

NASSAU COUNTY LAND BANK CORPORATION
MEETING NOTES
February 14th 2017, 3:30pm

A meeting of the Nassau County Land Bank Corporation was held this date in the First Floor Conference Room at One West Street, Mineola, New York beginning on or about 3:40pm

The Attendees were:

Board Members:

Edward Ward
Errol Williams
Frank Moroney
John Sarcone
Laura Curran
Patrick Kiernan
Siela Bynoe

County Attendees:

David A. Ragonetti
Robert Conroy
Andrew Kahl
Ted Hommel

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- **Call to Order**
 - A quorum was met with the attendance of the following Directors
 - Edward Ward
 - Errol Williams
 - Frank Moroney
 - John Sarcone
 - Laura Curran
 - Patrick Kiernan
 - Siela Bynoe
 - **Brief Introduction of Ted Hommel**
 - Executive Director Ragonetti recommends Ted Hommel as the attorney for the Land Bank - County Attorney liaison, notable and extensive experience in real estate
 - **Adoption of 1/31/16 Minutes By Unanimous Vote**
 - **This open meeting was suspended for Executive Session at 3:45pm to discuss the overview of the 2017-2018 Land Bank CRI Grant**

- **The meeting continued thereafter at approximately 3:55pm**
- **New Items or Amendments**
 - Acquisition Policy
 - Discussion on proposed Acquisition Policy
 - Director Maroney suggests drafting a timeline/benchmark for projects
 - **Acquisition Policy approved by Unanimous Vote**
 - Side Lot Program
 - Proposed to start with a small amount of non-developable properties with adjacent residential properties, donated from county to land bank, proceeds of sale to land bank
 - Executive Director Ragonetti and staff will be meeting with Smith & DeGroat to discuss the County inventory as it pertains to Side Lot program and possibly developable lots suitability for Land Bank
 - **Side Lot Program approved by Unanimous Vote**
 - Disposition Policy
 - Director Kiernan requested per Page 4, section D of the proposed “Real Property Disposition Policy”, information regarding acquisition cost and improvements made by land bank activities will be provided to the board
 - **Disposition Policy approved by Unanimous Vote, subject to and including such change**
 - Internal Control Policy
 - Simple voucher form required two-signature with limited exceptions
 - Discussion on the idea of a Land Bank debit card
 - On Hold pending need as evidenced by operations and Mr. Ragonetti will also inquire with other land banks
 - **Internal Control Policy approved by Unanimous Vote**
- **Community & Outreach**
 - ABBA
 - Executive Director and Staff met with Rev. Benjamin and James Gresham of ABBA
 - Discussed how their organization vet’s contracts
 - They have a focus on apprenticeships
 - They use certified MWBE contractors
 - NCST (National Community Stabilization Trust)
 - Mr. Ragonetti brokered contact with this organization
 - Conference call attended by Mr. Hommel and Mr. Williams, Annie Carvahlo of NCST, on REO Properties to be redeveloped by the land bank
 - NCST will provide an IT application that provides REO property listings and maps

- NCST has three properties in Nassau County possible for donation to Land Bank
 - Elmont, East Rockaway, and a property in Roosevelt
 - More details to follow
 - County Owned Properties
 - meeting with Smith & DeGroat
 - continued development of database
 - CDA and Municipality Letters of Interest
 - Staff will send out letters of interest
 - UCLT (Uniondale Community Land Trust) may be invited to attend a board meeting or staff meeting
 - **Anticipated Contracts & Procurement**
 - Discussion on Land Bank staff qualifications
 - Mr. Ragonetti reiterated a staff specifications document had been circulated which Board Members could review for qualifications
 - Mr. Ragonetti reiterated that his recommendation for at least one dedicated hire would be beneficial to operations
 - Directors Bynoe and Kiernan both recommended this item on hold until further review
 - Discussion on Outside Counsel for the Land Bank
 - Mr. Moroney brought up the issue of inspectors and architects, and who the Land Bank would use to inspect properties
 - Mr. Ragonetti opined that these would be the responsibilities of the developers in the leveraged model recommended by the Grantor agent
 - DPW has represented they would be able to review inspection/reports for Land Bank
 - **Future meetings**
 - Will be held on 2nd Thursday of each month 3:30pm

At which point the meeting was concluded at 5:15pm and

MEETING ADJOURNED

- **Next Meeting is March 9th 2017 at 3:30pm**