



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, July 8, 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; Brian Thomas – Secretary; *Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *Janine Thompson – MVEDD; *David Dardzinski – Main Street First, LF; *Tonia Beghini - Enterprise Community Partners

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Minutes – June 3, 2021
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Cooper Financial email on Financial update
 - Staff Report – John Mazarella
 - Staff Report – Allysa Dupont Rader
 - GMVLB Grant Funding Plan, rev.7
 - Historic Interior photos of 21 Lydius Street
 - LISC Req’n #8, 58 Center Street, Fort Plain, NY
 - LISC Req’n #8, 102 Stanwix Park North, Rome, NY
 - LISC Req’n #8, 1128 Hammond Ave., Utica, NY
 - LISC Req’n #8, 21 State Street, Fort Plain, NY
 - Rome Clean & Green – Glesmann House
 - 21 Lydius Street, Fort Plain – email, offer rescinded
 - GMVLB Quarterly Newsletter – draft
 - American Rescue Plan – draft letter
 - 3 West Main St., St. Johnsville, NY – recommendation for roof membrane installation
 - 3 West Main St., St. Johnsville, NY – recommendation for wall installation
 - DePaul Group Inc – notice of groundbreaking ceremony

Meg Kennedy called the MEMBERSHIP MEETING to order @ 1:07 pm.

Attendance and Pledge of Allegiance

Introductions: Meg introduced Tania Beghini from Enterprise Community Partners. Tania provided an update on where the GMVLB stands with Enterprise and the progress that has been made to date. Tania wanted to thank everyone for all the effort put forth. A discussion was held on where the GMVLB stands and the great efforts covering the vast geographic region that they cover.

Adopt Meeting Agenda: go with what is in the packet – John Mazzarella had two changes: Lydia St. charge & extended the contract to August. A motion was made by Karl Gustafson to accept the agenda with these revisions. Motion was seconded by Brian Thomas, and carried unanimously.

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 will work with Janine to provide information and the BOD would like these to be provided by the next meeting.
- June 3, 2021 – Brian Thomas made a motion to accept, motion seconded by Karl Gustafson and so approved

Adopt Financial Reports:

- Tolga mentioned that Jason Cooper needed reports from Bonadio to use to move forward and they were received today. The auditor will be doing both 2019 & 2020 together. Tolga has been providing documents to them already. The auditors wanted to start working on the audit in early July but Tolga's schedule won't be freed up until the end of July so they will start in early August.
- Karl Gustafson inquired on why we use Bill.com? Tolga stated that it was mainly because of the signature approvals. The approver can just log in and see the charge and approve verses someone from the office trying to meet up with someone to sign checks. Tolga stated that everything in Bill.com is queued up to QBO. John Mazzarella stated that he still finds items that have not synced properly and creates a lot of staff time to try and catch and fix. Meg Kennedy states that Bill.com only shows what is approved, not what all the bills are that exist. This does not seem to be a good tool for us going forward. A question was asked if within QBO there was a way to do approvals, Tolga was to look into this. A question was also asked on how we can get the P&L to be accurate as this would be useful to the BOD to see what is correct data. Tolga stated that right now the level of liabilities and assets is a data entry piece that is being done by himself. Tolga explained that Gustafson & Wargo did not understand the system. Tolga is very comfortable with the interaction between Bill.com and QBO. The P&L and Balance Sheet are still not correct to date due to audits not correct or completed. The BOD wanted to stress the urgency as we cannot see if we have funds to complete projects, or have the funds to hire additional personnel. Karl Gustafson made a motion to accept the financial reports as provided knowing that they are still a work in progress. Motion was seconded by Steve Yearly and so carried.

Old Business:

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

Executive and Finance/Audit Committee:

- ABO/PARIS reporting – still waiting on audited financials
- Gustafson & Wargo – we need to make sure the outstanding bill has been paid. Tolga stated it has. The BOD would like to see a letter sent that would indicate that all expenses are paid and that there is no further liability. Tolga stated he is working with Attorney Sidd on this.
- Adirondack Bank:
 - Cares Act (1st round): SBA Payroll Protection Program (PPP) – awaiting forgiveness documents
 - PPP (2nd round): application completed, paperwork signed and loan received, awaiting forgiveness documents
 - Line-of-Credit: plan to pay down – see funding plan

- Funding Plan, Rev.7 - John Mazzearella has provided an update
- Strategic Plan – working with Barton & Loguidice. Brian Thomas & Tolga have a meeting set up early in August
- Grants:
 - Enterprise CRI IV Grant: Report for Q1 Actuals & Q2 Projections – pending
 - EPA Multipurpose Brownfield - \$800K Awarded, \$40K Match. Funds should be available late August early September. Tolga is in communication with MVEDD to share grant via the Brownfields roundtable.
 - LISC CRI III funding status and next steps:
 - Pending project Gantt chart – available tomorrow ahead of the 7/12 call
 - Grant Extension Agreement through 7/31/21
 - CRI III Disbursement Requests (#7) for rehabs – pending
 - CRI III Disbursement Requests (#8) for rehabs – would like to complete the request for up to \$30,000. Karl Gustafson made the motion to approve moving forward, seconded by Brian Thomas and so carried
 - Reminder next Bi-weekly LISC call is 7/12/21 @2:00pm – BOD participation needed. April & May receipts were \$52K which leaves \$118K left over
 - LISC Zombie 2.0 Grant:
 - Allysa Dupont-Rader mentioned that the 2nd quarter report is due next week and that the contract is extended to November 30, 2021
 - Allysa also mentioned that hopefully we will be hiring a new Code Enforcement Officer soon
 - Next draw from LISC to Town of Herkimer has been received just waiting on disbursement from the Town to GMVLB
 - NYS “Legacy Cities: Grant - \$25 million Land Banking Grant – Tolga mentioned this would be for developers to do 5 homes at one-time and for vacant and abandoned properties, preferably 1st time buyers. Discussion held.
 - NYS CFA Grant Cycle – in progress
 - NYS DEC Asbestos and Lead Mitigation funds (potential EPA Match
 - NYS ESD Demolition* and Workforce Grants*
 - 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
 - US Forest Service “Great Lakes Reforestation Initiative” (GLRI) grant – for access to/planting of trees throughout combined catchment area of 5 land banks – application due 7/8/21
 - NYS HCR POTF contract – Executed, first disbursement of \$67,454 – received, including \$40K to cover Herkimer County Tax Liability for MHP, which was paid. Reimbursement of \$8,399 received from Town of Herkimer for over-payment of water bills
 - Request for second POTF disbursement pending submission for roughly \$20K
 - NYS HCR Main St – grant extended to 6/30/21 – executed
 - Community Foundation Grant for 27-29 Ann St., Little Falls – Tolga has contacted them in regards to additional funding and is waiting for a response. Brian Thomas stated he would reach out to them tomorrow
 - American Rescue Plan (ARP) 2021 – Allysa Dupont-Rader has created a draft letter to be sent out to each FGU. The letter would be detailed for each individual FGU and there would be a follow-up letter to the first one.

Hiring/Personnel Committee:

- Zombie 2.0 Grant – search for a new part-time Code Enforcement Officer (CEO) – interviews were made, discussions were held. The Committee has a recommendation. Karl Gustafson made a motion to hire the Committees recommended candidate, motion seconded by Mark Domenico and so carried. Brian Thomas will issue an offer letter.

Project Selection Committee:

- Montgomery County:
 - Fort Plain:
 - 21 State Street – 6 applications were received on the property, one was received after the meeting and was rejected and returned. Mr. Logan to purchase for \$80,000 with part being in cash and part financed. PDC recommends accepting this offer. Karl Gustafson made the motion to accept this offer, seconded by Brian Thomas and so carried unanimously. Discussion was then held on the survey with lot line changes.
 - 21 Lydius Street – we need two motions. First motion made by Karl Gustafson to rescind the current application, motion seconded by Brian Thomas and so carried. Second motion made by Karl Gustafson to accept an offer for \$5,000 based on the PDC recommendation, motion was seconded by Brian Thomas and so carried.
 - St. Johnsville:
 - 3 West Main Street – recommendation to proceed with the roof membrane installation with the low bid of \$13,000. A motion was made by Karl Gustafson, seconded by Brian Thomas and so carried.
 - 3 West Main Street – recommendation to proceed with the wall installation with the low bid of \$4,334.76. A motion was made by Karl Gustafson, seconded by Brian Thomas and so carried.
- City of Rome:
 - Gleasmann House, 415 North Madison Street – this house will be given to the GMVLB as a donation

Project Selection Committee:

- GMVLB Newsletter review – Allysa has worked hard to create a quarterly newsletter for the land bank. Tolga has a few revisions and then we will be sending it out. Tolga was concerned about the audience.
- Canajoharie has rescinded their 5/50 and this will be discussed at the next PSC meeting
- Tolga wanted to mention the DePaul groundbreaking at 251 East Main Street in Amsterdam on July 22nd at 11:00 am.
- Confirm date & time for next meeting to be held August 5, 2021 @ 1:00 pm, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office. Discussion was held about meetings being attended in person. Tolga stated that per the Office of Open Government, we were able to have video meetings all along.
- Motion to adjourn meeting to executive session to discuss personnel issues was made by Brian Thomas, seconded by Steve Yearly and so carried.

Respectively submitted by Janine Thompson