



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, December 10, 2020 @ 1:00 PM

Held via In Person/Video/Telephone Conference due to COVID-19

In Attendance:

Meg Kennedy – Chair; Karl Gustafson - Director; *Judy Pangman – Director; Brian Thomas - Director; Mark Domenico – Director; *Alicia Terry – Director; *Steve Yearly – Director; Tolga Morawski - Executive Director; John Mazzarella - Project Manager; *Christina Brown; *Steve Smith - Community Advisory Board; Hans Drews – Zombie Quarterback; Janine Thompson – MVEDD; *David Dardzinski – Main Street First; *Cabryn Gurdo

*Via Video Conference or Telephone

- The documents provided for the meeting were;
 - Agenda
 - September 3, 2020 – Regular Meeting Minutes
 - October 8, 2020 – Regular Meeting Minutes
 - Staff Reports – Hans Drews & John Mazzarella
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - 2020 Budget
 - Certificate Regarding Conflict of Interest
 - Renovation: 762 Schoharie Hill Rd, Schoharie, NY
 - Demolition: 2854 NY-10, Summit, NY
 - Request for Proposals – Independent Auditing Services
 - Zombie report
 - Barton & Loguidice: Professional Planning & Engineering Services
 - Barton & Loguidice: Prepare & Present Final Strategic Plan
 - GMVLB Revenue Stream chart

Meg Kennedy called the meeting to order @ 1:06 pm with the Pledge of Allegiance immediately following.

Roll Call of all present & attending via conference call or video

Conflict of Interest Form: Meg stated that here in the office we are circulating the form to be signed by everyone and for those on the phone or the zoom meeting to please print, sign and return the form to the office.

Adopt Meeting Agenda: A motion was made by Karl Gustafson, seconded by Brian Thomas, and carried unanimously.

Minutes: Minutes were provided for the September 3rd & October 8th meetings; a motion to approve was made by Brian Thomas, seconded by Karl Gustafson and so carried. Karl G. wanted to remind Tolga that we

need to make sure that the minutes are uploaded to the website. The November meeting minutes were still being worked on prior to the meeting.

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting. Discussion was held with just a few questions. A motion was made by Brian Thomas to approve the Financial Reports with the knowledge that they are still being worked on with the accountant. The motion was seconded by Karl Gustafson and so carried. Tolga stated that Jason Cooper has been working with John Mazzarella and they are making great strides.

Presentations: none, Tolga just wanted to mention that prior to this board meeting a Strategic Plan meeting was held with representative from Barton & Loguidice and the meeting was very productive.

Staff Reports: John Mazzarella & Hans Drews reports were included in the packet.

Executive and Finance/Audit Committee:

- Electing a new Treasurer – Tolga, Karl & Meg have had conversations with Steve Smith from MVEDD and he has accepted to step forward to become the GMVLB's new Treasurer. A resolution was made to accept Steve to GMVLB as Treasurer. Motion made by Karl Gustafson, seconded by Brian Thomas and carried unanimously.
- The 2021 Budget Process – now that Steve is on board, he will work with Tolga and John on fine tuning the budget.
- Audit Updates –
 - Established additional checking accounts, updated signatories, process to transfer disbursements from Grant specific accounts.
 - Cooper Financial: significant progress on 2019 close-out.
 - Auditor Selection: RFP released for 2019 & 2020 Audits.
 - ABO/PARIS Reporting: the financials for 2020 are due & budget report for 2021. They are due by October 31st and we hope to have them by December 31st.
- Strategic Plan – Next Steps – will hold another meeting before the January board meeting.
- Herkimer County IMA: Has been approved just awaiting final document from County for signing, hopefully today. Tolga will need to sign and then send back to them for their signature.
- Adirondack Bank: still need new banker, Tolga is still working on this
 - CARES Act (1st round): SBA Payroll Protection Program (PPP) awaiting reporting docs, paperwork pushed off into January and Banks are waiting on more information from government.
- Grants:
 - NYS HCR POTF contract execution (pending Herkimer IMA signing) Tolga is keeping them in the loop on the progress. They would like to close by the end of the year.
 - LISC CRI III and Zombie 2.0 funding, status and next steps:
 - Next LISC CRI III disbursement request (#4) for Rehabs (pending) was on hold due to Hammond Ave \$19,000 held back but should be released now thanks to Brian for his assistance.
 - Reminder next Bi-weekly LISC call is 12/14@3pm – BOD participation
 - Set-aside for LISC CRI III "Tier 3" Projects, initial transfer made, repay with disbursement IV
 - Line-of-credit payment(s), interest, ongoing discussions with LISC
 - Zombie 2.0 Grant (Update), 3rd quarterly report (pending), list of 600 abandoned & vacant homes, Tim is working on them.

- Enterprise CRI IV Grant: Admin & Project disbursement for Q3 & Q4 (pending), first part next week, \$181,000
- Grants cont.:
 - Community Foundation Grant for 27-29 Ann Street – Report (overdue), Tolga is working on this
 - EPA \$800K Brownfields Grant – Application accepted, multipurpose – mostly asbestos. John is working with HRP.
 - Mr. Cooper (formerly Nationstar), settlements with bad mortgages/bankruptcies
 - Other Funding Sources...? If anyone know of any please suggest them.

Policies Committee:

- Zombie 2.0 Grant
 - Contract with Town of Herkimer, signed 9/8, Ilion, V.O. Herkimer, Oneonta
 - IMA for sharing of Code Enforcement Officers, next steps...
- H.R. 7103 National Land Bank Network Act of 2020, capacity building funds
- Consideration of new Syracuse Land Bank Personnel Policy (ongoing)
- Need to clean-up and conform all policies, create a policy book, etc. (ongoing)

Hiring/Personnel:

- New Admin Assistant position: MVEDD has resumed providing support for Admin & Bookkeeping tasks
- Admin Assistant Position: posted Indeed, newspaper ads pending.
- For the Zombie Quarterback position, we have received 20+ submissions of about 5-7 are valid
- The board would like a copy of the job positions forwarded to each of them.

Space Committee:

- 27/29 Ann Street, Little Falls – site visit, draft redesign plan, HTC application. No Update

Project Disposition Committee (PDC):

- SONYMA NRP Mortgage, no updates

Project Selection Committee (PSC):

- City of Rome:
 - \$1,000 2020 Budget Contribution?
 - 102 Fort Stanwix Park North – chimney issue, John is working with LISC on this project
- Schoharie County:
 - 2854 NY-10, Summit – Demolition – bid has been included in the packet. \$\$29,500 by Seymour Excavating was the low bid and the recommendation from John. A motion to approve this bid was made by Karl Gustafson, seconded by Brian Thomas and motion carried unanimously.
 - 2882 NY-10, Summit – Next steps, Hazmat Testing
- Schoharie County cont.:
 - 946 State Route 443, Town of Wright – to aggregate with 940, Town & DOT talking about acquiring the property due to flooding, Vineyard owner also interested. Waiting for recommendation from PDC Committee.
 - 934 State Route 443, Town of Wright – Waiting for recommendation from PDC Committee.
 - *762 Schoharie Hill Rd in Schoharie – Renovation bids were hard to get as contractors in this area are really busy. John is working with Enterprise on this project. Received a bid of \$96,465.00 from Mo'rrian Contracting, a motion to approve this bid was made by Karl Gustafson, seconded by Alicia Terry and passed unanimously

- City of Utica:
 - Look into government exemptions of Building Permit Costs (pending)
 - 1128 Hammond Avenue tax foreclosure – reversed, waiting on final documents. Having trouble getting old county tax bills.
 - #1201 Neilson Street – no offers yet
- Otsego County:
 - IMA Update- Meg stated that it passed on 12/2/2020
 - \$1,000 2020 Budget Contribution, admin. Committee ask for requisition, approved \$900.00 for 2020/2021.
 - Richfield Springs
 - *20 Lake Street – offer received but it needs to be contingent on an approved detailed work plan by the PDC Committee. The offer was for \$22,000.00. A motion by Karl Gustafson was made to accept this offer with the contingency, motion seconded by Mark Domenico and carried unanimously. Also, a 1 year look out and claw back.
 - *177 E Main Street Offer – waiting on the County, reverse taxes
 - Oneonta: 18 Cherry Street Sale – there is a tree issue
 - Cherry Valley: 8 Lancaster Street Sale is pending
- Herkimer County:
 - Frankfort: 1131 Center Road – closing scheduled, NCST Property has been postponed to the 18th. BoA Grant via LISC potential for \$45K.
 - Little Falls:
 - 208 Loomis Street – Site lot sale, property taxes, pending
 - 76-78 Furnace Street – Purchase offer, John is working on the Title
 - 55 Glen Avenue – purchase offer, John is working on the Title
 - 1347 Top Notch Road – awaiting commitment of water truck, OHSWA demo – waiting on availability of equipment
 - Herkimer:
 - 330 North Prospect Street – purchase offer, John working on the Title
 - Trailer Park, 220 Main Road, Town of Herkimer – Herkimer County back taxes \$38,805.40, waiting on the Park of the Future Grant would be used to pay the school and county taxes along with the water bill. A motion was made to pay these bills once the grant funds are received was made by Brian Thomas, seconded by Mark Domenico and carried unanimously.
 - 156 Main Road – sale for sewer to the Town of Herkimer, contract has been executed
 - Ilion:
 - 20-22 West Avenue – park/picnic area working with the Elks club, will follow-up in the spring
 - 81 South Third Avenue – completed demo, work on the porch and electric panel. Strong offer received and will be on the agenda for the next PDC meeting
- Montgomery County:
 - Montgomery County Taxes – Tolga has a meeting next Tuesday and will be presenting an offer on taxes. This issue is holding up our sales in the county.
 - Canajoharie: 153 Erie Blvd – demolition is complete and is now listed for sale
 - Fort Plain: 51 Mohawk Street – a developer in Rochester is interested in the property and a side lot. Will be added to the agenda for the next PSC meeting.
 - Palatine Bridge:

- Stone Lodge, 132 W Grand Street – chimney masonry RFP for bids, feasibility study and HTC application RFPs.
- 71 West Grant Street – demolition complete

- St. Johnsville:
 - 3 W Main Street – rear roof work is pending; the contractor needs a deposit before starting work.
 - 39 Monroe Street – an offer has been received of \$1,800 and PDC is recommending we accept the offer. A motion was made by Karl Gustafson to accept, seconded by Mark Domenico and carried unanimously.
- Fort Plain:
 - 224 Main Street – sale update, John is working on title work, NYS tax lien.
 - 70 Center Street – documentation of Village contribution, sidewalk replacement

- Confirm date and time for next meeting; January 7th, 2020 @ 1:00 pm, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office.

- Motion to adjourn the meeting was made at 3:14 pm by Karl Gustafson, seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson