

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

June 5, 2014 at 10:00 a.m.

Meeting Minutes

Start Time: 10:20 a.m.

PRESENT:

Board of Directors:

Hon. Tom Cilmi, Suffolk County Legislator

Hon. DuWayne Gregory, Suffolk County Legislator

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

Jill Rosen-Nikoloff, Suffolk County Real Estate Director

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

Guests:

Andre Bermudez, Economic Development and Planning

Katelyn Meehan, Economic Development and Planning

Bryan Devaux, P.W. Grosser Consulting

Jim Rhodes, P.W. Grosser Consulting

Charlie McGuckin, Roux Associates

Makua Drakos, Roux Associates

Nick Anastasi, P.W. Grosser Consulting

Mike Rosato, Former president of Kings Park Civic Association

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

Colleen Badolato, Secretarial Asst.

Absent:

Hon. Steve Bellone, County Executive

Hon. Anna Throne-Holst, Supervisor

CALL TO ORDER

The Land Bank Board meeting was called to order by Jill Rosen-Nikoloff, at approximately 10:20 a.m. There were 4 members present, which constitutes a quorum.

PUBLIC PORTION

Michael Rosato, former president of the Kings Park Civic Association

Mr. Rosato spoke in regards to the Steck and Philbin property, which is a 22 acre parcel of uncapped, unlined, C & D land that is zoned "Heavy Industry" and has been abandoned by the former owners.. Mr. Rosato stated that he has

Joanne Minieri arrived at 10:24 a.m

been trying to work with the County. to clean-up the property; and made a proposal to pay for the Environmental Assessment Studies, pay 2014 tax bill and remediate the property through his company, Sun Partners. According to Mr. Rosato the estimated cost to remediate this property would be between \$4 and 6 million. There is presently a County tax lien of \$1.3mil. Mr. Rosato would like to see the property put back on the tax rolls and subsequently, into the Land Bank and then transferred to his company. There is no oversight by the DEC or EPA.

Land Bank members will take Mr. Rosato's proposal under consideration.

OLD BUSINESS

Procurement Policy tabled from last meeting on March 6, 2014.

NEW BUSINESS

Review and Approval of Minutes - March 6, 2014 meeting. Motion to approve by Presiding Officer DuWayne Gregory, seconded by Jill Rosen-Nikoloff Thompson. Approved by all.

ACTIONS TAKEN

- Accepted funding from NYS Office of the Attorney General
 - Contract is now executed
 - Received 1st quarterly installment of funding (\$43,750) on March 24th
 - Hosted OAG reps for meeting and site-tour on May 13th
- Voted to award legal services work to Harris Beach and Allen & Desnoyers. Engagement letters have been signed and work has begun with both firms.
- Voted to allow Exec. Director to select accounting firm. Engagement letter signed with selected firm AVZ and work has begun. They have started to help us to get our policies and procedures in place for Public Authorities Law and all the required PARIS reporting.
- Voted to approve draft site access request letter.
 - Access request letters have been mailed out 3x to the four sites with EPA-completed Phase I ESA's (3/21, 4/21, and 5/21). No confirmations have been received from property owners to gain access.
 - Attempts to gain access being documented for Warrant request process through the Health Dept. and the Commissioner's Office.
- Issued an RFQ for Environmental Consulting Services to do Phase I's and Phase II's.

BOARD ACTIONS REQUESTED - Q2 2014

- **SCLBC policies required under NYS Public Authorities Law**
 - **Procurement Policy**
Motion to Approve by Andrea Lohneiss, seconded by Joanne Minieri, approved by all.
 - **Mission Statement and List of Measurements**
Motion to Approve by Leg. Tom Cilmi, seconded by Jill Rosen-Nikoloff, approved by all.
 - **Compensation, Reimbursement, and Attendance Policy**
Motion to Approve by Joanne Minieri, seconded by Jill Rosen-Nikoloff, approved by all.
 - **Defense and Indemnification Policy**
Motion to Approve by Joanne Minieri, seconded by Jill Rosen-Nikoloff, approved by all.
 - **Investment Guidelines Policy**
Motion to Approve by Andrea Lohneiss, seconded by Joanne Minieri, approved by all
 - **Travel Policy**
Motion to Approve by Joanne Minieri, seconded by Jill Rosen-Nikoloff, approved by all.

- **Whistleblower Policy**

Motion to Approve by Joanne Minieri, seconded by Jill Rosen-Nikoloff, approved by all.

- **List of Environmental Consultants**

- Establish pre-approved vendor list of Environmental Consultants

Motion to Approve by Jill Rosen-Nikoloff, seconded by Joanne Minieri, approved by all.

- **2014 SCLBC Budget**

Motion to Approve by Leg. Tom Cilmi, seconded by Jill Rosen-Nikoloff, approved by all.

- **Acknowledgement of Fiduciary Duties**

- Individual forms signed by all present and returned to Tom Kelly.

- **Establishment of three committees: Finance, Audit and Governance**

Motion to Approve the formation of three committees by Joanne Minieri, seconded by Leg. Tom Cilmi, approved by all. Members with an interest in being on a specific committee should contact Tom Kelly.

NEXT STEPS

- Execute site access, and commence Phase II activity
 - 2 parcels funded by EPA (156 Grant and 95 Eads)
 - 2 parcels funded by OAG (1600 5th Ave., and 70 Moffitt Blvd)
- Commence Phase I activity for parcels funded by OAG
 - 18 parcels to be funded by OAG in high foreclosure zones
- Finalize lien transfer and disposition strategy and policy
- Continue to evaluate Superfund sites to determine actionable parcels
- Second round of OAG funding - request for application expected July 2014
 - Focus on foreclosed properties
 - Possibility to apply
 - Potential Mission Statement alignment
- Board Member appointments

ADJOURNMENT

Joanne Minieri adjourned the meeting at 11:20 a.m.

The next meeting of the Land Bank Board is scheduled for Friday, September 12, 2014 at 10:00 a.m. in the Large Conference Room, Division of Planning and Environment, H. Lee Dennison Bldg., 4th Floor, Hauppauge.