

Janine Thompson <info@mvedd.org>

7/19/2021 11:17 AM

January BOD minutes

To Tolga Morawski <tolgam@gmvlb.org> Copy John Mazarella <johnm@gmvlb.org> • info@mvedd.org

Tolga, attached is my version of the January 7th, 2021 BOD meeting minutes. I believe that there may have been some purchase offers that may have been voted on the information is not in your notes. I have cc'd John on this email incase he has any further information.

Janine Thompson
Administrative Director

Mohawk Valley Economic Development District, Inc.
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- 2021_01_07-GMVLB-Meeting-Minutes_rev0.pdf (370 KB)

John Mazarella <johnm@gmvlb.org>

7/19/2021 11:43 AM

Re: January BOD minutes

To Janine Thompson <info@mvedd.org> • Tolga Morawski <tolgam@gmvlb.org>

Janine/Tolga,

I have 153 Erie Blvd and 81 S Third Ave recommendations coming out of PDC for the January 2021 BOD meeting but I did not record the BOD motions.

John

On July 19, 2021 11:17 AM Janine Thompson <info@mvedd.org> wrote:

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, January 7, 2021 @ 1:00 PM

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

In Attendance:

Meg Kennedy – Chair; *Karl Gustafson - Director; *Brian Thomas - Director; *Mark Domenico – Director; *Alicia Terry – Director; Tolga Morawski - Executive Director; John Mazarella - Project Manager; *Steve Smith - Community Advisory Board; *Cabryn Gurdo; *David Dardzinski

*Via Video Conference or Telephone

- The documents provided for the meeting were;
 - Agenda
 - Staff Report – John Mazarella
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - 2021 Budget
 - Certificate Regarding Conflict of Interest
 - LISC Rehab Gantt Charts
 - Asbestos Abatement: 27-29 Ann Street, Little Falls, NY
 - Asbestos Abatement: 219 Canal Street, Fort Plain, NY
 - Feasibility Study: 132 W. Grand St., Palatine Bridge, NY
 - Historic Tax Credit (HTC) Application: 132 W. Grand St., Palatine Bridge, NY

Meg Kennedy called the meeting to order @ 1:02 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 Alicia Terry, and carried unanimously.

Minutes: There were no minutes to review for the 11/5/20, 12/10/20, 12/31/20 Special meeting as they are still being worked on. Janine Thompson is out with COVID-19 & a death-in-the-family.

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting along with the 2021 Budget. A motion was made by Karl Gustafson to approve the Financial Reports with the knowledge that they are still being worked on with the accountant. The motion was seconded by Alicia Terry and so carried. Tolga mentioned that the budget will be entered into QBO soon to compare budget & actual. Still need to get negative numbers addressed to show where grant funds are going.

Staff Reports: John Mazzarella's report was included in the packet.

Executive and Finance/Audit Committee:

- Audit Updates (2019 & 2020):
 - Cooper Financial: continues work on 2019 close-out
 - Auditor Selection: RFP released for 2019 & 2020 Audits – No Proposals received. We will broaden the advertising search and reissue an RFP
 - ABO/PARIS Reporting – on going
 - Tolga mentioned that we are still working on the information needed for the audit so it will be ready to go
- Strategic Plan – Next Steps – shifting meetings until February
- Herkimer County IMA: final executed document received from the county. This is great news thanks go to Dina.
- Adirondack Bank: CARES Act (1st round): SBA Payroll Protection Program (PPP) awaiting reporting docs. New bill simplifies process of forgiveness, waiting for SBA to finalize paperwork as per legislation.
- Grants:
 - NYS HCR POTF contract close to execution, will need signatures from BOD members
 - LISC CRI III and Zombie 2.0 funding, status and next steps:
 - Next LISC CRI III disbursement request (#4) for Rehabs has been received, need 1128 Hammond expenses
 - Review LISC project Gantt chart that were included in the meeting packet
 - Grant extension discussion: the BOD just had a call with LISC and discussed:
 - Requisition #4 and the process of filing requirements going forward. Karl mentioned that LISC wants Tolga & John to submit a timeline/narrative for each of the 4 rehabs, best estimates by January 15th, 2021. There should be a BOD call on January 14th to discuss prior to the submittal.
 - West Winfield, 503 Clapson Circle is on hold until more progress on other four projects
 - Karl would like Tolga to let the BOD know if John needs more hours or assistance of another staff member.
 - Add Helene to our BOD meeting email documents
 - Reminder next Bi-weekly LISC call is 1/21@3:30pm – BOD participation
 - Set-aside for LISC CRI III "Tier 3" Projects – initial transfer made
 - Line-of-credit payment(s), interest, ongoing discussions with LISC
 - Zombie 2.0 Grant (Update), 4th quarterly report, Tolga stated that they are waiting for payroll information from Janine.
- Enterprise CRI IV Grant: Admin & Project disbursement for Q4 & Q1 is pending, discussed performance update
- NYS HCR Main Street – Grant extension to 6/30/21, technical assistance is needed
- Community Foundation Grant for 27-29 Ann Street – Report is overdue and Tolga is working on it

Policies Committee:

- Zombie 2.0 Grant:
 - Contract EXECUTED with Town of Herkimer, signed 9/8, Ilion signed Nov.2020, City of Oneonta?, Village of Herkimer?
 - IMA for sharing of Code Enforcement Officers, next steps...
 - H.R. 7103 National Land Bank Network Act of 2020
 - 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. The BOD has requested that Tolga forward then a copy of the INDEED listing for this position
- For the Zombie Quarterback position, Hans Drews here through 12/18/20, Position posted to Indeed, newspaper ads pending, target 1/2/21 start

Space Committee: 27/29 Ann Street, Little Falls – proceed with asbestos abatement and renovation

Project Disposition Committee: SONYMA NRP Mortgage, no updates

Project Selection Committee:

- City of Rome: 102 Fort Stanwix Park North – chimney issue
- Schoharie County:
 - 2854 NY-10, Summit – Demolition
 - 2882 NY-10, Summit – Next steps, Hazmat Testing
 - 946 State Route 443, Town of Wright – to aggregate with 934 SR 443?
 - 934 State Route 443, Town of Wright – next steps?
 - 762 Schoharie Hill Rd in Schoharie – Renovation bid
- City of Utica:
 - Look into government exemptions of Building Permit Costs (pending)
 - 1128 Hammond Avenue tax foreclosure – reversed, \$19K
 - 1201 Neilson Street – Acquisition offers
- Otsego County:
 - Richfield Springs
 - 20 Lake Street Offers, Tom asked for draft of enforcement mortgage
 - 177 E Main Street Offer, variance application sent
- Oneonta: 18 Cherry Street Sale pending tree assessment
- Cherry Valley: 8 Lancaster Street Sale, should be closing today
- Herkimer County:
 - Frankfort: 1131 Center Road – Closing Scheduled → NCST Property/BoA Grant via LISC \$45K (potential for new construction)
 - Little Falls:
 - 27-29 N Ann St – asbestos abatement recommendation, Karl Gustafson made a motion to go with the recommended bid at \$18,000. Alicia Terry seconded the motion and it carried unanimously
 - 208 Loomis Street – Side-lot sale, Property Taxes (update)
 - 76-78 Furnace Street – Purchase offer
 - 55 Glen Avenue – Purchase offer
 - 1347 Top Notch Road – awaiting commitment of water truck, confirmed demo by OHSWA
 - Herkimer:
 - 330 North Prospect Street, Herkimer – Purchase offer
 - 156 Main Road – sale for sewer – Contract Executed
 - Trailer Park, 220 Main Road, Town of Herkimer Update
 - Discussion with NYS HCR re funding to date (update)
 - Response re interim budget request (Received)

- RFI for Modular Homes, Site work, etc.
- Herkimer County Taxes– \$38,805.40 previously approved, \$47,700, \$12,000 in interest penalties & fees with \$8,999 pending reimbursement from the Town. A motion was paid to pay the tax contingent of HCR & Town of Herkimer reimbursement. Motion made by Karl Gustafson, seconded by Alicia Terry and carried unanimously
- Ilion: 20-22 West Avenue – Park/Picnic Area follow-up & 81 South Third Avenue
- Montgomery County: Montgomery County Taxes – Update, meeting 12/15/20
 - Canajoharie: 153 Erie Blvd – Demolition Complete
 - Fort Plain:
 - 219 Canal St – asbestos abatement recommendation, motion was made by Karl Gustafson to proceed with the recommended low bid of \$10,300, motion seconded by Brian Thomas, motion carried unanimously
 - 51 Mohawk Street – Redevelopment Update, side lot acquisition, update in discussion with DePaul
 - Fultonville: 3 & 11 Ann Street – Sale and Tree removal (at 11 Ann)
 - Palatine Bridge:
 - Stone Lodge, 132 W Grand Street –
 - Feasibility Study – bids were received and a motion was made by Karl Gustafson to proceed with a new bid due to the fact the quotes came in at a wide difference of cost. Motion was seconded by Mark Domenico and so carried
 - Commercial HTC Application RFPs – only two bids were received and both were over the grant amount received. A motion was made by Karl Gustafson to go out for rebid, motion seconded by Brian Thomas and carried unanimously.
 - Chimney Masonry RFP bids – hold off until we see what remaining funds will be available
 - 71 West Grand Street – Demolition Complete
- St Johnsville:
 - 3 W Main Street – Rear roof work (pending)
 - 39 Monroe Street – sale is in progress
- Fort Plain:
 - 224 Main Street – sale update, waiting on lien from NYS
 - 70 Center Street – listed for sale

New Business:

- Would like Martin Luther King Day as a day of service for the GMVLB, a motion was made by Karl Gustafson to approve this day off for staff, seconded by Alicia Terry and carried unanimously.
- Confirm date and time for next meeting; February 4th, 2021 @ 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 2:43 pm by Karl Gustafson, seconded by Alicia Terry and so carried.

Respectively submitted by Janine Thompson per Tolga Morawski's notes.