

**Rochester Land Bank Corporation**

**Annual Meeting Minutes**

**September 22, 2016**

**City Hall, Rm. #223-B**

**30 Church Street,**

**Rochester, NY 14614**

**Board Members Present:** Andrea Guzzetta, Kim Jones, Gary Kirkmire, Dana Miller, Kate Washington, Carol Wheeler

**Board Members Absent:** George Parker

**Non-Board Members Present:** Maritza Mejias; Rianne Mitchell; Paul Scuderi; Scott Smith

The meeting was called to order at 3:08 pm by Carol Wheeler, Board Chair.

The minutes from the last meeting were distributed. Gary Kirkmire moved that the minutes be approved; Andrea Guzzetta seconded. The motion was approved by the board.

The board next discussed Resolution No. 17 of 2016 authorizing the Land Bank to purchase certain properties at the City's Tax Foreclosure auction using its preferred bid. Land bank staff explained that the list of properties was comprised of those selected on behalf of the City for housing programs and blight removal as well as those selected for the Land Bank's own blight removal program. Gary Kirkmire asked if the Land Bank was committed to purchasing all of the properties on the list. Scott Smith confirmed that the Land Bank may purchase any but is not required to do so. Andrea Guzzetta made a motion that the board authorize the Land Bank to purchase any or all of the properties on the list at the Tax Foreclosure Auction, as appropriate to meet its needs and subject to adequate funding; Gary Kirkmire seconded it. The board approved Resolution No. 17.

The board then discussed Resolution No. 18 of 2016 to award the contract for review of the CRI grant activities. Land Bank staff explained the Land Bank received one proposal in response to its RFP. Livable Housing, Inc. submitted a proposal that the review committee felt would satisfy the tasks within the scope of the RFP and with a total cost that fell within the Land Bank's budget parameters. Kate Washington stated that it was difficult to evaluate the merits of the proposal without having another to compare it to. Carol Wheeler noted that it was helpful that the respondent was somewhat of a known quantity, as the principal had worked with a community development organization that had provided assistance to the City prior to starting his own company. Andrea Guzzetta moved the resolution to award the contract for the Review of the CRI Grant Activities and Recommendations for Best Practices be awarded to Livable Housing, Inc. Gary Kirkmire seconded the motion. The board voted to approve Resolution No. 18.

Next, the board discussed Resolution No. 19 of 2016 to re-approve the policies the Land Bank has adopted per the bylaws. The policies that had been revised during the fiscal year were the Investment Guidelines and the Policy Governing Real Property Disposition. Gary Kirkmire moved that the board reapprove its adopted policies; Kim Jones seconded the motion. The board voted to approve Resolution No. 19.

The Audit Committee then presented the 2016 Audited Financial Statements to the board. Kim Jones said that the Management Letter described a very clean audit with no deficiencies. The Economic Factors section of the Management Discussion and Analysis was augmented by the information provided in Rochester Area Community Foundation's 2015 poverty report. Dana Miller noted that the new annual report had been issued the day before showing that poverty has actually increased Rochester over the course of the year. Kate Washington moved that the board approve the Audited Financial Statements for the 2015-2016 fiscal year. Dana Miller seconded the motion. The board voted to approve the financial statements.

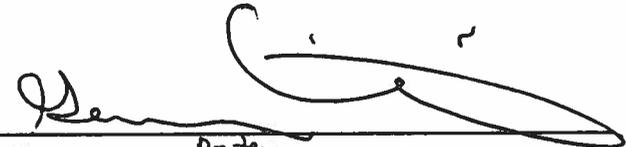
The board next discussed the draft Annual Report for fiscal year 2015-2016. Carol Wheeler noted that the page numbers for the appendices in the table of contents were incorrect. Kim Jones noted that the Investment Policy included in the document was not the most recent version, and that the wrong fiscal year was identified in the Operations and Achievements Report on page 5. Andrea Guzzetta asked that a corrected draft be provided for review and approval by email. Carol Wheeler asked when the document had to be approved. Rianne Mitchell answered that the report needed to be approved by the end of the week to allow adequate time for submission on the Public Authorities website.

Next, the board held the election of officers. The governance committee presented a slate of officers to the board. Andrea Guzzetta explained a change in the recommendation for the coming year. Carol Wheeler agreed to move from the role of vice-chair to serve as board chair in January 2014, after the change in leadership of the City's Bureau of Neighborhood and Business Development. This allowed the newly appointed Bureau heads time to get up to speed. As Kate Washington, the current Deputy Commissioner of Neighborhood and Business Development has had an opportunity to serve as vice-chair of the Land Bank board for two years, the governance committee thought it was appropriate to offer the following slate of officers: Chair - Kate Washington, Vice-chair – Carol Wheeler, Secretary – George Parker, Treasurer – Kim Jones. The board voted by secret ballot and the slate was approved. The new slate of officers will begin their term at the next monthly board meeting.

Kim Jones then presented the board with the Treasurer's Report and the CRI Grant Report.

Gary Kirkmire gave an update from his participation in the Monroe County Vacant Property Task Force. He noted that one of the recommendations will be that the Land Bank go to a county model.

The meeting was adjourned at 4:03 pm.

ATTEST:   
George Parker – Secretary, Rochester Land Bank Corporation  
*Gary Kirkmire*