



# GREATER MOHAWK VALLEY LAND BANK

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## GREATER MOHAWK VALLEY LAND BANK – GMVLB

### ANNUAL MEMBERSHIP MEETING

Minutes from: Thursday, May 7, 2020 @ 1:00 PM

Held via Video/Telephone Conference due to COVID-19

#### In Attendance:

\*Karl Gustafson –Chairman; \*Judy Pangman – Director; \*Brian Thomas - Director; \*\*Meg Kennedy – Director; \*Shane Nickel - Director; \*\*Joe Marino – Director; \*Tolga Morawski - Executive Director; \*John Mazzarella - Project Manager; \*\*Christina Brown - Community Advisory Board; \*\*Rob Albrecht – Outreach & Engagement Coordinator; \*Hans Drews; Jim Bono - Herkimer County Legislature Chair; \*\*David Darzenski; \*Janine Thompson – MVEDD; \*\*Cabryn Gurdo: \*David Warner; Frank Anderson

\*Via Video Conference

\*\*Via Teleconference

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- The documents provided for the meeting were;
  - Annual Meeting Agenda
  - Agenda
  - Minutes – April 9th, 2020
  - Staff Report – John Mazzarella
  - Staff Report – Rob Albrecht
  - GMVLB Profit & Loss statement
  - GMVLB Balance Sheet
  - GMVLB Expense Revenue Summary
  - John Mazzarella’s recommendation to proceed for asbestos abatement of 153 Erie Blvd, Canajoharie
  - John Mazzarella’s recommendation to proceed with Bronze Contracting for controlled demolition of 18 Cherry St, Oneonta
  - John Mazzarella’s recommendation to proceed with Bronze Contracting for controlled demolition of 70 Center St., Fort Plain
  - John Mazzarella’s recommendation to proceed with Seymour Excavating for the controlled demolition of 3 Ann St., Fultonville
  - John Mazzarella’s recommendation to proceed with Bronze Contracting for controlled demolition of single family detached building & Spruce Ridge for clean demolition of the restaurant section only to the rear of the limestone building at 132 W. Grand St., Palatine Bridge
  - Policies Required by PAAA and LBA
  - Contract between Town of Herkimer & GMVLB
  - Courier-Standard-Enterprise paper, article on GMVLB
  - Town of Herkimer invoice due for 220 Main Rd., Herkimer
  - Certificate Regarding No Conflict of Interest

- Document Retention Policy
- Investment Policy
- Real Property Acquisition Guidelines
- Disposition of Real and Personal Property Policy
- Procurement of Goods and Services Policy
- GMVLB Mission Statement
- Personnel Policy
- Intermunicipal Agreement for Administration and Enforcement of Zoning and Building Codes
- NYS Homes and Community Renewal, RE: COVID19 External and Internal Controls for HCR Financed Projects

Karl Gustafson called the ANNUAL MEETING to order @ 1:05 pm.

I. Attendance

II. Karl called the Annual Meeting to order and appointed two (2) Inspectors of Election; Judy Pangman & Shane Nickel. A motion to accept the inspectors of election was made by Brian Thomas, seconded by Meg Kennedy and carried unanimously

I. PURSUANT TO ARTICLE V, SECTION 1, OF THE BYLAWS OF GMVLB, The Corporation Directors shall select annually from among themselves a Chairperson; a Treasurer; a Vice Chairperson; a Secretary; and such other officers as may be determined. The offices of Chairperson and Secretary shall not be held by the same person. The offices of Chairperson and Treasurer shall not be held by the same person. Nominations for officers may be made by any current members of the GMVLB Board of Directors:

- A nomination made by Karl Gustafson was made for Brian Thomas for Secretary of the GMVLB. A motion to accept this nomination for Secretary was made by Meg Kennedy, seconded by Shane Nickel and carried unanimously.

- A nomination made by Karl Gustafson was made for Joe Marino for Treasurer (until such time as he is replaced) of the GMVLB. A motion to accept this nomination for Treasurer was made by Judy Pangman, seconded by Shane Nickel and carried unanimously.

- There was no nomination from the floor for Vice Chair of the GMVLB so Karl Gustafson volunteered to take the position in the interim. A motion was made by Meg Kennedy, seconded by Brian Thomas and carried unanimously.

- A nomination made by Karl Gustafson was made for Meg Kennedy for Chair of the GMVLB. A motion to accept this nomination for Chair was made by Brian Thomas, seconded by Shane Nickel and carried unanimously.

II. The Board of Directors recommends the following SLATE OF OFFICERS for a ONE-YEAR TERM:

Chair:	Meg Kennedy
Vice Chair:	Karl Gustafson Sr.
Secretary:	Brian Thomas
Treasurer:	Joe Marino

Are there any other nominations from any BOARD MEMBER for officers of the corporation? With none, a motion to have the SECRETARY cast one vote for this SLATE OF OFFICERS was made by Karl Gustafson, seconded by Joe Marino and carried unanimously.

III. The EXECUTIVE COMMITTEE recommends the following DESIGNATIONS for the coming year:

1. Official Newspapers:

Herkimer County: Herkimer Times Telegram

Montgomery County: Amsterdam Recorder

Otsego County: Freeman's Journal

City of Rome: Observer-Dispatch

Schoharie County: Schoharie Times-Journal

City of Utica: Observer-Dispatch

2. Official Banks for land bank accounts:

Adirondack Bank

NBT Bank

With no further nominations from the Board Members on the Executive Committee, a motion to have the SECRETARY cast one vote a motion was made by Karl Gustafson, seconded by Meg Kennedy and carried unanimously.

IV. The FINANCE COMMITTEE recommends the adoption of the Standard Rules of Accounting: a motion was made to have the SECRETARY cast one vote for these ADOPTIONS by Karl Gustafson, seconded by Joe Marino and carried unanimously.

V. A motion was made by Karl Gustafson to re-adopt membership of the following Standing Committees: Executive, Finance/Audit, Policies/Governance, Hiring/Search, Project Selection, Project Disposition, Space, and Technology. The motion was seconded by Judy Pangman and carried unanimously.

VI. Re-affirm Petty Cash Fund (\$150) to be administered by Tolga Morawski in the absence of an Administrative Assistant. A motion to have the SECRETARY cast one vote for the RE-AFFIRMATION OF PETTY CASH FUND was made by Shane Nickel, seconded by Judy Pangman and carried unanimously.

VII. A motion to have the Secretary cast one vote to have the Authorized Signatory for State and Federal Grants to be Tolga J. Morawski was made by Meg Kennedy, seconded by Brian Thomas and carried unanimously.

VIII. A motion to have the Secretary cast one vote to Re-adopt Policies of the Greater Mohawk Valley Land Bank as provided in the meeting handouts was made by Meg Kennedy, seconded by Judy Pangman and carried unanimously.

III. NEW BUSINESS

IV. With no new business a motion to adjourn the ANNUAL MEMBERSHIP meeting at 1:22 pm was made by Brian Thomas, seconded by Shane Nickel and carried unanimously.

**GREATER MOHAWK VALLEY LAND BANK – GMVLB  
REGULAR MEETING  
Held via Video/Telephone Conference due to COVID-19**

Thank you to Karl Gustafson for his service to the LandBank from Meg Kennedy.

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

**Minutes:** Janine has provided DRAFT minutes for the last 8-9 months of meetings, rather than adopt them now, please take some time to review and update them from your meeting notes, as you see gaps ahead of the next meeting. Alternately you can share your notes with Janine to help her fill in those gaps. Karl has offered to come out and sit with Janine &/or Tolga. We will have these revised minutes provided at the June meeting.

**Financial Reports:** Tolga will get with Joe Marino to review the reports and will have them revised and presented for review at the June meeting.

**Old Business:**

- Essential Services Designation – the Land Banks have been deemed an essential service so we are able to continue working and holding meetings.
- Staff Reports were included in the handouts for the meeting.

**Executive and Finance/Audit Committee:**

- Discussions with LISC, Enterprise, etc. – John Mazarella had provided an update on the project disbursements from LISC, we did receive \$47,000 and we will be billing them monthly going forward.
- We will move the hiring of the Zombie Coordinator to Executive Session, Helene is ready to move forward.
- Just a reminder that the BOD participates in a bi-weekly call with LISC. The last one was on May 4<sup>th</sup> and the next call will be May 18<sup>th</sup>.
- Meeting with Gustafson & Wargo on resolving issues: Joe, Karl & Meg were on the call. Discussion was held on the billing rate; a payment plan once the bills have been adjusted; take a look at some kind of retainer going forward so we can include the amount in our grant applications. Tolga put together a list of the challenges that he & John were having on the conversion. Tolga did not concede on Todd's charges. Tolga has been in communication with Ron from Wargo. Meg wanted to know who was going to work on a credit plan and Tolga advised he would discuss with Ron.
- The ABO report has been extended 90 days from March 31<sup>st</sup>. Tolga will have Meg transferred over to approve them.
- Karl & Jim Bono discussed the possibility of a meeting with Herkimer County for early May but due to COVID-19, maybe we should do a video conference with Meg and whomever else. Tolga will reach out to Jim Bono & Jim Wallace to schedule a meeting. Brian, Tolga, Meg and Karl would like to be included in the meeting.
- CARES Act – SBA Payroll Protection Program application approved and funded, deposited into ADK checking, big thanks to John, Rick & Joe. We did receive \$32,000.

**Policies Committee:** met on 05/05/2020

- Formal adoption of Conflict of Interest Policy Reporting Form (10/25/19), Karl Gustafson made a motion to accept, seconded by Shane Nickel and carried unanimously.

- Formal adoption of Privacy Policy (10/22/19) with all J. Sidd changes. Karl G Gustafson made a motion to accept the policy with J. Sidd's changes, seconded by Brian Thomas and carried unanimously.
- Formal adoption of Document Retention Policy (9/5/19) pending final revisions from J. Sidd and internet/computer security specifics from Tolga. A motion was made on the policy as provided for the meeting pending the final revisions, made by Karl Gustafson, seconded by Brian Thomas and carried unanimously.
- Policies Requiring Annual Review and Re-Adoption; Investment, Acquisition, Disposition, Procurement and Mission Statement. A motion was made by Meg Kennedy to readopt these policies with no changes, seconded by Shane Nickel and carried unanimously.
- Zombie 2.0 Grant Agreement with Town of Herkimer, with J. Sidd revisions, Tolga to provide notes on this agreement.
- Vacation time/calculation for John M (pending review by J. Sidd) – moved to next mtg
- Zombie 2.0 Grant IMA for sharing of Code Enforcement Officers. This is an ongoing discussion and is encouraged. – next mtg
- Discussion of Membership fee for participating municipalities (ongoing)
- Consideration of new Syracuse Land Bank Personnel Policy (ongoing)
- Need to clean-up and conform all policies, create a policy handbook, etc. and Chris Brown will work on this.

#### **Hiring/Personnel:**

- Admin Assistant position search → MVEDD supporting Admin tasks in the interim. Karl states that we should look at the Budget for a full time vs part time or just work with MVEDD – Janine's time. Pending HCR reimbursement on time spent to date, approx. \$20,000. They are reviewing. Helene – Zombie, 40 hrs per week. Tolga to share the information to Brian's committee for their review.
- Establishment of a hiring process for Zombie Grant Code Enforcement Officers that incl. reps of T/o Herkimer & Co-applicants (Ilion/Oneonta) Counties involved. Need to look at this more closely and a meeting needs to be scheduled to address this.
- Bookkeeping/Accounts Payable, other tasks; Tolga is working on these as best he can with the assistance of John and Janine.

#### **Space Committee:**

- 27/29 Ann Street, Little Falls – Asbestos Survey Results, John Mazarella is working on this, Chris stated the lease will be up May of 2021.

#### **Project Disposition Committee:**

- Working with Attorney Rose on finalizing Enforcement Mortgage language, met on April 21<sup>st</sup> via conference call and will have another meeting with him coming up on May 26<sup>th</sup>.
- 51 Mohawk Street, Fort Plain: up for sale without a realtor. Karl Gustafson made the motion to proceed, seconded by Meg Kennedy and so carried. Discussion: sold as is – buyer would need to do their own due diligence. This property was \$3,300 from a tax auction and we have \$10,000 invested.
- For demolitions we want to ask each municipality for a cash contribution, first look for an offer and if none is made then we don't move forward with the property. Looking for approx. 10%.
- SONYMA NRP Update – not approving new, waiting 6 months, \$7,000 per property for admin. cost.
- eProperty Plus Software billing/contract is approx. \$10,000 per year. Q4 is still pending payment need to have a discussion – move to next meeting.

**Project Selection Review Committee:** has not been able to hold a meeting

- City of Rome (IMA Renewal Passed ✓ 2/12/20, Also Adopted 5/50 Agreement):
  - 505 West Dominick Street – Asbestos Survey
  - Rome Clean & Green Property, Glesmann House (revisit post COVID-19)
- City of Utica (IMA Renewal Passage 3/4/20...Pending?): Tolga & Brian will look into the IMA results
  - February 2020 Presentation to the Common Council
    - Also raised issue of Building Permit Costs
    - Appointment of new Board Member
    - Annual contribution towards Admin
    - Discussed back taxes re 1128 Hammond Avenue
  - 1128 Hammond Avenue foreclosure
  - 1201 Neilson Street – demolition will be done in 3 weeks
- Schoharie County (IMA Renewal Passed ✓ 1/17/20):
  - 762 Schoharie Hill Road
- Otsego County (IMA Renewal Passed ✓):
  - Cherry Valley: 8 Lancaster Street – demolition completed. Getting property transferred to us. The neighbor is interested in the property.
  - Oneonta: 18 Cherry Street, demolition – Karl Gustafson made a motion to accept the low bid as recommended by John Mazzarella, seconded by Brian Thomas and so carried.
- Montgomery County (IMA Renewal Passage Pending 1/?/20):
  - Canajoharie
    - 153 Erie Blvd, asbestos abatement, Karl Gustafson made a motion to accept the low bid as recommended by John Mazzarella, seconded by Brian Thomas and so carried.
    - Hoke House, check rcv'd \$3,600 → Preservation League TAG Award
  - Charleston
    - 110 Charleston Street – Demolition is scheduled for 5/13
  - Fort Plain
    - 70 Center Street – Demolition bids, discussion of local contribution, Karl Gustafson made a motion to accept the low bid as recommended by John Mazzarella, seconded by Brian Thomas and so carried. Tolga to work on funding with the Village of Fort Plain for assistance.
    - 21 Lydius Street, Fort Plain offer accepted, sale pending
  - Fultonville – these two properties will be demolished together
    - 3 Ann Street – Demolition, Karl Gustafson made a motion to accept the bid from Seymour Excavating as the price is ties to the demo on 11 Ann Street too, seconded by Brian Thomas and so carried.
    - 11 Ann Street – Demolition, already approved
  - Palatine Bridge
    - Stone Lodge, 132 W Grand St, demolition(s)
      - Motion by Meg Kennedy to go with Bronze Contracting on the Single-family Detached building and Spruce Ridge for the Restaurant Section, seconded by Brian Thomas and carried unanimously.
      - Positive Press in CSE re work in Palatine Bridge
      - Excellent example of a model community relationship with LandBank.
    - 71 West Grand Street – Asbestos limited on roof & in basement. Designated for demo

- Herkimer County (IMA Renewal Passage Pending 1/?/20):
  - Little Falls
    - 208 Loomis Street – side-lot, issue with back taxes, John is working with the new treasurer
  - Herkimer
    - Trailer Park, 220 Main Road, Town of Herkimer Update (Tolga)
      - POTF Meetings, January 30<sup>th</sup> (NYC), February 3<sup>rd</sup> (MHP)
      - Collecting financial information from residents
      - Discussion with NYS HCR refunding to date (update)
      - Response re interim budget request (pending)
      - Approve payment of two T/o Herkimer Water bills. If we pay the town will reimburse once the owner pays down the water bills.
      - Herkimer County Back Taxes – do at a separate meeting, Tolga will be the negotiator with the County and express the urgency. HCR to assist with this. Tolga to update the board in June.
  - Ilion
    - 81 South Third Avenue – Asbestos Survey
    - Lester Avenue Properties
      - OHSWA Assessment/Utility lines, other concerns

New Business:

- Reviewing Materials from NYS AHC Grant program with intent to apply – Tolga is working on the application
- Next meeting, June 4<sup>th</sup>, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office
- Motion to adjourn meeting to go into Executive Session was made at 3:18 pm by Meg Kennedy, seconded by Karl Gustafson and so carried.

Respectively submitted by Janine Thompson