.81
5400.00 Travel	
5400.10 Meals & Entertainment	401.43
Total 5400.00 Travel	401.43
Total 5100.00 Operating Expenses	1,015.03
5200.00 Insurance	
5200.30 General Liability Policy	709.23
Total 5200.00 Insurance	709.23
5800.00 Payroll Expense	
5800.10 Payroll Expenditures Processing Fees	39.54
5800.20 Payroll Expenses - Salary	7,083.34
5800.30 Payroll Expenses - Taxes & Benefits	541.86
5800.70 Employee Benefits- Health Insurance	770.58
5800.90 Employee Benefits- Workers Compensation	176.70
Total 5800.00 Payroll Expense	8,612.02
Total Expenditures	10,336.28
NET OPERATING REVENUE	-10,336.28
OTHER REVENUE	
8200.00 Interest Income	592.62
Total Other Revenue	592.62
NET OTHER REVENUE	592.62
NET REVENUE	\$ -9,743.66

Statement of Financial Position

As of November 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000.00 M&T Bank Checking- Operating Account	14,700.12
1000.20 M&T Bank - Money Market Account	
1000.21 Market Advantage for Business (3379) - 1	200,592.62
Total 1000.20 M&T Bank - Money Market Account	200,592.62
Total Bank Accounts	215,292.74
Other Current Assets	
1200.00 Prepaid Expenses	
1200.10 Insurance-Prepaid Expenses	298.58
Total 1200.00 Prepaid Expenses	298.58
Total Other Current Assets	298.58
Total Current Assets	215,591.32
TOTAL ASSETS	\$215,591.32
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000.00 Net Assets	232,139.48
Net Revenue	-16,548.16
Total Equity	215,591.32
TOTAL LIABILITIES AND EQUITY	\$215,591.32

Statement of Cash Flows

November 2023

	Total
OPERATING ACTIVITIES	
Net Revenue	-9,743.66
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200.10 Prepaid Expenses:Insurance-Prepaid Expenses	-366.93
2000.00 Accounts Payable (A/P)	-4,865.99
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-5,232.92
Net cash provided by operating activities	-14,976.58
NET CASH INCREASE FOR PERIOD	-14,976.58
Cash at beginning of period	230,269.32
CASH AT END OF PERIOD	\$215,292.74

A/R Aging Summary

As of November 30, 2023

This report contains no data for your specified date range.

A/P Aging Summary

As of November 30, 2023

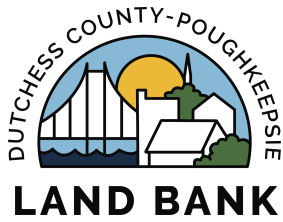
This report contains no data for your specified date range.

Budget vs. Actual YTD

January - November, 2023

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
4200.00 Grants Income				
4200.20 Grants Income - State	31,497.39		31,497.39	
4200.30 Grants Income - Local	18,000.00	100,833.37	-82,833.37	17.85 %
Total 4200.00 Grants Income	49,497.39	100,833.37	-51,335.98	49.09 %
4400.00 Property Sales Income		91,666.63	-91,666.63	
Total Revenue	49,497.39	192,500.00	-143,002.61	25.71 %
GROSS PROFIT	49,497.39	192,500.00	-143,002.61	25.71 %
EXPENDITURES				
5100.00 Operating Expenses				
5000.10 Office Supplies	1,469.72	916.63	553.09	160.34 %
5000.30 Software	4,048.92	916.63	3,132.29	441.72 %
5000.50 Telecommunications	384.00	2,291.63	-1,907.63	16.76 %
5000.60 Technology	3,133.17		3,133.17	
5100.20 Dues & Subscriptions	2,518.29	1,833.37	684.92	137.36 %
5100.30 Bank Charges & Fees	9.90	183.37	-173.47	5.40 %
5400.00 Travel				
5400.05 Travel- Conferences/Seminars	245.54		245.54	
5400.10 Meals & Entertainment	1,015.74		1,015.74	
5400.20 Lodging	308.58		308.58	
Total 5400.00 Travel	1,569.86		1,569.86	
Total 5100.00 Operating Expenses	13,133.86	6,141.63	6,992.23	213.85 %
5200.00 Insurance	1,754.33		1,754.33	
5200.30 General Liability Policy	1,622.46	5,500.00	-3,877.54	29.50 %
Total 5200.00 Insurance	3,376.79	5,500.00	-2,123.21	61.40 %
5300.00 Legal & Professional Services				

				Total
	Actual	Budget	over Budget	% of Budget
5300.10 Accounting & Audit Fees	11,850.00	5,500.00	6,350.00	215.45 %
5300.20 Consulting Fees	11,500.00		11,500.00	
5300.30 Legal Fees		13,750.00	-13,750.00	
Total 5300.00 Legal & Professional Services	23,350.00	19,250.00	4,100.00	121.30 %
5500.00 Educational Expenses				
5500.10 Employee Training	39.00		39.00	
5500.20 Board Training		916.63	-916.63	
Total 5500.00 Educational Expenses	39.00	916.63	-877.63	4.25 %
5800.00 Payroll Expense				
5800.10 Payroll Expenditures Processing Fees	208.16		208.16	
5800.20 Payroll Expenses - Salary	21,250.02	73,333.37	-52,083.35	28.98 %
5800.30 Payroll Expenses - Taxes & Benefits	2,129.90	17,875.00	-15,745.10	11.92 %
5800.70 Employee Benefits- Health Insurance	2,306.93		2,306.93	
5800.90 Employee Benefits- Workers Compensation	843.51		843.51	
Total 5800.00 Payroll Expense	26,738.52	91,208.37	-64,469.85	29.32 %
6100.00 Property Cost				
6100.30 Development Cost		128,333.37	-128,333.37	
6100.70 Stabilization		36,666.63	-36,666.63	
Total 6100.00 Property Cost		165,000.00	-165,000.00	
8100.00 Uncategorized Expense		27,500.00	-27,500.00	
Total Expenditures	66,638.17	315,516.63	-248,878.46	21.12 %
NET OPERATING REVENUE	-17,140.78	-123,016.63	105,875.85	13.93 %
OTHER REVENUE				
8200.00 Interest Income	592.62		592.62	
Total Other Revenue	592.62	0.00	592.62	0.00%
NET OTHER REVENUE	592.62	0.00	592.62	0.00%
NET REVENUE	\$ -16,548.16	\$ -123,016.63	\$106,468.47	13.45 %



PROPERTY ACQUISITION CHECKLIST

Property:
SBL:

Board Approval

Acquisition must be authorized by a majority vote of the Board in accordance with the Land Bank Act and N-PCL § 509.

Date of Resolution:

Geographical Area Limitation:

Is the property located within the jurisdictional boundaries of Dutchess County?

Yes No

Character of the Property:

The acquisition of real property by the land bank from entities **other than political subdivisions** shall be limited to real property that is tax delinquent, tax foreclosed, vacant or abandoned; provided, however, that the landbank may purchase other real property consistent with an approved redevelopment plan.

The Property is:

Tax delinquent Tax foreclosed Vacant Abandoned

Aligns with an approved redevelopment plan

N/A acquired through _____

Costs to Be Considered Prior to Acquisition	Costs at Acquisition	Costs During Holding
Taxes		
Unpaid Taxes that will need to be paid		
Water		
Non-discharged water charges		
Water charges owed but not yet billed		
Projected water charges during the holding period		
Routine Land Maintenance		
Projected costs for mowing		
Tree maintenance		

Snow maintenance		
Trash Removal		
Estimated trash removal costs for immediate needs		
Projected costs during the holding period		
Property Structure Maintenance costs		
Immediate dangers (demolitions, structural repairs)		
Repairs for habitability of occupied structures		
Repairs to protect the investment (roofs, siding, painting, board ups)		
Discretionary repairs for codes compliance or marketability		
Removal of trash, debris, and abandoned property		
Legal Costs:		
Projected costs for evictions, leases, title clearing, etc		
Closing Costs		
Marketing:		
Projected costs associated with marketing for resale		
Appraisal:		
Reasonable estimate of appraisal costs for resale		
Environmental Costs:		
Estimated costs for environmental remediation		
Asbestos removal, lead paint remediation, hazardous substances disposal		
Compliance with N-PCL § 1608(d) maintenance requirements		
Total costs at acquisition		
Costs during holding period for X months		

Factors to be Considered

When contemplating an acquisition of a parcel of real property the board shall consider the following factors when applicable:

- Proposals and requests from individuals or entities that identify a specific parcel or parcels of real properties for acquisition and redevelopment which
 - act as a catalyst for further development;
 - are part of a comprehensive development plan;
 - support infrastructure, public and green space development,

- community space, and urban gardens; or
- Real properties where the participation of the land bank is necessary to complete the development because of title issues or other failures in the marketplace.
- Real properties that are occupied or are available for immediate occupancy without the need for substantial rehabilitation.
- Real properties that when acquired would support the strategic neighborhood stabilization and revitalization plans of the land bank or of the foreclosing governmental units.
- Real properties that would form part of a land assemblage plan developed or approved by the land bank.
- Vacant land including non-conforming and undevelopable parcels of real property which could be placed in a side lot disposition program or support a planned development.
- Real properties that would generate income to support the mission, purpose and operations of the land bank.
- The maintenance consideration factors for the parcel of real property and the availability of funds for maintenance of the parcel of real property.
- A list of any known liens on the real property which includes the name of the lienholder, the amount of the lien, when, how and where recorded, and any available defenses to the lien.
- Any environmental contamination that is known to be present on the real property or may be present on the real property due to prior known past uses historically associated with environmental contamination.
- Real properties that have a designated end use in place prior to acquisition.
- The estimated or appraised value of the real property.
- The financial resources available for acquisition.
- The operational and financial capacity of the land bank at the time of the proposed acquisition.
- The estimated time for which the real property will be held by the land bank.
- Any contractual obligations which would compel the acquisition or which would be effected, or impaired by the acquisition of or the failure to acquire the real property.

Consideration of Factors. In considering the factors outlined in Section 4.1 of the disposition policy and noted above each board member may assign their own weight to any factor and may consider and weigh other factors not listed therein.



Property Acquisition/Intake

Property Address: 123 XYZ Road Hyde Park

County: Dutchess

SBL:123-45678

Single Family

Sq Ft: 1010

Lot Size: .10 acre

Year Built: 1930

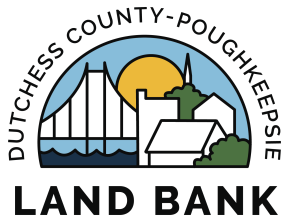
BR # BA

Assessed Value: \$20,000

Owner: Dutchess County

Notes:





PROPERTY ACQUISITION CHECKLIST

Property:
SBL:

Board Approval

Acquisition must be authorized by a majority vote of the Board in accordance with the Land Bank Act and N-PCL § 509.

Date of Resolution:

Geographical Area Limitation:

Is the property located within the jurisdictional boundaries of Dutchess County?

Yes No

Character of the Property:

The acquisition of real property by the land bank from entities **other than political subdivisions** shall be limited to real property that is tax delinquent, tax foreclosed, vacant or abandoned; provided, however, that the landbank may purchase other real property consistent with an approved redevelopment plan.

The Property is:

Tax delinquent Tax foreclosed Vacant Abandoned

Aligns with an approved redevelopment plan

N/A acquired through _____

Costs to Be Considered Prior to Acquisition	Costs at Acquisition	Costs During Holding
Taxes		
Unpaid Taxes that will need to be paid		
Water		
Non-discharged water charges		
Water charges owed but not yet billed		
Projected water charges during the holding period		
Routine Land Maintenance		
Projected costs for mowing		

Tree maintenance		
Snow maintenance		
Trash Removal		
Estimated trash removal costs for immediate needs		
Projected costs during the holding period		
Property Structure Maintenance costs		
Immediate dangers (demolitions, structural repairs)		
Repairs for habitability of occupied structures		
Repairs to protect the investment (roofs, siding, painting, board ups)		
Discretionary repairs for codes compliance or marketability		
Removal of trash, debris, and abandoned property		
Legal Costs:		
Projected costs for evictions, leases, title clearing, etc		
Closing Costs		
Marketing:		
Projected costs associated with marketing for resale		
Appraisal:		
Reasonable estimate of appraisal costs for resale		
Environmental Costs:		
Estimated costs for environmental remediation		
Asbestos removal, lead paint remediation, hazardous substances disposal		
Compliance with N-PCL § 1608(d) maintenance requirements		
Total costs at acquisition		
Costs during holding period for X months		

Factors to be Considered

When contemplating an acquisition of a parcel of real property the board shall consider the following factors when applicable:

- Proposals and requests from individuals or entities that identify a specific parcel or parcels of real properties for acquisition and redevelopment which
 - act as a catalyst for further development;
 - are part of a comprehensive development plan;
 - support infrastructure, public and green space development,
 - community space, and urban gardens; or
- Real properties where the participation of the land bank is necessary to complete the development because of title issues or other failures in the marketplace.
- Real properties that are occupied or are available for immediate occupancy without the need for substantial rehabilitation.
- Real properties that when acquired would support the strategic neighborhood stabilization and revitalization plans of the land bank or of the foreclosing governmental units.
- Real properties that would form part of a land assemblage plan developed or approved by the land bank.
- Vacant land including non-conforming and undevelopable parcels of real property which could be placed in a side lot disposition program or support a planned development.
- Real properties that would generate income to support the mission, purpose and operations of the land bank.
- The maintenance consideration factors for the parcel of real property and the availability of funds for maintenance of the parcel of real property.
- A list of any known liens on the real property which includes the name of the lienholder, the amount of the lien, when, how and where recorded, and any available defenses to the lien.
- Any environmental contamination that is known to be present on the real property or may be present on the real property due to prior known past uses historically associated with environmental contamination.
- Real properties that have a designated end use in place prior to acquisition.
- The estimated or appraised value of the real property.
- The financial resources available for acquisition.
- The operational and financial capacity of the land bank at the time of the proposed acquisition.
- The estimated time for which the real property will be held by the land bank.
- Any contractual obligations which would compel the acquisition or which would be effected, or impaired by the acquisition of or the failure to acquire the real property.

Consideration of Factors. In considering the factors outlined in Section 4.1 of the disposition policy and noted above each board member may assign their own weight to any factor and may consider and weigh other factors not listed therein.

Sample Building Intake Conditions Assessment

Property Address:

Reviewer's Name:

Property SBL:

Company:

Previous Owner:

Date of Visit:

Acquisition Method: Donation Private Purchase Municipal Foreclosure

Is the property occupied? Yes No

If yes, collect tenant information.

Basic Information

Type:

Single-Family	Two-Family
Commercial	Industrial
Church	Other: _____

Status:

Secured	Unsecured
Locked	Boarded
Vandalized	Winterized

Hazardous Conditions (list):

Structural Evaluation

Describe general condition in the text box and check appropriate boxes.

Basement (describe): Cracks Standing Water Mold

Roofing (condition):

Multiple roof layers
Missing/deteriorated shingles

Structural defects: Missing/deteriorated Fascia and Soffits

Siding (condition):

Aluminum Vinyl Wood
Composite Brick Other: _____

Foundation (condition):

Stone Concrete Slab

Windows (condition):

Wood Vinyl Metal Missing

Porches (condition):

Deteriorated deck Deteriorated columns Bad steps

Electrical:

Newer Panel Missing

Plumbing:

Newer Missing

HVAC:

Furnace missing Newer Furnace Outdated System

Water Heater:

Outdated System Newer Unit Missing Inoperable

Appliances: List # present and whether they are usable or should be recycled.

Washer Dryer Refrigerator Range Dishwasher

Describe condition: _____

Water

Meter Number:

Usage:

Gas

Meter Number:

Usage:

Electric

Meter Number:

Usage:

Occupied properties: Utilities are in the tenants'/landlord's name (circle one).

Do utilities need to be turned off?

Water

Gas

Electric

Identify any needed energy efficiency upgrades and note, if occupied, whether the tenants are income-qualified for NYSERDA assistance—see attached NYSERDA reference sheet

For Occupied Property

For each unit, contact tenant, arrange interior inspection, re-key. Determine whether tenant owns appliances – landlord will not maintain in this case.

Evaluate whether each unit is in habitable condition as is or whether repairs are needed. Provide tenant with a letter from the land bank and offer a month-to-month lease if they wish to stay and the property is in good condition. Set market-rate rent, taking into consideration whether utilities are currently in the tenants' name. See attached Relocation Policy. If the tenant can document inability to pay market-rate, the land bank may set a reduced rent.

If the property is not in occupiable condition or the tenant is unwilling to enter a lease, the tenant must vacate in a reasonable amount of time. If the property is unfit for habitation, the City of Syracuse may provide relocation assistance.

Recommendation:

Base this recommendation purely on the condition of the structure, not the surrounding context. Context will be accounted for when the land bank decides which projects to fund.

Needs minor renovation

Needs major renovation

Demolition

Summary: Describe overall condition of structure, reasons for Recommendation above, surrounding context, and immediate work needed (i.e. rubbish removal, stabilization of safety hazards, board-up or re-key depending on condition of doors and likelihood of vandalism). Submit photos of the property's interior and exterior electronically.

RESOLUTION NO. 7 OF 2023

RE: RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING THE PROPERTY ACQUISITION TECHNICAL ADVISORY AD HOC COMMITTEE

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

WHEREAS; Article III, Section 6 of the Dutchess County-Poughkeepsie Land Bank By-Laws allows the Board to to designate advisory and ad hoc committees, each of which shall consist of such persons and shall have such authority as is provided in the resolution designating the committee and that the Chairperson shall appoint the members of the committees; and

WHEREAS; the board discussed the need for a property aquisition technical advisory ad-hoc committee to assist and provide guidance regarding properties contemplated for acquisition; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors, as follows:

1. Recitals. The above recitals are true and correct and incorporated herein by reference.
2. Property Acquisition Technical Advisory Committee. The Property Acquisition Technical Advisory Ad Hoc Committee is hereby established as follows:
 - 2.1. The title of the committee shall be the "Property Acquisition Technical Advisory Ad Hoc Committee."
 - 2.2. The Property Acquisition Technical Advisory Ad Hoc Committee shall be assisted by any staff that may be required to carry out the functions of the Committee.
 - 2.3. The members shall be appointed by the Board Chairperson to a one year term. The Board Chairperson shall also select the Chairperson.
 - 2.4. The Chairperson of the Board shall make appointments to fill any vacancies.
 - 2.5. The Property Acquisition Technical Advisory Ad Hoc Committee shall conduct itself consistent with agreed upon rules of parliamentary procedure, all applicable policies of the Land Bank, and in accordance with New York State law.
 - 2.6. Members may be removed by a majority vote of the Directors of the Board for neglect of duty or misconduct in office, pursuant to rules and requirements adopted by the Board pursuant to section 1605 (2)(e) of the Not For Profit Corporation Law, or pursuant to any other provision of New York law.
 - 2.7. Any member may resign at any time by giving written notice to the Chairperson or the Secretary. Any such resignation shall take effect at the time specified therein or, if no time is specified, then upon delivery.

- 2.8. The scope of the Property Acquisition Technical Advisory Ad Hoc Committee functions shall include: review of properties consistent with our [Real Property Acquisition Policy and Guidelines](#), developing recommendations for considered properties, and engaging in any other related activities as might be necessary and proper in carrying out the scope of its functions set forth herein.
- 2.9. No other power of the Board, whether express or implied, is delegated to the Property Acquisition Technical Advisory Ad Hoc Committee.
- 2.10. The Property Acquisition Technical Advisory Ad Hoc Committee shall meet as necessary to carry out its purpose.
- 2.11. Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee, nor any subsequent lawful action taken by the Board thereupon.
- 2.12. The provisions of this Resolution shall take effect immediately upon adoption.

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>	_____	_____
Susan Fortunato	_	_____	Absent
Brian Martinez	<u>X</u>	_____	_____
Jacob Reckess	<u>X</u>	_____	_____
Kari Rieser	<u>X</u>	_____	_____
Heidi Seelbach	<u>X</u>	_____	_____
Eoin Wrafter	<u>X</u>	_____	_____
Vacant	_	_____	<u>Vacant</u>
Vacant	_	_____	<u>Vacant</u>
Total	<u>6</u>	<u>0</u>	<u>3</u>

Present: 6

Absent: 1

Vacant: 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 approving 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 13th day of December 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 14th day of December 2023.



SECRETARY OF THE CORPORATION



Dutchess County-Poughkeepsie Land Bank

Executive Director's Report December 13, 2023

Overview

My research continues. I've been focusing on the organizations we are contacting for community input. We continue our Community Outreach efforts by attending non profit events and in person meetings.

Accomplishments

Accomplishments this month include:

- Community Outreach (5 meetings set 2 complete)
- Credit card application approved (\$5K limit)
- Sent Letters to Dutchess County to formally express interest in 7 parcels
- Presented Land Bank Information to Dutchess Rotary

Pending

- Google price reduction
- Set Town Hall Dates
- Getting books prepared for Audit

Looking Ahead

I look forward to continuing our community outreach efforts to get input on policy criteria and the needs of the community. We plan to host 2 town hall type events in Poughkeepsie to get more community input.

NY State Land Bank Association Meeting Update

Meeting was held 11/16/23

Discussions included:

Tyler vs Hennepin case– It was reported that legislation is being drafted regarding proceeds from tax lien sales. The process will continue in January.

The guest speaker from SONYMA presented information about lending programs available to low income homebuyers NYLBA Budget and Dues

Discussion about NY Land Bank conference date (June) and to be held in partnership.

An additional meeting was held 11/21/23 to discuss alternative ways of acquiring property.

Methods discussed were: Donations, Bank Owned, National Community Stabilization Trust REO Match, Faith Groups, Estates. Each came with known issues and caution was advised.

Next meeting is December 21, 2023

Other

I attended a conference hosted by Mohonk Consultations called Room Enough for Both. I signed up because having housing developers, farmers, and land conservationists in the same room was intriguing to me.

The speakers were exceptional.

Ulster County Executive Jen Metzger and Pattern for Progress both had startling statistics.

The farmers' included that a major issue faced is housing for their workers.

Topics included Zoning reforms, smart development and Turning NIMBY to YIMBY

Slides from presenters can be found [here](#) Videos of the entire conference can be viewed [here](#)

I also attended a webinar Held by Center for Community Progress and National Consumer Law Center- Policy Reform Post-Tyler v. Hennepin County: Preserving Homeownership, Preventing Vacancy, and Reducing Legal Risk. You can view [Slides](#) and [Recording](#)

Of interest:

White house [announces homeownership actions](#)

NY Comptroller published a [report on Rural Communities](#)