

NASSAU COUNTY LAND BANK CORPORATION  
MEETING NOTES  
Dec. 21<sup>st</sup> 2016, 3:00pm

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 3:10pm

The Attendees were:

**Board Members:**

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

**County Attendees:**

Ann Hulka  
David A. Ragonetti  
Kevin Walsh  
Robert Conroy  
Robert Cleary  
Andrew Kahl  
Tom Piscopio

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- **Call to Order by Chair Sarcone**
  - **Adoption of 11/21/16 Minutes**
    - Treasurer Bynoe had questions regarding the *Investment Policy*, mainly regarding the signatures required on checks.
    - Treasurer Bynoe also raised the point that the discussion on *Required Committees* noted inclusion that the Chair, Vice Chair and Treasurer were required to be included on *All* committees.
    - After further discussion, the adoption of the previous meeting's minutes **Suspended** pending discussion of the policy in dispute
  - **Agenda Discussion**
    - General Procurement Concepts - Led by Robert Clearly
      - Minimal Threshold for discretionary spends differ from entity to entity

- There are various methods of procurement, each with a different levels of quality, competitiveness, etc.
- Different methods of procurement include
  - RFP (Request for Proposal)
  - RFQ (Request for Qualifications)
  - Best Value
  - Sole Source
  - Preferred Source
- Mr. Cleary brought up the fact that it would be beneficial to keep in mind MBWE goals, as Land Banks use the State’s regulations
- Mr. Ragonetti then briefly reviewed procurement policies for Albany County Land Bank, Greater Syracuse Development (land bank), Broome County (Land Bank)
  - Mr. Cleary confirmed that these policies covered, broadly, the concepts of procurement but that he was not fully familiar with them or the laws governing land banks
- Executive Director Dave Ragonetti suggested that the Land Bank use a “Hybrid Procurement Policy”, which strongly resembles policies used by various Land Banks throughout the State with inclusion of the County procurement process as an alternative.
  - Treasurer Bynoe raised the point that small companies might benefit from a process separate from the County.
  - Board Member Curran had a question regarding who would handle the procurement proposals for the Land Bank.
    - Land Bank Employees vs. County Employees
    - Treasurer Bynoe discussed that it would be up to the Executive Director to document and award procurement
  - Board Member Ward opened discussion to matching the County threshold in regards to minimal “discretionary” funds. This became the recommendation of a majority of the board, tentatively.
  - Board Member Kiernan had a question regarding emergencies, and whether or not a provision for such emergencies existed.
    - Mr. Ragonetti confirmed that the policy would have emergency provisions which would be used infrequently
    - Discussion that the two-signature for checks requirement still applies in an emergency
    - Discussion that Procurement is a separate item from the two-signature payment related system
- **Board moved unanimously to request Executive Director Dave Ragonetti to draft a procurement policy, with the help of Mr. Cleary.**

- **New Items or Amendments**
  - Code of Ethics
    - Factual Conflict of Interest comes up, recusal is suggested.
      - **Resolution adopting this Policy Approved by unanimous vote.**
  - Travel and Discretionary Funds Policy
    - **Resolution adopting this Policy Approved by unanimous vote.**
  - Banks of Deposit
    - Executive Director Dave Ragonetti suggests using the recently adopted Nassau County list of approved banks of deposit.
      - **Resolution adopting Banks of Deposit List Approved by unanimous vote.**
  - Investment Policy
    - Treasurer Bynoe suggests dual signature needed for all checks.
    - Signatories include: Chair, Vice-Chair, Treasurer and Executive Director.
    - Executive Director Ragonetti clarified that the check signing issue, and amount, are all in the By-Laws. The investment policy deals only with eligible investments and the standards for making investments of “extra” cash on hand which is the obligation of the Treasurer and Executive Director
      - **pending changes to By-Laws will be reviewed prior to the next meeting by all Directors**
  - County Agreement
    - Permits County staff to be utilized by land bank on as needed basis with notice to department head
    - Reimbursement to County isn’t an obligation, but allowed pending Board approval.
    - Contributions from County to NCLB permitted but not obligation
    - If County intends to withdraw its staff at any time, prior notice if required to ensure the Land Bank’s stability and ability to function properly.
    - **Pending comments from County, DCA Sanghvi and County Executive’s Office**
  
- **Operations**

- Grant Application: **Executive Director Ragonetti, Ann Hulka** and **Bob Conroy** submitted a Grant Application on the Land Bank's behalf which was submitted to the board for approval, requesting \$2mm from NYAG
- Other land banks have received similar funding for eligible project and other land bank expenditures
- County has higher cost of living, project expenses, property costs
- County is in a challenging fiscal period
- The Grant Application is focused on several aspects of land bank priorities, with four main undertakings:
  - *Regional Abandoned Property List*
  - *Residential Revitalization* - in areas with demonstrated high need based on the intersection of noted zombie housing, high % of households at or below 100% AMI, and super storm sandy hit areas
    - Budgeted majority for this program, 1.7m
    - Procurement for contractors
  - *Side-lot Program*
    - The County has a number of slivers of land, in varying sizes.
    - While the County has a process of selling this parcels of land, the process can take up to a year. The Land Bank will be able to get this process done much faster.
    - This program can serve as a back-end revenue source while putting parcels back on the tax roll and beautifying and increasing neighborhood adjacent property values
    - No tax recapture will be requested for side lot sales
  - *Community outreach*, to local governments, community groups, and lending institutions
- Executive Director Ragonetti discussed desire to examine possible *brownfield redevelopment* in the County as another more long-term strategy, but funds were not specifically requested/budgeted for such program
- **Budget:** Executive Director Dave Ragonetti presented a projected budget for the Land Bank including assumed Land Bank CRI request of \$2,000,000
  - Budget includes majority (approx.. \$1.7m) for residential projects, a majority of which will be affordability projects pursuant to grant parameters
  - **Mr. Conroy** explained that project budget is based on 2016 property rehabs in Freeport and Uniondale with figures provided from Mr. Kevin Crean of Housing and Community Development
  - **Mr. Ragonetti** explained that budget assumptions were conservative estimates, and any funds from below-budget actuals would be plowed back into LB programs
  - Administrative (staff) budget:

- County in-kind support for current LB staff
- Hiring administrative assistant
- Hiring consultant(s) for the following areas:
  - Contracts & Procurement
  - Fundraising, outreach and grant writing
  - Real estate
- **Board Member Errol Williams** had a question regarding the proposed insurance figure of \$0
  - Executive Director said he was in the process of acquiring a quote, and that he should have it by the end of the year. A more lengthy discussion between Director Moroney, Ward, and Bynoe of insurance requirements ensued with the conclusion that it was likely general insurance would be necessary relating to properties in addition to a more inexpensive D&O insurance policy

**Resolution to adopt 2017-2018 Land Bank CRI Grant application operational strategy and budget, Approved by unanimous vote.**

- **Housekeeping**
  - Mandatory ABO reminder
  - 501(c)3 Status (requires an \$850 application fee)
    - **Resolution approving ED Ragonetti to apply for 501(c)3 Status Approved by unanimous vote.**
  - Website
    - The Land Bank has a working website, courtesy of the Nassau County IT department.
    - The Land Bank **must** publish all acquisitions/dispositions making a website inherently required by law for the land bank.
  - Land Bank Seal
    - Executive Director Dave Ragonetti showed a proposed seal that will be used by the Land Bank
      - **Resolution adopting Proposed Seal Approved by unanimous vote.**
  - Offices
    - It was discussed using office space available in the Office of Housing and Community Development, in with Board Member John Sarcone is Director.
    - It was suggested that Executive Director Dave Ragonetti take a look at the office space to see if it is something that could benefit the Land Bank.
      - **This proposal is put on hold pending further discussion.**

- NYLBA
  - While dues were previously thought to be \$400, that was only a prorated rate for the rest of the year.
  - Dues are actually \$1500/year
    - **Vote was taken on resolution to join the New York Land Bank Association, approved by unanimous vote**
- **Adoption of 11/21/16 Minutes**
  - Changes were made to the By-laws making clear that two signatures are required on all check, and that signatories include the Chair, Vice Chair, Treasurer and Executive Director.
    - **A resolution made to adopt the Minutes for 11/21/2016 meeting: Minutes Adopted unanimously**

At which point the meeting was concluded at 5:10pm and  
**MEETING ADJOURNED** approximately one month, pending scheduling