

**COLUMBIA COUNTY LAND BANK CORPORATION
JUNE 2026 MEETING**

**CCLBC Board of Directors Agenda
Members:**

Matt B. Murell – Board Chairman	Brenda Adams - Secretary
Ron Knott – Vice-Chairman	Mark Taylor - Director
PJ Keeler - Treasurer	Patrice Perry - Director
Kimberly Prince-Walsh - Director	

- I. Call to Order**
- II. Roll Call**
- III. April Minutes***
- IV. Operations Disbursement Request***
- V. Operations Renewal Request***
- VI. Property Acquisition Discussion – Executive Session***
as per New York State Public Officers Law Article 7 § 105 (h)
- VII. Administrative Report**
Discussion: Pro-Housing Communities Technical Assistance Grant
- VIII. Public Comment**



COLUMBIA COUNTY LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING

401 State Street, Hudson, NY 12534

Meeting Minutes

April 14, 2026

I. Call to Order

Matt B. Murell called the meeting to order at 2:04 PM.

II. Roll Call

Directors Present: Matt B. Murell; Adams; Ron Knott; Patrice Perry; Kimberly Prince-Walsh; PJ Keeler

Directors not Present: Brenda Adams; Mark Taylor

Also Present: Mike Tucker, Administrative Director; Chris Brown, Director of Operations

III. March Minutes

P. Perry made a motion to pass the March Minutes as presented; PJ Keeler seconded the motion. The motion passed 5-0.

M. Murell	Yes
PJ Keeler	Yes
R Knott	Yes
K. Prince-Walsh	Yes
P. Perry	Yes

IV. 2025 Certified Financial Report*

C. Brown presented the 2025 certified financial report to the board, as prepared by Drescher & Malecki, LLP. The 2025 audit revealed no findings of note. C. Brown explained that the audit required approval by the board and would then be submitted to the Authorities Budget Office. R. Knott made a motion to approve the 2025 Certified Financial Audit, seconded by P. Perry. The motion passed 5-0.

M. Murell	Yes
PJ Keeler	Yes
R Knott	Yes
K. Prince-Walsh	Yes
P. Perry	Yes



COLUMBIA COUNTY LAND BANK CORPORATION

V. 2025 Performance Measurements Report*

C. Brown presented the 2025 Performance Measurement Report, a review of 2025 goals and accomplishments. The Performance Measurement Report is required to be submitted to the Authorities Budget Office. R. Knott made a motion to approve the 2025 Performance Measurement Report, seconded by PJ Keeler. The motion passed 5-0.

M. Murell	Yes
PJ Keeler	Yes
R Knott	Yes
K. Prince-Walsh	Yes
P. Perry	Yes

VI. Resolution to Apply for a Line of Credit*

C. Brown recalled a previous discussion regarding the land bank applying to the Community Loan Fund of the Capital Region for a line of credit. C. Brown explained that the state funding through the Land Bank Initiative program is reimbursement based, and having access to a line of credit will allow for more efficient transactions. R. Knott made a motion to approve the Resolution to Apply for a Line of Credit, seconded by PJ Keeler. The motion passed 5-0.

M. Murell	Yes
PJ Keeler	Yes
R Knott	Yes
K. Prince-Walsh	Yes
P. Perry	Yes

VII. Administrative Report

C. Brown mentioned that the land bank was approaching the limits of its second round of Operations & Technical Assistance funding, that the contract period for that funding ends on June 30, and that the land bank would need to submit a renewal application for those funds. M. Tucker explained that the line items of the budget would be adjusted from the previous application based on costs incurred during the current contract period.

C. Brown provided updates on the Valatie Mill and Germantown parcels transactions. Both contracts are in the pre-acquisition period and were currently undergoing environmental reviews.



COLUMBIA COUNTY LAND BANK CORPORATION

VIII. Public Comment

No members of the public were in attendance.

IX. Adjournment

PJ Keeler made a motion to adjourn, seconded by K. Prince-Walsh. The motion passed 5-0.

M. Murell	Yes
PJ Keeler	Yes
R Knott	Yes
K. Prince-Walsh	Yes
P. Perry	Yes

The meeting adjourned at 2:21 pm.

Columbia County Land Bank Corporation

401 State Street

Hudson, New York 12534

Phone: 518-828-4718

Email: cbrown@columbiaedc.com

BILL TO:			INVOICE #	DATE
Housing Trust Fund Corporation Disbursement Request Disbursements@hcr.ny.gov			002-2026	6/12/2026
			LPA Name:	
			Columbia County Land Bank Corporation	
			SHARS ID: 20240304	
DATE	EXPENSE	DESCRIPTION/PURPOSE	COMPANY	AMOUNT
4/1/2026 - 6/30/2026	OTPS	CEDC Administrative Services	CEDC	\$15,000.00
4/28/2026	OTPS	Certified Financial Audit	Drescher & Malecki	\$6,500.00
3/31/2026	OTPS	Conceptual Site Plan	Crawford & Associates	\$2,914.50
6/8/2026	Pre-Dev	Pre-Demo Survey - Valatie Mill	Crawford & Associates	\$4,700.00
6/1/2026	OTPS	Wetlands report - Germantown	Crawford & Associates	\$5,500.00
4/2/2026	OTPS	Purchase deposit - Valatie Mill	Village of Valatie, NY	\$1,000.00
6/11/2026	OTPS	Title report - Valatie Mill	SMPR Title Agency	\$1,139.40
3/29/2026	OTPS	2026 NYLBA dues	CenterState CEO	\$1,500.00
		TOTAL DISBURSEMENT AMOUNT REQUEST		\$38,253.90

Columbia County Land Bank Corporation
401 State St
Hudson, NY 12534

July 16, 2026

NYS Homes and Community Renewal
Hampton Plaza
38-40 State Street
Albany, NY 12207

The Columbia County Land Bank Corporation ('CCLBC') is requesting \$100,000 in Year Three LBI Phase I renewal funds. Please see attached Renewal Application Form for specific expense categories.

In Year Two, CCLBC spent \$94,523 of the \$100,000 award for the extended contract period July 1, 2025 to June 30, 2026. These funds were primarily expended on the administrative work performed for the land bank by the Columbia Economic Development Corporation ('CEDC'), as well as pre-acquisition expenses related to the purchase of three municipally owned properties. CEDC administrative work included organizing and holding board meetings, representing the land bank at public events, ensuring compliance with the Authorities Budget Office, and maintaining accurate financial and accounting records. Pre-acquisition activities included title searches, environmental site assessments, surveys and legal fees.

Sincerely,

Chris Brown
Director of Operations
Columbia County Land Bank Corporation



KATHY HOCHUL
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

Pro-Housing Communities Technical Assistance to Grow (TAG) Application for Funding

Instructions: save this to your computer and provide responses to the following questions using Adobe Acrobat. A Microsoft Word version is also available at hcr.ny.gov/phc. Once complete, email this and any supporting attachments to prohousing@hcr.ny.gov with the subject line “[your municipality] TAG PHC Application”.

APPLICANT INFORMATION

Municipality Name: Columbia County

County: Columbia

Primary Contact Information

Name: Chris Brown

Position / Title: Housing Development Coordinator, Columbia Economic Development Corporation (‘CEDC’)

Address: One Hudson City Centre, Hudson, NY 12534

Phone: 518-828-4718

Email: cbrown@columbiaedc.com

Project Description Questions

1. Is your community certified as Pro-Housing?

As a County, Columbia County cannot be Pro-Housing certified, however all 23 of the County’s municipalities—18 towns, 4 villages and 1 city—are Pro-Housing certified, and each has provided a Letter of Support for this application.

2. Describe in detail the project or initiative your municipality is seeking funding for. How specifically will this funding assist your municipality facilitate more housing?

The County is proposing to contract and work with consultants to:

- A. create a database of vacant, abandoned and distressed properties;***
- B. identify owners / ownership issues;***
- C. match properties to available and relevant grant and subsidy programs for rehabilitation; and***
- D. collaborate with municipalities on potential code changes regarding vacancy / abandonment***

Columbia County’s rural character presents numerous challenges to housing development, none moreso than a lack of available public infrastructure. Additionally, the County’s communities have repeatedly stated a strong preference for protecting our area’s natural beauty. Given these two realities, the County has identified rehabilitation and infill development as priority strategies to add housing units to our inventory. Identifying where these opportunities lie is a vital first step, as is identifying the owners of properties that could potentially return to productive use. The County intends to use the information provided by this project in concert with the Columbia County Land Bank Corporation and a variety of subsidy sources to acquire and / or rehabilitate a

number of housing units.

A second key housing strategy is the preservation of existing but physically distressed homes. The vast majority of the County's housing stock was built prior to 1940, and as material and labor costs rise, maintaining and preserving these homes has become more difficult for our homeowners. The County intends to include owner-occupied but physically distressed buildings in its database as well.

The proposed project involves hiring one consultant to create and curate a building database, and a second consultant to work on legal issues such as ownership and local codes. A 'windshield survey' of buildings will be completed throughout the County, and that consultant will work with local building permit and code enforcement officers to identify vacant, abandoned and distressed properties. As these properties are identified and evaluated, they will be entered into a database that will sort the buildings by various metrics. The goal of this database is to create a pipeline of properties that are matched up with relevant rehabilitation programs and funds.

Concurrently, the consultant hired for the legal issues will confirm ownership of these properties, with a special focus on 'murky' chains of title, such as heir and zombie properties. That consultant will assist towns and villages with potential strategies to return these vacant properties to habitation. These strategies will include local zoning code amendments, working with the Columbia County Land Bank, identifying relevant grant programs, and more. The goal of these strategies is to create pathways for local governments to assist in the redevelopment of these vacant and abandoned properties.

3. When was your zoning code last revised? If revised within the last 20 years, please describe revisions.
Several of the County's towns and villages have revised their zoning codes within the past few years. The two most common types of these revisions included new provisions for solar farm projects and accessory dwelling units. Currently there are several municipalities reviewing and/or updating their comprehensive plans and zoning codes, and each are considering updates aimed at facilitating more housing. Some examples include floating zones, incentive zoning, smaller lot minimums, short-term rental regulations and 'child lots'.
4. How do you currently track building permits? (i.e. paper files, digital files, software, etc.)? If utilizing software, please identify.
All of the County's municipalities utilize a software program to track permits. The software programs used are: PermitFlow; Cloudpermit; CivicPlus, and; iWorQ.
5. Are you seeking to complete a plan or study for a specific area, or municipality wide? If a specific area or site, please identify.
This study will be conducted County-wide.
6. Has your municipality identified a site(s) for housing development?
The County and the Columbia County Land Bank Corporation have identified a small number of sites for housing development, however those sites are beyond the scope of this proposal. With this application, we hope to identify many sites for rehabilitation.
7. Describe what kind of housing you wish to see developed in your community. Examples include but not limited to: affordable, mixed-income, or market rate multi-family housing; affordable or market rate single family; townhouses, mixed-use etc.
The County feels that we need a full range of housing types made available to our current and prospective residents, however given the resources and needs of our workforce and the realities of our infrastructure capacity, our focus is on the 'missing middle'; single-family and smaller (2-4 unit) multi-family housing

affordable to households earning between 60% and 130% of the Area Median Income.

8. Has your municipality done any recent (within the last five years) community engagement on an identified site or for a master plan that includes housing growth? Please describe.
Columbia County has not identified a development site per se, but many of our communities have included robust community engagement in their comprehensive plan update efforts, which has included conversations about housing growth. In 2022, the County requested that CEDC begin to manage the County's Housing Initiatives. CEDC hired Hudson Valley Pattern for Progress to create a robust report entitled 'The Columbia County Housing Brief'. The Housing Brief provided an analysis of and recommendations for the County's housing market and housing needs. The Housing Brief led to the first Columbia County Housing Forum, which was attended by over 120 residents and stakeholders. The Housing Forum generated several key strategies that the County has been pursuing for the last few years. Those strategies are: create a housing task force; hire a housing development coordinator; conduct an infrastructure survey; create or support a county wide housing nonprofit organization. The County and CEDC have undertaken each of these items, the most notable of which was the creation of the Columbia County Land Bank Corporation.
9. Describe what other steps has your municipality taken (within the last five years) to demonstrate a commitment to housing growth.
In addition to holding monthly housing task force meetings and creating the Columbia County Land Bank Corporation, Columbia County is the first—and to date, only—county in the state with a 100% Pro-Housing Community certification among its component municipalities. The County also partnered with RUPCO, Inc., a well-respected and long extant nonprofit housing developer, in successfully applying for two consecutive rounds of the Plus One ADU Program, which is delivering over \$2,000,000 to county residents for assistance with building accessory dwelling units. The County and RUPCO subsequently collaborated on the successful implementation of the Vacant Rental Improvement Program, and applications are currently under review.
10. Which department or individual will be assigned project management responsibilities of the procured vendor?
The Columbia County Board of Supervisors contracts with the Columbia Economic Development Corporation to manage the County's Housing Initiatives programming. In this role, CEDC coordinates the activities of the County Board of Supervisors Housing Task Force and administers the Columbia County Land Bank Corporation. For the purposes of this proposed project, CEDC will act as Project Manager. As Project Manager, CEDC will coordinate communication and workflow between the County, individual municipalities, and all consultants.
11. Has your municipality competitively procured professional services in the last five years?
Yes.
12. If yes to Number 11, please describe the services procured, the method through which your municipality procured the services (sealed open bid, pre-qualified lists, quote comparison, etc.), where and how the solicitation was advertised, and if Minority and/or Women Owned Business Enterprises (MWBE) goals were established.
The County has procured a wide variety of services from many vendors in the last five years. The methods by which services are procured are prescribed by the County's Procurement Policy, and vary based on type and cost of requested services. Requests for Proposals are published on the County website and in local media (Register-Star and The Columbia Paper). The County complies with the provisions of the Minority & Women's Business Enterprise – Equal Employment Opportunity (MWBE – EEO) requirements of Article 15-A of the New York State Executive Law, 40 CFR Part 33, Executive Order 11246, Title VI of the Civil Rights Act.
13. Which person or department is responsible for procuring professional services in your municipality?
Jim Breig is the County Comptroller; he and his department are responsible for procuring professional services. In this instance, as CEDC would be acting as Project Manager, CEDC would work with Mr. Breig and his office to draft,

circulate and review Requests for Proposals.

BUDGET

1. Funding Requested for this grant

\$247,250.00

2. How did you estimate the funding needed for this request?

The County and CEDC canvassed consultants that had undertaken similar projects, including existing conditions surveys in and for Schoharie County, the town of Keene, and the cities of Troy, Albany and Schenectady. Chris Brown, CEDC's Housing Development Coordinator, has personal experience with a similar project in the City of Troy, where he managed that city's Zombie Property grant program from 2016 to 2020.

3. Does your budget request include staff time? If yes, please identify positions, salary, and anticipated time worked on grant activities.

The \$247,250 budget was created based on the consultants' expected salary ranges and mileage expenses.

A. Building Survey Work – 2 persons, \$100 per hour total, 20 total hours per week, 46 weeks = \$92,000

B. Property Legal Issues – 1 person, \$250 per hour, 7.5 hours per week, 38* weeks = \$71,250

C. Project Management – 2 persons, \$75 per hour total, 15 total hours per week, 46 weeks = \$51,750

These three expense categories total \$215,000. An additional 15% (\$32,250) is included in our request as overhead contingency.

Sources of funding (if additional available or secured):

Source	Amount
N/A	N/A

Certifications

By entering your name below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.
