

Essex County Land Bank

Board of Directors Meeting Agenda

Date: Wednesday, June 25, 2025

Time: 12:00 PM – 12:30 PM

Location: In-Person (NRDC Office, 111 Montcalm Street, Ticonderoga, NY)

Remote Access: Zoom link available upon request

1. Call to Order

- Roll Call
- Confirmation of Quorum

2. Appointment of Chair

- **Resolution:** Appointment of **James Monty** as Chairman of the Essex County Land Bank Board of Directors

3. FY25 Budget Adoption

- Presentation of the proposed FY25 Land Bank Operating Budget
- **Resolution:** Approval of the FY25 Budget
- **Resolution:** Re-Adoption of Annual Policies for FY25

5. Meeting Schedule Discussion

- Proposal: Transition to **bimonthly or quarterly** board meetings?
- Board discussion and vote on preferred cadence and schedule
(*e.g., last Wednesday of the month at 12:00 PM in Feb, Apr, June, Aug, Oct, Dec for bimonthly OR quarterly alternatives*)

6. Adjournment

Essex County Land Bank Board Draft Meeting Minutes

Date: June 25, 2025

Time: 12:07 PM

Location: Conference Room / Zoom Hybrid

Board Members Present:

Alan Jones, Allison Kaupelis, Brooke Van Riper Clark (via Zoom), Stephanie DeZalia (via phone), [Chairing Officer: Thomas Schaffer]

Nick Fitzgerald and Katie Alexander joined later, prior to the budget vote.

Staff Present:

Nicole Justice Green, Executive Director

1. Call to Order

The meeting was called to order at 12:07 PM by Chairing Officer Thomas Schaffer. A quorum was confirmed with five out of eight members present.

Note: No minutes were recorded from the prior meeting, which was held for training purposes only. All other minutes for FY 2024–2025 have been reviewed and approved.

2. Appointment of Chair

Motion: To appoint Jim Monty as Chair of the Essex County Land Bank Board.

Motion by: Tom Schaffer

Seconded by: Alan Jones

Vote: Unanimously approved.

3. Budget and Policy Reapproval

Nick Fitzgerald and Katie Alexander joined.

Executive Director Nicole Justice Green presented the proposed FY 2025 budget:

- A preliminary commitment of approximately \$5 million in grant funding from NYS HCR.
- Over \$2 million in existing capital funds to be drawn down in the coming months.

- **Noted increases in:**
 - **Insurance:** Due to additional properties.
 - **Accounting:** Reflecting increased audit and compliance requirements.
 - **Professional Services:** Including surveying, title abstracting, and engineering.
 - **Property Maintenance:** Due to increased property inventory (e.g., mowing, boarding).

All increases are reimbursable by New York State and comply with P.A.R.I.S. reporting standards. Shared expenses with NRDC are reimbursed proportionally by the Land Bank.

Motion to Approve Budget and Policies: Alan Jones

Seconded by: Tom Schaffer

Vote: Unanimously approved.

4. Meeting Schedule Discussion

The board discussed shifting from a bi-monthly to a quarterly meeting schedule.

- Executive Director will circulate a Doodle poll to gather availability and finalize a proposed meeting calendar.
 - Option for monthly written updates to be distributed to board members between meetings to ensure ongoing engagement.
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5. Program and Project Updates

- Next ribbon cutting event will be held in Lewis (anticipated for the first or second week of August).
- Additional homes in **Ticonderoga** and **Newcomb** are nearing completion.
- HCR must approve ribbon cutting dates in advance; invitations will be distributed upon confirmation.

6. Acknowledgements

- The board expressed its appreciation for **Thomas Schaffer** and **Nick Fitzgerald**, who is concluding his term.
- Multiple members recognized the dedication of contractors and the value of building strong partnerships.

7. Adjournment

Motion to Adjourn: Nick Fitzgerald

Seconded by: Brooke Van Riper Clark

Vote: Unanimously approved.

Meeting adjourned at: 12:21 PM

RESOLUTION APPOINTING JIM MONTY AS CHAIRMAN

ESSEX COUNTY LAND BANK

WHEREAS, the Essex County Land Bank recognizes that effective and visionary leadership is essential to fulfilling its mission of revitalizing blighted and underutilized properties across the county; and

WHEREAS, Director Jim Monty has consistently demonstrated a deep commitment to collaborative governance, regional revitalization, and strong public stewardship throughout his service on the Board; and

WHEREAS, during the regularly scheduled Board of Directors meeting held on June 25, 2025, the Board nominated and unanimously approved Jim Monty to serve as Chairman of the Essex County Land Bank Board of Directors; and

WHEREAS, in accordance with the bylaws of the Essex County Land Bank, the position of Chairman is a three-year term, renewable for a maximum of two consecutive terms;

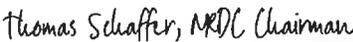
NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby appoints Jim Monty to serve as Chairman of the Essex County Land Bank for a term beginning June 25, 2025 and ending June 24, 2028, with eligibility for reappointment to a second and final term, should the Board so choose.

BE IT FURTHER RESOLVED, that the Board expresses its sincere gratitude to outgoing Chair Thomas Schaffer for his leadership, guidance, and steady oversight during a period of significant organizational growth and impact.

Adopted unanimously by the Board of Directors on June 25, 2025 at 12:07 PM.

Motion: Thomas Schaffer Second: Alan Jones

SIGNED:

Signed by:


JC7AS9ZANDEN4DL...

Thomas Schaffer

Date: 6/26/2025

RESOLUTION APPROVING FY25 OPERATING BUDGET AND REAFFIRMATION OF GOVERNING POLICIES

ESSEX COUNTY LAND BANK

WHEREAS, the Essex County Land Bank remains steadfast in its mission to address vacancy, blight, and disinvestment through strategic property acquisition, stabilization, and redevelopment; and

WHEREAS, strong fiscal management and sound policy governance are essential to the success and sustainability of the Land Bank's operations; and

WHEREAS, the Executive Director presented the proposed FY25 Operating Budget, covering the fiscal year beginning July 1, 2025 and ending June 30, 2026, which reflects:

- Over \$5 million in anticipated grant commitments from New York State Homes and Community Renewal (HCR);
- More than \$2 million in existing capital resources scheduled for strategic deployment in the coming months;
- Thoughtful adjustments to insurance, accounting, compliance, professional services, and property maintenance to accommodate a growing portfolio—each aligned with P.A.R.I.S. standards and reimbursable under state guidelines; and
- Continued cost-sharing efficiencies with the North Country Rural Development Coalition (NRDC), the Land Bank's administrative agent;

WHEREAS, the Board voted to reapprove and reaffirm the following foundational documents and governance instruments for FY25: *Administration Agreement with NRDC, the Conflict of Interest Policy, ECLB Board Training Policy, Whistleblower & Discretionary Funds Policy, Governance, Audit, and Finance Committee Charter, Essex County Land Bank Bylaws, Procurement Policy, Acquisition Guidelines, and Internal Controls Policy.*

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Essex County Land Bank formally approves the FY25 Operating Budget as presented and reaffirms the policies and governance documents listed above for continued use and implementation in Fiscal Year 2025.

Adopted unanimously by the Board of Directors on June 25, 2025 at 12:16 PM.

Motion: Alan Jones Second: Thomas Schaffer

SIGNED:

Signed by:
Thomas Schaffer, MRDC Chairman

Thomas Schaffer

Date: 6/26/2025

