

Suffolk County Landbank Corporation Board Meeting  
Suffolk County Department of Economic Development and Planning  
H. Lee Dennison Building, 11<sup>th</sup> Floor  
Hauppauge, NY 11788

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**October 21, 2020 at 12:00 p.m.**

**Verbatim Meeting Minutes**

**PRESENT:**

Board of Directors:

Peter Scully, Deputy County Executive  
Natalie Wright, Commissioner, SC Dept. of Economic Development and Planning  
Hon. Robert Calarco, Presiding Officer, Suffolk County Legislature  
Hon. Thomas Cilmi, Suffolk County Legislator, District #10  
Hon. Rich Schaffer, Supervisor, Town of Babylon  
Cara Longworth, Empire State Development

Staff Present:

Sarah Lansdale, President, SC Landbank Corp.  
Robert Braun, Counsel, Suffolk County Dept. of Law  
Janet Gremler, Dept. of Health Services  
Matthew Kapell, Project Manager, Suffolk County Landbank  
Mikael Kerr, Project Coordinator, SC Landbank Corp.  
Brian Petersen, AVZ Certified Public Accountants  
Colleen Badolato, Secretarial Assistant, SC Dept. of Economic Development and Planning

**Natalie Wright:** Thank you everyone for attending today. This is the October 21, 2020 meeting of the Suffolk County Landbank Corporation, and for the record we do have a quorum present. The notice of the meeting followed the Open Meetings Law as amended by Executive Order 202.67, allowing meetings to take place telephonically or through other similar services until November 3, 2020. In this instance, we will be using Go To Meeting and we'll be recording the entirety of the meeting. If the meeting unexpectedly closes for any reason, please wait one minute and then try to reconnect. All votes on Board actions and resolutions will be done via roll call and we ask all board members to clearly state their name when making a motion, and clearly state their vote, when their name is called. And just a reminder, if everybody could put their phones and themselves on mute so we can keep the line clear, that would be appreciated. Matt, will you conduct a roll call please.

***(Roll Call by Matt Kapell)***

**Peter Scully:** Here.

**Natalie Wright:** Here

**P.O. Rob Calarco:** Present

**Hon. Tom Cilmi:** Here

**Hon. Rich Schaffer:** No response.

**Cara Longworth:** Here

**Matt Kapell:** Five.

**Natalie Wright:** We will commence the meeting at this time. Moving into the Public Portion – the Public Portion will be limited according to Executive Order 202.67 to viewing and listening. Do we have anyone who wants to make a public statement or any written comments received?

**Mikael Kerr:** We did not receive any e-mailed comments to us.

**Natalie Wright:** Okay, great. So we will close the Public Portion of the meeting. Moving into New Business: The first item is to **Review and Approve the August 12, 2020 Meeting Minutes**, which were provided in advance to all members. Is there a motion to approve the August 12, 2020 minutes?

**Peter Scully:** Motion to approve.

**Natalie Wright:** Great. Scully with a motion. Is there a second?

**P.O. Calarco:** Second.

**Natalie Wright:** Calarco with a second. Matt will you do a roll call please.

**(Roll Call by Matt Kapell)**

**Peter Scully:** Yes

**Natalie Wright:** Yes

**P.O. Rob Calarco:** Yes

**Hon. Thomas Cilmi:** Yes

**Cara Longworth:** Yes

**Matt Kapell:** Five

**Natalie Wright:** Great, and moving on to the next item. We have a Budget Presentation by Brian Petersen from AVZ, Certified Public Accountants. Brian, I'll hand it over to you.

**Brian Petersen:** Good Afternoon everybody. So just quickly, I just want to go over the major changes between our 2020 Final Budget and our 2020 Estimates, as well as what we're projecting for the 2021 year.

So, State Aid – we had projected \$937,000 for 2020. We're only going to end the year at \$697,000. The good news is that we're going for an extension for six months for the program, which is going to allow us to push over that revenue to be earned into the 2021 year, estimated at around \$240,000.

Proceeds from the Sale from the Zombie Properties: We had estimated \$1.1 million. We're only ending the year, for 2020 year, at \$671,000, and that's again, due to the delays on the rehab, which resulted in a delay of marketing of the properties, which resulted in the delay of the sale of properties. The good news is that those properties are anticipated to be sold in the 2021 year, which we're estimating just under \$1.6 million, a significant increase in that particular line for the 2021 year.

Miscellaneous Other Incomes: \$39,000 primarily made of interest income. Due to COVID, obviously the interest rates decreased, so we had budgeted \$39,000, but we're only going to end the year 2020 with just above \$9,000. We're anticipating \$6,000 of interest in the 2021 year.

Proceeds from the Sale of Brownfields: Were estimated at \$500,000, we're going to end the year at \$605,000 estimate, which is a result of an additional property or two being sold during the year. Next year we are looking at \$1.8 million. There is a big increase there related to two properties that are already in contract, in negotiations to be sold.

As far as Expenditures, Administrative Dues and Supplies: A small increase we're requesting there.

Environment Services: We budgeted \$172,000 and we're only anticipating just about \$22,000 of expenses for the 2020 year. Again, due to delays related to the environmental projects. For next year, we're anticipating \$150,000 worth of projects for environmental services, which consists of two Phase I's (I's), which is a majority of that cost, as well as 15 Phase II's (II's), depending on the timing and when we can get those property lists done.

Legal/Professional/Accounting/Auditing: We had small increases there. We had anticipated, our 2020 budgets were actually less than we had anticipated, which is good, and for 2021, we have a small increase there for those two particular lines.

Property Acquisition/Rehab/Maintenance: We had anticipated just under \$1.7 million of expenditures for the 2020 year. We budgeted \$1.7 million, but we're only going to have roughly \$774,000 for the expenses. Again, due to COVID and delays on when these projects were able to get completed. Those costs are going to roll into the 2021 year, so we're estimating around \$663,000 there for that budget.

Sales and Marketing: We had budgeted \$78,000. We're looking at only \$33,000 for the 2020 year. For the 2021 year we have a significant increase there. We're estimating about \$155,000. That significant increase is related to a few things. It's kind of tied into the residential sales and marketing costs. So, because of the fact that we're going to have an increase in the sales of our residentials, we're going to have an increase in marketing and sales costs there, as well as additional costs from the marketing of the brownfields.

Moving on, New Programs: We had anticipated \$300,000 related to the Board approved project, if the Board decides to do so. For next year, we're looking at a \$25,000 project for the 2021 year.

Miscellaneous Other Expenses: Just a small increase up to \$1,000 for next year.

Closing Costs, Transfers to the County/Oil Spill Fund: We're going to expend \$605,000 this year in the 2020 year, and we're looking to expend \$1.8 million. Again, just to remind the Board that these are just the funds that get divvied up after the brownfields are sold. These funds are in essence, divvied up between the closing costs that are incurred directly by the Landbank, as well as the County and New York State based on the MOU Agreement. So, for the 2020 year, we're anticipating a fund balance increase of \$161,000. For the 2021 year, we're anticipating a fund balance increase of around \$742,000. Those two increases, in essence, is going to increase the financial position of the corporation to ensure that the program for the residential rehabs can continue after that program stops for the ... program.

Are there any questions?

**Natalie Wright:** Looking like there are no questions, I just want to make note that Supervisor Schaffer has joined the meeting. Hello, welcome.

**Hon. Rich Schaffer:** Hello.

**Natalie Wright:** Thank you Brian. Much appreciated for that. Moving into the next item on the agenda, the requested Board Actions. So, the item is Resolution 2020-21, and this is Adopting the Fiscal Year 2021 Budget. Is there a motion to approve?

**Robert Braun:** Before that, if I may Commissioner, just note that the Audit and Finance Committee reviewed the Budget this morning and recommended it's approval.

**Natalie Wright:** Yes, thank you Bob. I appreciate that.

**P.O. Rob Calarco:** I'll make the motion.

**Hon. Rich Schaffer:** And Schaffer seconds.

**Natalie Wright:** Calarco with a motion, Schaffer with a second. Matt, can you do a roll call please.

*(Roll Call by Matthew Kapell)*

**Peter Scully:** Yes

**P.O. Rob Calarco:** Yes

**Natalie Wright:** Yes

**Hon. Thomas Cilmi:** Yes

**Hon. Rich Schaffer:** Yes

**Cara Longworth:** Yes

**Matt Kapell:** That's six.

**Natalie Wright:** Excellent. Now we'll move on to the Staff Report. Mikael and Matt, I'll hand it over to you guys.

**Mikael Kerr:** Thank you Natalie. So, the Staff Report, we'll keep it short for this meeting. One significant thing we wanted to touch base on is the 50 Commonwealth RFP that had been issued. It was issued earlier this summer with a due date of October 1<sup>st</sup>. We are currently, we are not prepared yet to make a recommendation to the Board, however, that will be coming. We'll currently meeting with the Town, with community stakeholders to get a sense of what they would like to see, and their opinion on some of the proposals. To date, we

**Natalie Wright:** I'm getting a little bit of feedback. Maybe somebody is having trouble with their line. Okay, let's try again.

**Mikael Kerr:** Is this working a little bit better now?

**Natalie Wright:** Yes, that sounds clear. Thank you.

**Mikael Kerr:** So, we received eight proposals that are up on the screen right now. They're in no particular order.

There's the Babylon Citizen Council on the Arts, which is a community art and cultural center

The Commonwealth Townhouses, LLC, which the principal is Suffolk Realty. They wanted to – they're proposing 26 two-story town homes, which would all be homeownership units and 100% affordable.

Conifer has submitted with a partnership with CDCLI, and this would be a three-story multi-family apartment building with 61 units of workforce housing. It will target from 40-80% AMI residents, as well as have a preference for artists.

D&F, which is a three-story town home style building, which would be 42 one-bedrooms, 18 two-bedrooms, and would target between 30-80% AMI.

DABAR, which is two teachers, would like to have a STEM facility is their proposal.

Hill of the Lord would be an education center and meeting space for the church.

The NFW Group, which would also be affordable housing and would be a 57 unit, mixed income, workforce housing project, and then.

Signature, which is a multi-family use.

As I said, we're still evaluating all these proposals. We're now incorporating some of the comments we've gotten from the various stakeholders; and we'll be scheduling meetings with some of the proposer's to get some clarifications and ask some questions about their projects and some of the sustainability aspects of some of the projects are some of the things that we will be reviewing and hopefully, at the next Board meeting, we'll have a recommendation prepared.

**Sarah Lansdale:** So, Natalie, I just want to add real quick that I want to thank and acknowledge the Town of Babylon for their participation in the review, as well as, we've reached out and engaged Legislator Richberg in the review of these proposals as well. So just wanted to – it's been a comment by our Board Members in the past, to make sure that we are engaging the local Legislator, and we have. Thank you.

**Hon. Rich Schaffer:** And doing a tremendous job, Sarah.

**Natalie Wright:** I'd just like to say that it's nice to see quite a bit of interest in the property. So, that's certainly encouraging.

**Mikael Kerr:** Matt, if you want to go to these next two?

**Matt Kapell:** Sure, this is a Wall Raising event that Natalie and I went to and Natalie spoke at last week for Habitat for Humanity. It's in Mastic – 9 Ditmas. It's a young family with three kids; and they just started building the project, and they expect to be done in June. It's a property that we donated to them, obviously. And, this is what it was beforehand.

**Mikael Kerr:** This is 106.

**Matt Kapell:** Oh, 106. This is 106 Irving?

**Mikael Kerr:** Yeah.

**Matt Kapell:** Yes, 106 Irving is a project that we just finished in Wyandanch, which now is available for first-time homebuyers, and it also has an advanced septic system in it.

**Mikael Kerr:** This one came out really nice – before and after. That's it for the Staff Update for today. Unless there's any questions about the RFP or the houses? Sorry Natalie.

**Natalie Wright:** Oh no, go ahead. Finish your comment.

**Mikael Kerr:** I just asked if there's any questions about the RFP or the houses?

**Natalie Wright:** Seeing no questions, that is the end of the Staff Report. We do not have any Old Business. Next Steps just to relay that the next Landbank Board Meeting is on December 2, 2020 at 11:30 a.m. and if there are no additional comments or questions, I will ask if there is a motion to adjourn the meeting?

Motion

**Natalie Wright:** Was that Calarco?

**P.O. Rob Calarco:** Calarco, yep.

**Natalie Wright:** Yes, motion by Calarco. Is there a second?

**Peter Scully:** Second.

**Natalie Wright:** Scully with a second; and Matt will you do a roll call please. Matt?

**Matt Kapell:** Mike, can you bring up the roll call sheet?

*(Roll Call by Matthew Kapell)*

**P.O. Rob Calarco:** Yes

**Natalie Wright:** Yes

**Peter Scully:** Yes

**Hon. Thomas Cilmi:** Yes

**Hon. Rich Schaffer:** Yes

**Cara Longworth:** Yes

**Matt Kapell:** Six

**Natalie Wright:** Excellent. That being approved, the meeting is adjourned and I look forward to seeing everybody again on December 2<sup>nd</sup>. Thank you very much.

***Meeting adjourned at 12:18 p.m.***