



**Dutchess County-Poughkeepsie Land Bank  
Meeting of the Board of Directors  
December 18, 2024  
DRAFT - Minutes**

**Present:** Curt Darragh, Angela DeFelice (Vice-Chair), Susan Fortunato (Chair), Jacob Reckess (Treasurer), Brian Martinez

**Excused /Absent:** Heidi Seelbach, John Morgan

The meeting was called to order at 5:41 PM by Susan Fortunato, with a quorum of Directors present.

1. **Roll Call/Introductions:** Chair Fortunato opened the meeting and asked Jacob Reckess to do a roll call.
2. **Public Comment (Agenda Items Only):** none
3. **Approval of Minutes:** Minutes of the November 2024 Board Meeting. DeFelice made the motion, seconded by Martinez. Approved unanimously.
4. **Finances**
  - a. **Financial Statements:** The monthly financial statements as of Nov 20, 2024 were reviewed and presented to the Board.
    - i. Adjustments: None
    - ii. Cash: \$409,071.67
    - iii. Revenue: 24,020.18
    - iv. Expenditures: \$11359.65
    - v. Accounts Receivable: \$24,020.18
    - vi. Accounts Payable: \$2,995.65
    - vii. The DCPOK Land Bank is operating at a profit of \$92,646.62 Year To Date
    - viii. Our account balance at the end of November was \$409,071.67
    - ix. .
  - b. The Financial Statements were approved as presented. Reckess made the motion, Martinez seconded. Approved unanimously.
5. **Appointment of Board Secretary:** Reckess nominated Curt Darragh, who accepted the nomination on an interim basis. DeFelice seconded the motion, which was approved unanimously.
6. **Policies**
  - a. Investment Policy: Tabled until the Finance Committee can approve minor changes. Proposed policy is already being followed.
  - b. Defense and Indemnification
  - c. Internal Controls

- d. Whistleblower Policy and Procedures
- e. Acquisition Policy
- f. Disposition Policy
- g. Reckess moved that the Defense and Indemnification, Internal Controls, Whistleblower Policy and Procedures, Acquisition Policy, and Disposition Policy be approved, Darragh seconded the motion. Approved unanimously.
- h. Board members discussed potential timelines for reviewing policies, as well as what onboarding is needed for new board members. Reckess noted that policies are living documents and should be changed as needed. The Governance Committee will create an onboarding file including all of the policies for new board members.

7. **Property Acquisition**

a. **Acquisition Committee Updates:**

- i. Appraisals were received for properties on VanWager.
- ii. Amy Gigliuto and Curt Darragh have reviewed potential properties in the city of Poughkeepsie on Davis, Gifford, and Duane. Duane property would need an assessment of highest and best use.
- iii. Amy Gigliuto will continue to reach out to parcel owners to express interest.
- iv. Discussed potential property on Dean Place in Poughkeepsie and parcel owned by local church.

b. **LBI Grant Request:** The Land Bank's application for \$200,000 was approved.

8. **Executive Directors Report:** Reviewed by board members.

9. **Member Comments/Announcements:**

- a. The next Executive Committee meeting will take place January 8th at 12 noon.
- b. The next full board meeting will be held Jan 22, 2025 .
- c. We continue to have 2 open seats on the board, members discussed next steps for communication with the City of Poughkeepsie, the appointing municipality.

10. **Public Comment:**

None

11. **The Meeting was adjourned at 6:54 PM:** Motion made by Reckess, seconded by Martinez, approved unanimously.

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

