

**Dutchess County-Poughkeepsie Land Bank**  
**Meeting of the Board of Directors**  
**January 10, 2024**  
**DRAFT - Minutes**

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

**Excused /Absent:** Brian Martinez

**Staff:** Amy Gigliuto

**Others:** *Paul Hesse, member of the Public*

The meeting was called to order at 5:35 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 [December 13, 2023 Board Meeting](#) were approved as presented. The motion was passed unanimously. (Rieser\DeFelice)
4. **Finances**
  - a. **Financial Statements:** The [monthly financial statements as of December 2023](#) were reviewed and presented to the Board.
    - i. Adjustments: none this month
    - ii. Cash: \$206,987.76
    - iii. Revenue: \$130,525.96 (Grants Receivable)
      1. Other Revenue: 768.06 (interest on funds in Money Market account)
    - iv. Expenditures: \$9, 371.62 Total - Operating expenses: \$596.83, Personnel: \$8, 774.79 (The personnel expenses will be reimbursed with the Land Bank Initiative funding)
    - v. Accounts Receivable: Grants Receivable: \$100,000 Dutchess County \$30,525.96 NY State LBI Funds
    - vi. Accounts Payable: \$0
    - vii. The DCPOK Land Bank is operating with a profit of \$105,374.24 for the year ending 12/31/2023. This is \$239,574.24 over budget due to hiring the Executive Director in September (budgeted for full year) and not completing any projects.
    - viii. Our account balance at the end of December 2023 was \$206,987.76.The Financial Statements were approved as presented. (Wrafter\Rieser)
  - b. **Audit:** The board discussed the 2022 audit and the deadline. The draft report should be presented at the March meeting.

5. **Property Acquisition:** The board had a discussion about the types of properties it wants to acquire and the purpose of the Property Acquisition Technical Advisory Committee. The board in discussion decided that the purpose of the land bank is to accept the challenged and difficult properties, and that it would in general try and accept any properties offered to it by the City and County.
6. **Community Outreach Update:** Chairperson Fortunato briefed the board on her and Amy's efforts to schedule meetings. They are trying to ensure that they can get dates and locations for a meeting on the north and south side of Poughkeepsie.
7. **Executive Director Report:** see [report](#)
8. **Member Comments/Announcements:** The Board discussed the annual requirement to present an update on the Land Bank activities to the City and County. Amy will draft a letter for Susan to the City and County send requesting a time to meet.
9. **Public Comment:** None
10. **Adjournment:** A motion to adjourn was made by DeFelice, seconded by Rieser. The board voted unanimously in favor. Meeting adjourned at 6:45 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 \_\_th day of \_\_ 2024, 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**  
**\_\_st day of \_\_, 2024.**

\_\_\_\_\_  
SECRETARY OF THE CORPORATION

