



NASSAU COUNTY

LAND BANK CORPORATION

ONE WEST STREET
MINEOLA, NEW YORK 11501
TEL: 516-572-1398
FAX: 516-572-2789

BRITTNEY C. RUSSELL
EXECUTIVE DIRECTOR

BOARD OF DIRECTORS

SIELA A. BYNOE
Chair

MEREDITH A. HUGHES
Vice Chair

KENNETHA PETTUS
Treasurer

FRANCIS X. MORONEY

ERROL E. WILLIAMS

NASSAU COUNTY LAND BANK CORPORATION

MINUTES, JANUARY 10, 2019 BOARD MEETING

A meeting of the Nassau County Land Bank Corporation was held this date in 1st Floor Conference Room at One West Street, Mineola, New York beginning on or about 3:00pm

The Attendees were:

Board Members:

Siela Bynoe- Chair

Meredith A. Hughes- Vice Chair

Kennetha Pettus- Treasurer

Errol Williams

Frank Moroney

Executive Director:

Brittney C. Russell

Attendees:

Andrew Kahl- Nassau County Attorney's Office

Ted Hommel, Esq.- Counsel to the Board, Nassau County Attorney's Office

Mahenoor Baig- Intern to the Nassau County Land Bank

- Public Comment
 - Prior to the start of the meeting, Larry Sklar of Homes for Homecoming Heroes spoke to the Land Bank about an interest to work together

- Call to Order at or about 3:18pm
 - The meeting was convened with the attendance of the following board members
 - Siela Bynoe
 - Meredith A. Hughes
 - Kennetha Pettus
 - Errol Williams

- Public Comment
 - Jen Katz from RSM
 - Scope Letter
 - Comply with US Government general accounting practice
 - Let RSM know of the Land Bank's investments, if any
 - Confirmed independence from the Land Bank
 - Material rather than absolute determination
 - Plans to come out in early Feb to start planning
 - March 31, 2019 deadline with the State
 - AVZ will look at trial balance to determine RSM's fee
 - Possible February 4, 2019 start for the audit

- Review of December 6, 2019 Minutes
 - Motion to adopt minutes, with the condition that the call to order time is amended to "3:11pm"

- Moved by Meredith Hughes, seconded by Errol Williams
 - Minutes adopted by unanimous vote
- **Executive Session at or about 3:32pm, resumed at 4:05pm**
 - Board Member Frank Moroney arrived during executive session at or about 3:35pm
- Executive Director Report
 - Discussion on Brittney Russel's development conference
 - Still waiting on the survey of 160 Hendrickson
 - Contract with architect
 - Waiting on the architect to sign the provision signature page
 - Phase 1
 - Several places have qualified
 - The Land Bank has their cost statements
 - Kevin Crean from the Nassau County CDA suggests that the NCLB apply for CBG funds and home funds
- Land Bank Business
 - Architect
 - Need Fusion to finish all the contract requirements
 - Fusion's insurance is satisfactory
 - Fusion has had the hard copy of the contract since Monday
 - RFQ Responses
 - Co-Developer
 - Four Responses
 - Habitat for Humanity of Suffolk
 - LIHP
 - CDC of LI
 - New Millennium
 - Discussion on all four organization
 - Kennetha Pettus recuses herself from this discussion
 - All four are ready to perform

- The Board believes that both LIHP and CDC of LI are the most qualified to handle the LB's current needs
 - Brittney Russell will engage CDCLI and LIHP for a more specific fee schedule
 - Including new construction on empty plot, not only rehab
 - They will have a deadline of Monday for their response
 - The NCLB will hold a meeting at 9:0am next Tuesday, January 15, 2019, to discuss their response
- Appraisal Services
 - Goldman
 - Has the capacity and better pricing
 - Rogers
 - County also did their own RFQ that we could potentially use
 - The NCLB will request that these two companies give a flat rate by Monday
 - The NCLB will then compare these rates with the companies on the Nassau County list
- Survey Services for 160 Hendrickson
 - Two responses
 - Empire State Land Surveyors
 - Would take 10 days to do it
 - \$550
 - O'Connor Pepito, LLC.
 - Would take 3-4 weeks
 - \$850
 - Motion to engage Empire State Land Surveyors
 - Moved by Frank Moroney, seconded by Errol Williams
 - Motion passes by unanimous vote
- Phase 1 for 160 Hendrickson
 - 10-15 responses
 - Cash In (cheapest and most qualified)

- \$1300 and done in two weeks
 - Others were averaged about \$2100 and done in 30 days
 - Motion to accept Cash In's proposal
 - Moved by Errol Williams, seconded by Meredith Hughes
 - Motion passes by unanimous vote
- LISC Grant
 - Motion to allow the Nassau County Treasurer Beaumont Jefferson to release the LISC grant funds
 - Moved by Meredith Hughes, seconded by Kennetha Pettus
 - Motion passes by unanimous vote
- Audit
 - AVZ reconciled last year
 - \$10k last year
 - Re-negotiate AVZ deal
- Title Search Services
 - Discussion on whether the NCLB gets its own title search company
 - RFQ or RFP for this as soon as possible

Motion to recess until Tuesday, January 15, 2019 at 9:00am

- Moved by Frank Moroney, seconded by Siela Bynoe

MEETING RECESSED to Tuesday, January 15, 2019 @ 9:00am in Conference Room 200 at One West Street, Mineola, NY 11501

MEETING RESUMED on Tuesday, January 15, 2019 at or about 9:20am with attendance from the following board members:

- Siela Bynoe (by phone)
- Meredith A. Hughes
- Kennetha Pettus
- Errol Williams
- Frank Moroney

- Discussion regarding Brittney’s email
 - AVZ, contractors, RSM
- Co-Developers
 - Board Member Kennetha Pettus recuses herself from discussion involving co-developers
 - LIHP has funding available but it must go through procurement
 - CDCLI has some funding, but needs board approval
 - Also has a list of approved contractors
 - Board Members Frank Moroney and Errol Williams suggest accepting CDCLI’s proposal
 - Motion to award CDCLI the co-development contract
 - Moved by Frank Moroney, Seconded by Meredith Hughes
 - Motion passes by unanimous vote, with Kennetha Pettus abstaining
 - Director Brittney Russell and Ted Hommel will work on this as soon as possible
 - Will interpret broadly, not project specific
 - Include “not exclusive” in contract
 - Get copies of the Suffolk County Land Bank’s contracts w/ LIHP and CDCLI
- Appraisers
 - Rogers’ Flat Fee
 - \$450
 - Goodman’s Flat Fee
 - \$650
 - Director Brittney Russel will check with the Suffolk County Land Bank who has done work with Rogers
 - Motion to accept Rogers’ proposal regarding appraisal services
 - Moved by Errol Williams, Seconded by Siela Bynoe
 - Motion passes by unanimous vote
 - Accounting Services
 - AVZ charged \$10k last year
 - If the NCLB does its own Paris filings, AVZ will charge \$7k
 - They will walk the LB through the process
 - Motion to accept the new price of \$7k
 - Moved by Frank Moroney, Seconded by Kennetha Pettus

- Motion passes by unanimous vote
- Audit Services
 - RSM
 - Reduced their price to \$15k from \$19.4k
 - Their work is due 3/31/19
 - Motion to accept RSM's proposed fee schedule regarding audit services
 - Moved by Meredith Hughes, seconded by Errol Williams
 - Motion passes by unanimous vote

At which point Chair Siela Bynoe left at or about 9:35pm

- Uniondale Land Trust would like to meet to discuss Uniondale property
 - Director Brittney Russell will meet with the them
 - Kennetha Pettus may join as well
- Brittney will post title search RFP in Newsday

At which point Vice-Chair Meredith Hughes made a motion at 9:37am to adjourn the meeting, moved by Board Member Errol Williams, seconded by Board Member Kennetha Pettus

MEETING ADJOURNED to Thursday, January 31, 2019 @ 3:00pm at the First Floor Conference Room at One West Street, Mineola, NY 11501