



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, September 30, 2021 @ 1:00 PM

Held in person and via Video/Telephone Conference due to COVID-19

In Attendance:

Meg Kennedy – Chair; Karl Gustafson Sr. - Vice Chair; *Brian Thomas – Secretary; *Celeste Friend – Director; *Steve Yearly – Director; *Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *David Dardzinski – Main Street First, LF; *Garret S. Wyckoff – Planner, City of Rome; *Zachary Thompson – Planner, Schoharie County

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Minutes – September 9, 2021
 - Profit & Loss statement
 - Balance Sheet
 - Draft Budget vs Actuals
 - 2022 Budget draft rev.4
 - Staff Report – John Mazzarella
 - Staff Report – Allysa Dupont Rader
 - 1128 Hammond Ave., Utica, NY; Water & Sewer Line Replacement bids
 - 1128 Hammond Ave., Utica, NY; Driveway Replacement bids
 - Letter – Mark Rose
 - 212 West Bloomfield St., Rome, NY completed pictures

Meg Kennedy called the MEMBERSHIP MEETING to order @ 1:04 pm.

Attendance and Pledge of Allegiance

Introductions: Welcome Zachary Thompson, Planner with Schoharie County and Garrett Wyckoff, Planner with the City of Rome. Upon introductions they each provided a brief bio of themselves and everyone welcomed them to the meeting.

Adopt Meeting Agenda: we will go with what was provided in the packet, motion made by Karl Gustafson, seconded by Meg Kennedy and so carried.

Minutes: The minutes for the following board meetings were provided:

- September 9, 2021, regular meeting; a motion was made by Karl Gustafson, seconded by Celeste Friend and so carried.

Financial Reports:

- Balance sheet as of 9/30/21; P&L from Jan. to Sept. 2021; Budget vs Actual from Jan. to Sept. 2021; reports were provided in the meeting packet. Discussion was held and a motion was made by Karl Gustafson, seconded by Celeste Friend and so carried.

Old Business:

Staff Reports: included in the meeting packet

Executive and Finance/Audit Committee:

- Audit Updates for 2019 & 2020;
 - Cooper Financial has identified three double payments from 2020 to Eagle Exteriors totaling \$8,500. Tolga has reached out to LISC for copies of the payments. Eagle Exteriors state they have not been double paid
 - Auditors are working to review GMVLB & CFC uploaded financial documents and other items, awaiting an update from Tom Palmer
 - Cannot complete the ABO Paris Reports as we need the completed audits from 2019 & 2020
 - Tolga cannot give a date of when these audits will be wrapped up as the timing relies on the auditors at this time
- Adirondack Bank:
 - PPP (2nd Round): forgiveness documentation has been received
 - Line-of-Credit: \$34K paid, Tolga is waiting for the sale of 21 State St. of approx. \$80k. When the sale is completed he plans to pay off the balance
- Budget: Updated Draft of the 2022 Budget was provided in the meeting packet. Tolga stated that the budget needs to be approved two months prior to the beginning of the new year.
 - Discussion was held: contractual increases \$20k due to epa, consulting, park of the future; professional services increases \$100k due to legal services, engineering & architecture for the park of the future; training/education/travel increases \$2k as we come out of COVID-19 we are able to go out in public more. Salaried includes 3 full-time employees; Executive Director, Project Manager, Zombie Quarterback/Community Advisor. Did not show funds for an Admin. Assistant.
 - For Income, grants are anticipated to be about \$900k. Discussion was held as to whether these should stay as budget items or be added in as they are approved. Municipal revenue was discussed and it was determined that it should be added to the budget for \$10k.
 - A motion was made to approve the 2022 Budget with the following revisions; add in \$10k for Municipal Revenue and with the knowledge that the budget will be fully adjusted if grants are not awarded and will be reapproved at that time. Motion made by Karl Gustafson, seconded by Celeste Friend and motion carried unanimously.

Grants:

- **AmeriCorps:** Allysa stated that they arrived on September 21st and that they will be moving to 1128 Hammond Ave. on 10/9. There are seven of them and the age range is from 18 to 24.
- **Enterprise CRI IV grant:** report for Q3 Actuals & Q4 Projections are pending and we will be finishing up on the final projects then we will be receiving the final disbursement of balance of grant funds
- **EPA Multipurpose Brownfield grant:**
 - In discussions to share grant with MVEDD Brownfields Roundtable, the 2-day MVEDD Conference has been postponed until Spring due to COVID-19. There will be a virtual meeting on October 6th @ 11:00 am
 - Contract received from US EPA
 - Policies need additional language to comply w/ Federal Statutes
- **LISC CRI III grant:**

- Grant extension agreement pending through 12/15/2021
- CRI III disbursement request #8 for rehabs has been received
- CRI III disbursement request #9 for rehabs should be received today 9/30
- CRI III disbursement request #10 will be for August & September
- Just a reminder that the next call will be October 4th @ 3:30pm – need BOD participation
- **LISC Zombie grant:**
 - Next Quarterly report is due by 10/10/21
 - Next draw from LISC to Town of Herkimer has been received and the disbursement from the Town of Herkimer to GMVLB has been received
 - Contract for all grantors extended to Q1, 2022 due to COVID-19
- **NYS “Legacy Cities” grant:** \$25million Land Banking Grant – we are continuing to seek partners
- **NYS HCR Main St grant:** deliverables submitted for review and revisions, also a possible archology digs on site
- **NYS HCR POTF grant:** Request for second POTF disbursement pending submission for roughly ~\$20K
- **Community Foundation grant:** for 27-29 Ann Street; the final report is due.
- **American Rescue Plan (ARP) 2021** – letters have been personalized for each specific municipality and have been sent out by Allysa

Policies Committee:

- NYCON assistance is available, need a cost estimate, Tolga estimates the cost to be approx. \$4,500
- COVID-19 protocols/masking/vaccination: a meeting needs to be held to determine how the GMVLB handles these situations. John has requested to be included in this meeting.

Hiring/Personnel Committee:

- HAF grant of \$25K for 3 months and we would be eligible for a 3 month extension. We would use Allysa. This would be used for foreclosure prevention, assistance on property taxes, etc where they may lose their property due to foreclosure or taxes. Celeste would like to be included as she has a wide social presence and would be able to reach a lot of people.
- Admin Assistant position: resuming search for Admin Assistant Position, have 2 candidates for Personnel Committee to interview (one not available until late-Nov.). Tolga has been utilizing Zip Recruiter as it was a cheaper option than INDEED.
 - MVEDD continues providing support for Admin & Bookkeeping tasks, but Tolga still needs additional help. Tolga states that just for billing it takes about 15 minutes to process a bill so as an example last week it too 2 days of his time to process all the bills.
 - There were issues with MVEDD billing but they have been resolved

Space Committee:

- 27/29 Ann Street, Little Falls: Chris Brown brought everyone up to date on the progress, working on flooring options. Budget is the next obstacle along with parking. Chris mentioned that someone needs to be a point person on applying for a 2nd grant from the Community Foundation. They should put together all the information on what has been done and what the plan is going forward in the next stage(s) along with all the figures.

Project Disposition Committee:

- 5/50 Billing Plan – need to come up with a way to keep track of who is participating, what properties, how much, etc and to process invoices. Tolga states that he does not have the time to do this and suggested that maybe Janine would be able to assist. John stated that he could assist if he knew where the data was and Tolga stated they are all in the dropbox. Discussion was then held.
- Application Fees due from prospective buyers as this seems to be an issue in collecting them. We should not consider an application without the paid fee and the application should state that the fee needs to be paid.

- Realtor fee discussion; there should be caps set and maybe we could look into how Syracuse & Albany landbanks handle them
- Real estate closing Attorney fees; Tolga to negotiate with the lawyer and set a fee schedule

Project Disposition Committee:

- Montgomery County:
 - Fort Plain: 219 Canal Street - Structural Assessment/Drainage are waiting on proposals
 - Fultonville: 3 and 11 Ann Street: discussion was held on the status of the properties with the Village as the Village is working with the County on the Town & School taxes. A motion was made by Karl Gustafson to allow Tolga & Allysa to move forward with the discussions with the Village, the motion was seconded by Celeste Friend and so carried.
- Otsego County:
 - City of Oneonta – potential properties from Tax Foreclosure, to be discussed at PSC Meeting
 - 18 Cherry St – no deed, Hank was going to follow up on the deed
 - 50 Elm St & 62 Elm St – cleared Otsego County Admin. Committee as far as forgiving all back taxes and turn the property over to the landbank
- Schoharie County: Town of Wright - 946 SR 443 still needs to be cleaned up – waiting until Spring
- City of Utica: 1128 Hammond Avenue;
 - A recommendation to proceed with Glen Stevener for the water and sewer line replacement at a cost of \$6,900. Motion to approve was made by Karl Gustafson, seconded by Brian Thomas and so carried.
 - A recommendation to proceed with R.M. Asphalt for the driveway replacement at a cost of \$6,000. This would be covered under LISC. A motion to approve was made by Karl Gustafson, seconded by Brian Thomas and so carried.
- Herkimer County: Ilion - 20-22 West Avenue – Park/Picnic Area follow-up, sending a letter reminding them of terms and getting it to be a park

New Business:

- There will be a Landbanking Summit on November 3rd and will be held virtually
- Reminder: Created calendar events for GMVLB Board Meetings for the remainder of 2021 – please add them to your calendar
- The next meeting is scheduled for November 4th, 2021 @ 1:00 pm via ZOOM video-conference and in person at the GMVLB office
- Motion to adjourn the meeting was made by Meg Kennedy, seconded by Celeste Friend and so carried.
- Meeting was adjourned at 3:09 pm

Respectively submitted by Janine Thompson using ZOOM recording & Tolga's notes