



**COLUMBIA COUNTY LAND BANK CORPORATION NOTICE OF PUBLIC MEETING**

Please take notice that there will be a regular meeting of the Columbia County Land Bank Corporation’s Full Board to be held in person on Tuesday, August 20, 2024 at 2:00 pm, at 401 State Street, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a. This meeting is open to the public, who will have the opportunity to attend the meeting in person in the Committee Room at the 401 State Street address or via Zoom and provide live comments. Comments can also be provided via email before and during the meeting to [cbrown@columbiaedc.com](mailto:cbrown@columbiaedc.com).

Meeting packets are posted and available on Columbia Economic Development’s website: <https://columbiaedc.com>.

Join Zoom Meeting:

Columbia Economic Dev Corp is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting: <https://us06web.zoom.us/j/84277148242?pwd=KRnKzNpyxve83iR8uDQo6zg28poEH4.1>

Meeting ID: 842 7714 8242, Passcode: 241333, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/j/kc7LthGNpN>

Dated: July 9, 2024

Chris Brown, Housing Development Coordinator, Columbia Economic Development Corporation

**CCLBC Board of Directors Agenda**

**Members:**

Matt B. Murell – Board Chairman	Brenda Adams - Secretary	Chris Watz - Director
Ron Knott – Vice-Chairman	Suzette Booy - Director	
PJ Keeler - Treasurer	Patrice Perry - Director	

- I. Call to Order**
- II. Roll Call**
- III. July Minutes**
- IV. CEDC Services Contract\***
- V. Discussion**
  - a. Funding – Homes & Community Renewal – Capital Budget**
  - b. Vacant Rental Improvement Program**
  - c. Acquisition Policy**
  - d. Schedule future meetings**
- VI. Public Comment**

\*Requires Approval



# COLUMBIA COUNTY LAND BANK CORPORATION

---

## **BOARD OF DIRECTORS MEETING**

401 State Street, Hudson, NY 12534  
Meeting Minutes  
July 16, 2024

### **I. Call to Order**

Matt B. Murell called the meeting to order at 2:32 PM.

### **II. Roll Call**

Directors Present: Matt B. Murell; Brenda Adams; Ron Knott; Suzette Booy; Patrice Perry; Chris Watz

Directors Absent: PJ Keeler

Also Present: Mike Tucker, President & CEO, Columbia Economic Development Corporation ('CEDC'); Chris Brown, Housing Development Coordinator, CEDC

### **III. May Minutes**

R Knott made a motion to approve the May meeting minutes, seconded by S. Booy. The motion passed 6-0.

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes

### **IV. Appointment of NYS Land Bank Association Representative**

B. Adams nominated C. Brown and made a motion to approve, seconded by S. Booy. The motion passed 6-0.

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes



## COLUMBIA COUNTY LAND BANK CORPORATION

### V. Policies

- a. Code of Ethics Policy
- b. Document Retention Policy
- c. Privacy Policy
- d. Sexual Harassment Policy
- e. Travel and Discretionary Funds Policy
- f. Whistleblower Policy

B. Adams made a motion to approve the above slate of policies, seconded by R. Knott. The motion passed 6-0

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes

### VI. Committee Appointments

Board members discussed the compositions of the Acquisition, Audit, Finance and Governance Committees. C. Watz made a motion to approve the following slate of committee members, seconded by B. Adams.

**Acquisition Committee Members:** B. Adams, R. Knott, C. Watz

**Audit Committee Members:** M. Murell, S. Booy, C. Watz

**Finance Committee Members:** R. Knott, PJ Keeler, P. Perry

**Governance Committee Members:** M. Murell, B. Adams, R. Knott

The motion passed 6-0.

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes

### VII. CCLBC-CEDC Administrative Services Contract

No action taken at this meeting. B. Adams made a motion to table this item, seconded by M. Murell. The motion passed 6-0.



## COLUMBIA COUNTY LAND BANK CORPORATION

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes

### VIII. Discussion

- a. Funding – Homes & Community Renewal
- b. Acquisition Policy
- c. Schedule future meetings

C. Brown discussed the newly released slate of funding opportunities made available through New York State Homes & Community Renewal (HCR) and announced that HCR approved the land bank's application for administrative funds. Board members discussed possible future funding opportunities. Board members also discussed recent amendments to NYS Real Property Tax Law as they relate to tax foreclosures and the sale thereof. Board members discussed an August meeting date, and directed C. Brown to coordinate with the Clerk of the County Board of Supervisors.

### IX.

#### IX. Public Comment

No members of the public were present at the meeting.

C. Watz made a motion to adjourn the meeting, seconded by M. Murell. The motion passed 6-0.

M. Murell	Yes
B. Adams	Yes
R. Knott	Yes
S. Booy	Yes
P. Perry	Yes
C. Watz	Yes

The meeting was adjourned at 10:36 am.