

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

**September 12, 2014 at 10:00 a.m.**

**Meeting Minutes**

Start Time: 10:22 a.m.

PRESENT:

**Board of Directors:**

Hon. Tom Cilmi, Suffolk County Legislator

Hon. DuWayne Gregory, Presiding Officer, Suffolk County Legislature

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

Jill Rosen-Nikoloff, Suffolk County Real Estate Director

Hon. Anna Throne-Holst, Supervisor, Town of Southampton & President, SC Town Supervisors Assn.

**Guests:**

Richard Baldwin, Apex Companies

Robert Benrubi, AJSCAP

Richard Lindner, Trinity

John Bosem, Trinity

Diane M. Stuke, SC Treasurer's Office

Walter Parish, NYS DEC

Michael Rosato, Sun Partners

Thomas Melito, SC Executive's Office

**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

Christine DeSalvo, Sr. Clerk Typist.

Andre Bermudez, SC Economic Development and Planning

Katelyn Meehan, SC Economic Development and Planning

Kelly Morris, SC Economic Development and Planning

**Absent:**

Hon. Steven Bellone, County Executive

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

**CALL TO ORDER**

The Land Bank Board meeting was called to order by Joanne Minieri, at 10.22 a.m. There were 5 members present, which constitutes a quorum.

**PUBLIC PORTION** - No requests to speak were received.

**OLD BUSINESS**

Committee Creation - Board committee assignments still TBD.

## **NEW BUSINESS**

Review and Approval of Minutes - June 5, 2014 meeting. Motion to approve by Joanne Minieri, seconded by PO DuWayne Gregory  
Approved by all.

## **ACTIONS TAKEN and CURRENT STATUS - Q3**

- Approved 7 policies, 2014 budget, and signed fiduciary duties acknowledgements.
  - NYS required annual PARIS reporting completed in June 2014
  - SCLBC now compliant with NYS ABO reporting requirements
- Approved Vendor list of Environmental Consultants.
  - Contracts executed with 11 of 12 vendors
  - Phase I ESA's have been awarded and were completed for 15 parcels - Total awarded \$23,100
  - Phase II ESA awarded for 1 OAG funded property - 1600 5<sup>th</sup> Ave., Bay Shore, NY at \$22,831
- Approved the creation of Audit, Governance, and Finance Committees.
  - Board member assignments TBD

## **BOARD ACTIONS REQUESTED - Q3 2014**

- Analysis of Foreclosure Crisis in SC - Request Board approval of a revision to the SCLBC's mission statement and List of Measurements - **Resolution SCLBC2014-18 (Taken out of order)**  
*Motion to Approve by Jill Rosen-Nikoloff; seconded by PO DuWayne Gregory; motion carried*
- The approval of two policies required under NYS Public Authorities Law
  - **Real Property Acquisition - Resolution SCLBC2014-13**  
*Motion to Approve by PO DuWayne Gregory; seconded by Anna Throne-Holst - motion carried*
  - **Real Property Disposition - Resolution SCLBC2014-14**  
*Motion to Approve by Joanne Minieri; seconded by Jill Rosen-Nikoloff - motion carried*
- SCLBC compliance with NY Public Authorities Law - Section 2824 - Request Board approval of charters and to consider staffing the following committees each consisting of at least three independent members:
  - **Adopting an Audit Committee Charter - Resolution SCLBC2014-15**  
*Motion to Approve by Joanne Minieri; seconded by Jill Rosen-Nikoloff - motion carried*
  - **Adopting a Governance Committee Charter - Resolution SCLBC2014-16**  
*Motion to Approve by PO DuWayne Gregory; seconded by Jill Rosen-Nikoloff - motion carried*
  - **Adopting a Finance Committee Charter - Resolution SCLBC2014-17**  
*Motion to Approve by Anna Throne-Holst; seconded by Joanne Minieri - motion carried*
  - *Motion to Accept Committee Members by Jill Rosen-Nikoloff; seconded by Joanne Minieri motion carried*

## **NEXT STEPS**

- Round II of OAG CRI Grant Application - Sept. 19<sup>th</sup> submission date
- Execute site-access, and commence Phase II activity
  - 2 parcels funded by EPA (156 Grant and 95 Eads)
  - 1 parcel funded by OAG (1600 5<sup>th</sup> Ave.)
- Begin Phase II access process on 15 OAG funded properties.
- SCLBC continues to make progress in obtaining site access for the first round of Phase II environmental assessments
- Continue to evaluate Superfund sites to determine actionable parcels
- Board Member appointments
  - Legislative Appointments
  - ESD Regional Director Appointment - Must be nominated by CE Bellone and have legislative

approval.

**OTHER UPDATES**

- 501(c)(3) status - SCLBC received official notification from IRS dated August 22, 2014, approving our request for tax-exempt public charity status.

**ADJOURNMENT**

Joanne Minieri adjourned the meeting at 11:45 a.m.

*The next meeting of the Land Bank Board is scheduled for Thursday, December 4, 2014 at 10:30 a.m. in the Large Conference Room, Division of Planning and Environment, H. Lee Dennison Bldg., 4<sup>th</sup> Floor, Hauppauge.*