

Revised *Essex County Land Bank Meeting Minutes*

Date: November 1, 2023

Attendees:

- Board Members Present: Tom Schafer (Interim Board Chairman), Nick Fitzgerald, Allison Kaupelis, Megan Bambara, Katie Alexander, James Monty, Robin DeLoria, Alan Jones
- Staff: Nicole Justice Green (Executive Director)
- Guests: Mark Wright, Pat Ida, Sandy Morhouse

Meeting Call to Order: 6:00 pm by Tom Schafer

Approval of Previous Minutes (September 20, 2023):

- Status: No motion made for approval

Executive Director's Report:

- Note: Report emailed prior to meeting; no verbal report presented to save time

Agenda Item: Agway Discussion

- Presenter: Nicole Justice Green
- Summary: Updated on Agway proposal from DRI Local Planning Committee meeting
- Details: Proposal budget approximately \$450,000, including demolition and park development
- Next Steps: Awaiting state approval; final contract to be reviewed by the board

Board Member Discussions:

Nicholas Fitzgerald:

- Raised transparency concerns about email discussions on Agway project.
- Sought clarification on outcomes if the project is disapproved by the Land Bank Board.

Nicole's Response:

- Explained that if the state approves but the Land Bank Board disapproves, the project would not proceed.
- Clarified that email discussions are for informational purposes and not for decision-making.

Robin DeLoria's Comments:

- Stated that emails were for informational purposes only since there was no request for Board action or voting.
- Emphasized the need for the Executive Director to make operational decisions, especially when no board vote or action is required for an MOU, as operations fall within her purview.

Allison Kaupelis:

- Expressed concerns about the replacement of a historic building with a park.

Megan Bambara:

- Voiced support for the park concept, emphasizing its economic importance for the Four Corners area.
- As a Chamber of Commerce staff member, highlighted the value of public meeting spaces in economic development.
- Agreed that a park was the best option to remediate the environmental hazards, considering the other Department of State eligible funding activities, like a micro-forest and skate park, were not suitable for the community.

Action Items and Follow-ups:

- Tom Schaffer: Proposed documenting email discussions in minutes going forward involving Board action for transparency.
- Nicole: Discussed the need, feasibility of the project, and potential funding sources.
- Megan: Highlighted community event planning aspects.

Compliance with Open Meeting Laws:

- Public Notification: Confirmed that the meeting was publicly announced and accessible.
- Executive/Closed Sessions: None held during this meeting.

Adjournment:

- Time: 6:44 pm
- Moved By: Tom Schaffer

Next Steps and Future Planning:

- Nicole Justice Green: Announced plans to request proposals for a housing feasibility study in Newcomb

Submitted By: Nicholas Fitzgerald, PRIDE Board Secretary

Essex County Land Bank Board of Directors Meeting Minutes

Date: May 4, 2023

Attendees:

- Board Members Present: Stuart Baker, Allison Kaupelis, Nick Fitzgerald, Tom Schaffer, Jim Monty
- Staff Present: Nicole Justice Green (PRIDE and ECLB Executive Director), Jeanene Wilson (Housing Program Specialist)

Meeting Call to Order: 6:07 pm by Stuart Baker

Inaugural Board Meeting:

- Introductions: Each member provided a brief overview of their background and role.
- Discussion on Organizational Layout: Overview of the land bank's structure and operational setup.
- Goals Discussion: Conversation about the goals and objectives of the Essex County Land Bank.

No Land Bank Business Conducted:

- As this was the inaugural meeting, there was no specific land bank business or action items to address.

Adjournment of Land Bank Meeting Portion:

- Time: 6:32 pm

Continuation with PRIDE Board Meeting:

Approval of Previous PRIDE Minutes (March 30th):

- Motion: Made by Tom Schaffer, seconded by Allison Kaupelis to accept the minutes as printed.
- Amendment: Requested by Nick Fitzgerald to correct the Development Committee title to Development and Engagement Committee.
- Vote: Passed unanimously with the amendment.

Executive Director Report (Presented by Nicole):

- Highlights include RESTORE/HOME grant progress, upcoming projects, administrative income sources, and updates on various PRIDE initiatives.

Adjournment of PRIDE Board Meeting:

- Motion: Made by Stuart Baker, seconded by Nick Fitzgerald
- Time: 8:03 pm

Submitted By: Tom Schaffer

PRIDE and Essex County Land Bank Annual Meeting Minutes

Date: June 6th, 2023

Time: 4:30 PM

Attendees:

- Board Members Present: Stuart Baker, Tom Schaffer, Nick Fitzgerald, James Monty, and Allison Kaupelis
- Staff Present: Nicole Justice Green (PRIDE and ECLB Executive Director)

Meeting Call to Order:

- The meeting was called to order by Stuart Baker, Board President.

Addition of New Board Members:

- The board discussed the addition of new members to both PRIDE and the Essex County Land Bank.
- Megan Bambara and Katie Alexander were proposed as new board members.
- A motion to add Megan Bambara and Katie Alexander to the board was made, seconded, and unanimously approved.
- Tom was nominated and voted in as Board Vice President for the remainder of his term.
- Allison was nominated and voted as a Board Treasurer for the remainder of her term.
- Nicholas was nominated and voted in as Board Secretary, for the remainder of his term.

Approval of Budgets:

- Approval of PRIDE's Annual Budget:
 - A motion to approve the budget was made, seconded, and unanimously passed.
- Approval of Initial Land Bank Budget:
 - A motion to approve the initial budget was made, seconded, and unanimously approved.

Renewal of Compliance Documents and Policies:

- The board re-approved all of PRIDE and the ECLB annual compliance documents and policies, including:
 - Code of Ethics and Conflict of Interest Policy
 - Hiring Policy
 - Policies and Procedures Document (Harassment-Free Workplace Policy, Whistleblower Policy, Privacy Policy)
 - Property Acquisition, Donation, and Disposition Policy
 - Internal Control Policy
 - Residential Occupant Relocation Policy
 - Non-Discrimination Policy
 - Procurement Policy
- These policies were noted to apply to both PRIDE and the Essex County Land Bank.
- A motion to renew all the mentioned policies and documents was made, seconded, and unanimously approved.

Adjournment:

- A motion to adjourn the meeting was made, seconded, and approved.
- The meeting adjourned at 4:53pm.

Submitted By: Nicole Justice Green, (PRIDE and ECLB Executive Director)

Essex County Land Bank Meeting Minutes

Date: June 29, 2023

Attendees:

- Board Members Present: Stuart Baker (Board President), Tom Schaffer, Nick Fitzgerald, James Monty
- Staff Present: Nicole Justice Green (PRIDE and ECLB Executive Director)

Meeting Call to Order: 6:00 pm by Stuart Baker

Note on Agenda Items 1-4:

- Stu Baker noted that items 1-4 occurred prior to the recording of minutes. Approval of these minutes will be postponed until the next Land Bank meeting.

Executive Director Report:

- Nicole's Appointments: Appointed member of Essex County Economic Development Committee.
- Property Acquisitions: Two properties pulled for the Land Bank in Ticonderoga and Lewis.
- Future Acquisitions: Considering additional properties in North Elba and Ticonderoga.
- Supreme Court Ruling Impact: Discussion on the Tyler v. Hennepin County case and its implications on Land Bank operations.
- Potential Donations: Proposal to approach Mountain Lake Services for property donations.
- Development Costs: Discussion on estimated costs and profit management.
- Funding and Operations: Strategies for applying for funding and managing development costs in light of court rulings.

- Budget Overview: Reviewed approved initial annual budget for operational expenses and plans for budget review every two months once first funding disbursement is received. To date, the Land Bank has no bank account or funding, so no report is included.

New Board Member Discussion:

- Proposed Additions: Discussion on adding County Board members to the Land Bank Board for political advocacy.
- Potential Members: Robin DeLoria and Alan Jones considered for board membership.
- Appointment Process: Clarification on the appointment process by the Board of Supervisors and the Land Bank Board.
- Resolution Introduced: By James to recommend the appointment of Alan Jones and Robin DeLoria to the Land Bank Board.
- Voting: Resolution to appoint new members passed with 3 yays and one abstention.

Adjournment:

- Motion: Made by Stuart Baker to adjourn the Land Bank meeting.
- Time: 6:47 pm

Submitted By: Nicholas Fitzgerald, PRIDE Board Secretary