



**Albany County Pine Hills Land Authority**

**Governance Committee Meeting**

**Thursday, January 9, 2025, 10:00 AM  
111 Washington Ave, Suite 100, Albany, NY 12210**

**AGENDA**

- 1) Call to Order & Roll Call Jasmine Higgins, Chair
  
- 2) Governance Committee Jasmine Higgins, Chair
  - a) (action) Housekeeping Resolutions Thomas Owens, Esq.
    - i) Resolution 2025-01-01 Appointment of Board Officers
    - ii) Resolution 2025-01-02 Annual Policy Review
    - iii) Resolution 2025-01-03 Mission Statement & 2025 Performance Goals
  
- 3) Adjournment Jasmine Higgins, Chair



**Albany County Pine Hills Land Authority**

**Governance Committee Meeting**

**Thursday, January 9, 2025 10:00 AM  
111 Washington Avenue, Suite 100  
Albany, New York 12210**

**ROLL CALL**

Board Member	Present/Excused/Absent
Jasmine Higgins, Chair	
Dominick Mazza, Ex-Officio	
John Nigro, Member	
Alison Walsh, Member	
Sara Reginelli, Member	
Alejandra Paulino, Member	
Dannielle Melendez, Member	

**RESOLUTION 2025-01-01  
OF THE  
ALBANY COUNTY PINE HILLS LAND AUTHORITY**

**WHEREAS**, the Albany County Pine Hills Land Authority (“Authority”) was established pursuant to Title 28-C of the Public Authorities Law as set out in Chapter 168 of the Laws of 2024 of the State of New York (“Enabling Legislation”);

**WHEREAS**, pursuant to Section 2676-c(1) of the Enabling Legislation and Article III of the Authority’s Bylaws, the following Authority Members were nominated to serve in the below Officer positions for the Authority during the Authority’s Annual Meeting on January 9, 2025:

- |                     |                |
|---------------------|----------------|
| CHAIRPERSON         | Dominic Mazza  |
| VICE CHAIRPERSON    | John Nigro     |
| SECRETARY           | Alison Walsh   |
| TREASURER           | Sara Reginelli |
| ASSISTANT SECRETARY | _____          |
| ASSISTANT TREASURER | _____          |

**WHEREAS**, during such Organizational Meeting, elections were conducted by Authority Members for each Officer position (with each Member abstaining from voting for themselves) to the positions for which they were nominated;

**NOW THEREFORE, IT IS RESOLVED** that the Authority recognizes the above Officers have been duly elected to serve in the Officer positions for the Authority as enumerated below adjacent to their names:

- |                     |                |
|---------------------|----------------|
| CHAIRMAN            | Dominic Mazza  |
| VICE CHAIRMAN       | John Nigro     |
| SECRETARY           | Alison Walsh   |
| TREASURER           | Sara Reginelli |
| ASSISTANT SECRETARY | _____          |
| ASSISTANT TREASURER | _____          |

Dated: January 9, 2025

\_\_\_\_\_  
Secretary

Motion made by:

Seconded by:

Vote:

**RESOLUTION 2025-01-02  
OF THE  
ALBANY COUNTY PINE HILLS LAND AUTHORITY**

**WHEREAS**, the Albany County Pine Hills Land Authority (“Authority”) was established pursuant to Title 28-C of the Public Authorities Law as set out in Chapter 168 of the Laws of 2024 of the State of New York (“Enabling Legislation”);

**WHEREAS**, the Authority is a "local authority" as defined within the Public Authorities Law ("PAL") of the State of New York; and

**WHEREAS**, pursuant to and in accordance with the Enabling Legislation, PAL and other relevant legal requirements (collectively, the “Legal Requirements”), the Authority is required to annually review and approve certain policies and procedures governing its governance and operations; and

**WHEREAS**, pursuant to, and in accordance with the Legal Requirements, the Authority has completed its annual review of the following policies and procedures (collectively, the “Policies”):

- a. Procurement Policy;
- b. Real Property Acquisition Policy;
- c. Property Disposition Policy; and
- d. Deposit and Investment of Funds Policy.

**NOW, THEREFORE BE IT RESOLVED**, that the Policies are approved and adopted by the Authority.

Dated: January 9, 2025

\_\_\_\_\_  
Secretary

Motion made by:

Seconded by:

Vote:

**RESOLUTION 2025-01-03  
OF THE  
ALBANY COUNTY PINE HILLS LAND AUTHORITY**

**WHEREAS**, the Albany County Pine Hills Land Authority (“Authority”) was established pursuant to Title 28-C of the Public Authorities Law as set out in Chapter 168 of the Laws of 2024 of the State of New York (“Enabling Legislation”);

**WHEREAS**, the Authority is a "local authority" as defined within the Public Authorities Law ("PAL") of the State of New York; and

**WHEREAS**, pursuant to section 2824-a of the PAL, the Authority has adopted a mission statement and related performance measures to assist the Authority in determining how well it is carrying out its mission; and

**NOW, THEREFORE BE IT RESOLVED**, the attached “Authority Mission Statement and Performance Measures” report is approved and staff is directed to file such Report as part of its Annual Report and post the Report on the Authority website.

Dated: January 9, 2025

\_\_\_\_\_  
Secretary

Motion made by:

Seconded by:

Vote:

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# Authorities Budget Office Policy Guidance



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## Authority Mission Statement and Performance Measurements

**Name of Public Authority:** Albany County Pine Hills Land Authority (“Authority”)

**Public Authority's Mission Statement:**

The purposes of the Albany County Pine Hills Land Authority shall be to: (a) promote accessible, efficient and economically productive use of the former College of Saint Rose (“CSR”) properties; (b) acquire, construct, reconstruct, continue, develop, equip, expand, improve, maintain, finance, and operate the CSR properties; (c) stimulate and promote economic development.

**Date Adopted:** January 9, 2025

**List of Performance Goals (If additional space is needed, please attach):**

- ~~• Commence Authority operations and governance~~
- ~~• Organize the governance/operation structure of the Authority~~
- ~~• Establish corporate governance/operational documentation, policies and procedures~~
- ~~• Appoint and retain Officers, Executive Management, Staff and necessary third-party vendors~~
- ~~• Establish relationships and partnerships with significant stakeholders in the Authority's mission (e.g. County, AACA, Neighborhood Association, etc.)~~
- ~~• Conduct due diligence activities related to the former College of Saint Rose (“CSR”) Properties~~
- ~~• Negotiate with the former CSR related to the Authority's potential acquisition of the CSR Properties~~
- ~~• Participate in the CSR Bankruptcy Proceeding and Auction~~
- ~~• Enter into a Purchase and Sale Agreement with CSR to acquire the CSR Properties~~
- Establish and enter into a Financing Agreement with Albany County to support the financial operation of the Authority
- Take actions to complete an Authority Bonding Transaction to acquire the CSR Properties and support ongoing Authority operations (including retaining an underwriter, closing, etc.)
- Close the CSR Properties acquisition
- Operate, Manage and Maintain the CSR Properties (post acquisition) in accordance with the Authority mission

### **Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority? ***The Board Members of the Authority have read and understand the mission.***
2. Who has the power to appoint the management of the public authority? ***Authority Board Members are appointed (pursuant to its enabling legislation) by the Albany County Executive (4 Members), Chairperson of the Albany County Legislature (2 Members) and the Mayor of Albany (1 Member). Pursuant to its bylaws, the Board Members appoint the officers and executive management.***
3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority? ***The Authority appoints the executive staff (e.g. CEO, CFO and/or other executive staff) in accordance with its bylaws. Management serves at the pleasure of the Board of Directors.***
4. Briefly describe the role of the Board and the role of management in the implementation of the mission. ***The Authority Board is an independent body responsible for oversight and management of the Authority. The Board adopts rules, regulations, and policies governing the Authority in accordance with the Authority's Enabling Legislation, Public Authorities Law and all other relevant legal requirements. The Board looks to the Authority management to implement the day-to-day operations, subject to Board oversight and in compliance with said policies, all in support of the Authority's mission.***
5. Has the Board acknowledged that they have read and understood the responses to each of these questions? ***Yes. This "Mission Statement and Performance Measurements Report" was reviewed with the Board.***

## **2024 Results**

1. Convened the Authority, adopted by-laws, Committees and governance policies and procedures, commenced operations
2. Appointed Board Officers, CEO, CFO and entered into a professional services agreement with Advance Albany County Alliance for staffing and services
3. Established partnerships and open communications with significant stakeholders in the Authority's mission
4. Completed Due Diligence Activities related to the former College of Saint Rose ("CSR") Properties
5. Obtained Albany County Legislative Authorization for the County to enter into a financing agreement with the Authority to support the Authority's operations
6. Negotiated with CSR, participated in the CSR Bankruptcy Proceeding and Auction, submitted and was awarded an Authority Bid to acquire the former CSR Properties
7. Negotiated and executed a Purchase and Sale Agreement with CSR to acquire such properties
8. Conducted an Open, Competitive RFP, and in accordance with such RFP, awarded a contract with an underwriter to support completing an Authority Bonding Transaction