

ATTACHMENT - A

**Suffolk County Land Bank Program
Suffolk County Department of Economic Development and Planning
Division of Planning and Environment
H. Lee Dennison Building – 4th Floor
Hauppauge, NY 11788-0099**

March 6, 2014 at 1:00 p.m.

Meeting Minutes

Time: 1:05 p.m.

PRESENT:

Board of Directors:

Hon. Tom Cilmi, Suffolk County Legislator

Hon. DuWayne Gregory, Suffolk County Legislator

Joanne Minieri, Deputy County Executive and Commissioner of Dept. of Economic Development and Planning

Jill Rosen-Nikoloff, Suffolk County Real Estate Director

Andrea Lohnneiss, LI Regional Director, Empire State Development Corp.

Guests:

Walter Parish, NYS DEC

Elaine Barraga, ACA, County Attorney's Office

Diane Stuke, Treasurer's Office

Maria Drakos, Roux Associates

Charles McGuckin, Roux Associates

Mark Bouvier and Adam Roy of Nobis Engineering via Conference Call

Staff Present:

Sarah Lansdale, Director of Planning

Thomas Kelly, Senior Project Manager, Dept. of Economic Development and Planning

Robert Braun, Esq., Counsel to the Land Bank, County Attorney's office

Colleen Badolato, Secretarial Asst.

Andre Bermudez, Economic Development and Planning

Absent:

Hon. Steve Bellone, County Executive

Hon. Anna Throne-Holst, Supervisor

CALL TO ORDER

The Land Bank Board meeting was called to order by Joanne Minieri, Vice Chair, at approximately 1:05 pm. There were 5 members present, which constitutes a quorum.

PUBLIC PORTION

Charles McGuckin of Roux Associates

OLD BUSINESS - Actions Taken

Review and Approval of Minutes - December 13, 2013 meeting. Motion to approve by Leg. Cilmi, seconded

by Jill Rosen-Nikoloff. Approved by all.

- Commenced Phase I environmental assessments with EPA
- Awarded \$675K grant from NYS Office of Attorney General
- Updated Landbank Eligible list: 58 parcels eligible (32 non-superfund and 26 superfund)
- SCLBC Board approved:
 - accepting \$675 K grant award
 - opening a bank account in the name of the SCLBC
- Agreed to send out RFQ for Legal and Professional Services

Q1 RESULTS

- Four (4) EPA Phase I environmental assessments received - Jan 31, 2014
 - 156 Grant Ave., Islip, NY to have Phase II completed by EPA.
- Updated Landbank Eligible list (37 non-superfund and 29 superfund parcels)
- Finalizing grant contract with OAG (\$675K) - 2 yr. project timeline modified to: Jan 2014 through Dec. 2015
- Board approvals (See below "Board Approval Required")
- Developing a comprehensive Phase II access process through coordination of SCLBC, Law Dept., and Dept. of Health
- Updated Tax Payments
- Launched SCLBC Website www.suffolkcountylandbank.org
- Opened Bank Account with Bank of America
- Presented 2013 overview of SCLBC to SC Economic Development Committee on Feb. 26, 2014.
- Coordinating with DEC to identify parcel history and status of NYS remediation projects

BOARD APPROVAL REQUIRED

- **Code of Ethics Policy**
Motion to Approve by Leg. Tom Cilmi, seconded by Andrea Lohneiss, approved by all.
- **Resolution to Accept OAG Funds**
Motion to Approve by Joanne Minieri, seconded by Leg. Tom Cilmi, approved by all.
- **Procurement Policy**
Motion to Table to June 5th meeting by Leg. Tom Cilmi, seconded by Joanne Minieri.
- **Responses to Legal and Accounting Services (RFQ's)**
 - SCLBC received 11 responses for Legal Services RFQ
 - Staff Recommendation to contract with Harris Beach and Allen and Desnoyers.
 - *Motion to Approve Staff recommendation by Leg. Duwayne Gregory, seconded by Andrea Lohneiss - Approved by all.*
 - RFQ for Accounting Services issued in February 2014 - response date of March 3, 2014
 - We are currently reviewing 4 responses and would like to be authorized to select one of the four.
 - *Motion to allow Executive Director to select Accounting firm by Leg. Cilmi, seconded by Joanne Minieri - Approved by all.*

NEXT STEPS

- Finalize Phase II site access process (March)
 - Requested approval for a Board resolution allowing Executive Director or President to send letters to all property owners for site access for Phase II site assessments (if necessary).
 - Motion to approve draft letter by Leg. Tom Cilmi, seconded by Andrea Lohneiss - approved by all.*
- Commence OAG funded Phase I ESAs (March)
- Commence OAG and EPA funded Phase II ESAs (Q2)

ADJOURNMENT

Joanne Minieri adjourned the meeting at 2:25 p.m.

The next meeting of the Land Bank Board is scheduled for June 5, 2014 at 10:00 a.m. in the Large

Conference Room, Division of Planning and Environment, H. Lee Dennison Bldg., 4th Floor, Hauppauge.