



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, June 3, 2021 @ 1:00 PM

Held via Video/Telephone Conference due to COVID-19

In Attendance:

Meg Kennedy – Chair; Karl Gustafson – Vice Chair; *Mark Domenico - Director; *Steve Yearly - Director; *Alicia Terry – Director; *Brian Thomas – Secretary; *Celeste Friend – Director; *Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *Janine Thompson – MVEDD; *David Dardzinski – Main Street First, LF; *Cabryn Gurdo; *Jason Cooper

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Minutes – May 6, 2021
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Letter: 05/25/2021 Steates Remmel; Steates and Dziekan, RE: Gustafson & Wargo, CPAs, LLP
 - FY2021 Budget Overview
 - FY2021 Budget vs Actuals
 - Staff Report – John Mazzarella
 - Staff Report – Allysa Dupont Rader
 - Enterprise FY2021 Q1 & Q2 report
 - Enterprise Project Worksheet
 - US EPA Brownfields Grant news release
 - Daily Gazette, EPA Brownfields new release
 - The Community Foundation of Herkimer & Oneida Counties, Inc. Interim Grant Report
 - 220 Main Road, Herkimer - property trailer demolition on Lot#3 recommendation
 - 220 Main Road, Herkimer - property trailer demolition on Lot#7 recommendation
 - Draft letter to Local Officials
 - Hoke House, Canajoharie, Montgomery County, Feasibility Study
 - Sketch Site Plans – 18 & 21 State Street, Fort Plain, Montgomery County
 - Land Survey – Fort Stanwix Park, City of Rome
 - GMVLB Grant Funding Plan, Rev.5

Meg Kennedy called the MEMBERSHIP MEETING to order @ 1:02 pm.

Attendance and Pledge of Allegiance

Introductions: Utica City Council Member Celeste Friend will be replacing Bob Burmaster as the City of Utica Director on the GMVLB Board. Welcome Celeste and thank you goes out to Bob for his service on the Board. Meg and Brian will meet with Celeste to bring her up to speed on the GMVLB.

Adopt Meeting Agenda: go with what is in the packet – no changes, motion made by Karl Gustafson, seconded by Mark Domenico, and carried unanimously.

Visitors: Jason Cooper, Cooper Financial: We have hired Jason to review, update and bring the GMVLB forward on the accounting and audits. Tolga Morawski & John Mazzarella have met with Jason several times and these are some of the items reviewed:

- Bank Accounts to December of 2020 have been reconciled, entries still need to be split to specific accounts
- Credit Cards to December of 2020 have been reconciled, transactions still need to be properly categorized
- Bill.com sync issues to Quickbooks. There is more than one location to post entries within Bill.com where Quickbooks only allows one. This is a work in progress.
- Inventory – houses – updated in 2018, all transactions need to be reviewed and entered
- December 2020 payroll liabilities have matched and paid
- Tolga gave John credit and that there was a lot of work to bring us current as of 2020.
- Karl Gustafson asked about the ABO reporting – 2019 is entirely done except for the Audit report. Tolga has advised them of this.
- Financial reports have not been reconciled to date, Jason has not concentrated on 2021
- Karl Gustafson made a motion to accept the financial report provided by Jason Cooper. The motion was seconded by Alicia Terry.

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

- December 31, 2020 – Special/Budget meeting minutes & January 7, 2021 Regular meeting minutes – still pending – Tolga to have by next meeting.
- May 6, 2021 – Annual Meeting minutes & Regular Board Meeting minutes - motion to approve made by Karl Gustafson, seconded by Meg Kennedy and so carried, one revision as Karl should be listed as the Vice-Chair under the attendance and David Dardzinski's name was spelled incorrectly

Executive Session: A motion to move into executive session at 1:32 pm was made by Karl Gustafson and seconded by Meg Kennedy to discuss Audit Updates. Jason Cooper was invited into the meeting, David Dardzinski, Chris Brown and Janine Thompson left the meeting. Executive Session ended at 1:47 pm to return to Regular Meeting.

- Karl Gustafson made a motion to pay remaining Invoice amount of \$5,200 to Gustafson and Wargo for financial services to January 2020 with the caveat that it is documented the formal severance of our relationship and with the acceptance of this payment they agree that there will be no further payments due. Mark Domenico seconded the motion and it carried unanimously.
- Meg Kennedy thanked Jason for all his work on the GMVLB financials.

Old Business:

- Staff Reports were included in the handouts for the meeting.

Executive and Finance/Audit Committee:

- 2021 Budget adopted (12/31/20) – the budget has been added to QBO and requires 2021 revenue reconciliations, John Mazzarella stated there were still a few tweaks left to do.
- CARES Act (1st round): SBA Payroll Protection Program (PPP) awaiting forgiveness documentation.
- PPP (2nd Round): application completed, paperwork signed and loan received, awaiting forgiveness documentation

- Line of Credit: A bank requirement is that we have to let the LOC rest for a period of 30 days once per year at a zero balance. \$196,000 Enterprise was received last week.
- Montgomery County Taxes have been resolved. \$140,000 was the initial amount due but this has been reduced to \$48,000.
 - May have been double billed for 219 Canal Street and side lot of approx. \$1,600
 - Discuss what to do re 63 Center St in Fort Plain along with 3 & 11 Ann St in Fultonville. We have to the end of July to settle this. Karl wants to make sure that our funders are okay with letting these go to foreclosure. A motion was made to allow the Executive Director to negotiate with Montgomery County on 63 Center Street not to exceed \$2,000. Motion was seconded by Alicia Terry and carried unanimously.
 - “Funding Plan, Rev.6” John Mazzarella has put together a great spreadsheet to show us where we stand on properties and the funding along with sales and expenses. John briefly went through the information so everyone could understand the information.
 - Depaul Project – Tolga mentioned 51 Mohawk St & 46 Division St in Fort Plain. They are very interested in moving forward.
 - Strategic Plan – Tolga provided an update on subsequent sessions going forward
- Grants:
 - Enterprise CRI IV Grant: Report for Q1 Actuals & Q2 Projections – ~\$196 has been delayed approx. 2 to 2-1/2 weeks. Once received paying the Contractors will be a priority so that they can move forward on projects, should get a \$42K disbursement by the end of July
 - EPA Multipurpose Brownfield - \$800K Awarded, \$40K Match. There are 11 grants awarded per year and we were one of the eleven chosen to receive an award. The contract for the grant is expected late summer. Focus will be on Otsego, Schoharie, City of Utica and City of Rome.
 - LISC CRI III funding status and next steps:
 - Review LISC project Gantt chart – not available until 6/4/2021 but will update during project discussion
 - Grant Extension Agreement through 6/30/21, third draft agreement
 - CRI III Disbursement Requests (#5 & #6) for Rehabs has been approved but no confirmation yet
 - CRI III Disbursement Requests (#7) for Rehabs, John has almost all the documentation in, PSC approved as long as the final documents are received prior to submittal. Karl Gustafson made a motion to submit Req.#7 based on PSC recommendation. Motion was seconded by Alicia Terry and so passed unanimously.
 - Reminder next Bi-weekly LISC call is 6/7/21 @3:30pm – BOD participation needed. April & May receipts were \$52K which leaves \$118K left over
 - LISC Zombie 2.0 Grant
 - 1st quarter report submitted, LISC Review & approval pending
 - Next draw from LISC to Town of Herkimer pending, \$75K
 - Contract extended 6-months to November 30th, 2021 Due to COVID-19
 - NYS CFA Grant Cycle - has already been approved by PSC, Tolga would like approval to apply for these following grants.
 - a. \$25million Land Banking Grant aka “Legacy Cities”, A motion was made by Karl Gustafson and seconded by Brian Thomas for Tolga to move forward with applying for this grant. Motion carried unanimously.
 - b. NYS DEC Asbestos and Lead Mitigation funds (potential EPA Match), A motion was made by Karl Gustafson and seconded by Brian Thomas for Tolga to move forward with applying for this grant. Motion carried unanimously.

- c. NYS ESD Demolition* and Workforce Grants*, hiring, staff, A motion was made by Karl Gustafson and seconded by Mark Domenico for Tolga to move forward with applying for this grant. Motion carried unanimously.
- d. NYS Office of Parks, Recreation and Historic Preservation (OPRHP) EPF
 - Acquisition of former junkyard in Fort Plain (State/Hancock St)
 - Stabilization and Renovations to the Hoke House in Canajoharie
 - A motion was made by Karl Gustafson and seconded by Brian Thomas for Tolga to move forward. Motion carried unanimously.
 - US Forest Service “Great Lakes Reforestation Initiative” (GLRI) grant – for access to/planting of trees throughout combined catchment area – Michigan, Ohio and New York getting together and applying jointly and splitting the funds. Tolga would like a resolution to join the group application for the grants. Karl Gustafson made the motion to allow Tolga to continue working with the group on the grant. Mark Domenico seconded the motion and it was so carried.
 - Alicia Terry exited the meeting at 2:50 pm. We will now move forward for anything that needs a vote from the board.

Space Committee:

- 27/29 Ann Street, Little Falls – Funding Discussion: Do we have the funds for the contractors to go forward and should we see if the Community Foundation for more funds?
 - 2 pieces left: Rock City for windows @ 129K and Windy Hill Restoration for \$16,200. We have spent \$75K (\$57K from Community Foundation & \$18K of Enterprise funds).
 - Karl Gustafson made a motion to continue with the caveat (1) need an account dedicated to be back filled to bring it current to \$50K, (2) do not do project at the expend of getting over our Line of Credit, (3) any other bills approved today that we discussed not be affected by this project. The motion was seconded by Mark Domenico and so carried.
- Meg Kennedy stated that the LISC contract renewal has been sent to her today. (1) extend to the end of July; (2) \$83K+. Karl Gustafson made the motion to move forward with the contract, motion seconded by Brian Thomas.
- Brian rejoined the meeting at 3:20 pm
- Christine left the meeting at 3:28 pm
- Celeste rejoined the meeting at 3:29 pm

Project Selection Committee:

- Otsego County: City of Oneonta – 18 Cherry St. – received an offer to purchase from Hamilton Habitat for Humanity for \$10K. PDC recommends accepting the offer with a time line of two to three years for the renovations. Motion made by Karl Gustafson to approve the offer, seconded by Stephen Yearly and motion carried unanimously.
- City of Rome: 513 North Washington Street – received an offer to purchase from a developer which has been recommended by PDC, in the amount of \$18K with a one year time line. Motion to accept the offer was made by Karl Gustafson, seconded by Mark Domenico and so carried.
- Herkimer County:
 - Little Falls – 76-78 Furnace St. - an offer has been received from a developer for \$13,500. A motion was made to accept this offer by Karl Gustafson, seconded by Brian Thomas, motion carried unanimously.
 - Herkimer – Trailer Park – 220 Main Rd:
 - Lot 3 – recommendation to proceed with D&S Excavating for the demolition of the trailer. A motion was made by Karl Gustafson, seconded by Brian Thomas and so carried.

- Lot 7 – recommendation to proceed with Spruce Ridge for the demolition of the trailer. A motion was made by Karl Gustafson, seconded by Brian Thomas and so carried.
 - Tolga wanted to re-affirm that sold properties use the best effort to collect the taxes by buyer, he would like to try and recover approx. \$48K. Discussion was then held.
 - 21 State St. – there was a discussion in PSC to subdivide the property, clean it up and sell with the house. Discussion was held and a motion was made by Karl Gustafson, seconded by Brian Thomas and motion so carried.
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- Confirm date and time for next meeting should be July 1st but due to the holiday, we could move the meeting to July 8th, 2021 @ 1PM. Meg Kennedy & Alicia Terry will not be available on that date. Tolga was instructed to send out a doodle poll to see who can be available and if there would be a quorum.
 - Motion to adjourn meeting was made at 3:47 pm by Karl Gustafson, seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson