



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, November 5, 2020 @ 1:00 PM

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

In Attendance:

Meg Kennedy – Chair; Karl Gustafson - Director; *Judy Pangman – Director; Brian Thomas - Director;

*Robert Burmaster – Director; Tolga Morawski - Executive Director; John Mazzarella - Project Manager;

*Steve Smith - Community Advisory Board; Hans Drews – Zombie Quarterback; Janine Thompson – MVEDD

*Via Video Conference

- The documents provided for the meeting were;
 - Agenda
 - September 3, 2020 – Regular Meeting Minutes
 - October 8, 2020 – Regular Meeting Minutes
 - Staff Report – Hans Drews
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - 2020 Budget
 - Certificate Regarding Conflict of Interest
 - Intergovernmental Cooperation Agreement – Herkimer County
 - Zombie report
 - Barton & Loguidice: Professional Planning & Engineering Services in relation to GMVLB's Strategic Plan (March'2017, July'2018, February'2019)
 - GMVLB – projected revenue streams slide

Meg Kennedy called the meeting to order @ 1:14 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 Brian Thomas, seconded by Karl Gustafson, and carried unanimously.

Minutes: Minutes were provided for the September 3rd & October 8th meetings; passing of minutes were tabled for the December meeting to have time for everyone to review them. Karl G. wanted to remind Tolga that we need to make sure that the minutes are uploaded to the website.

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting. Discussion was held with just a few questions. In reviewing the numbers, a question was asked on the status of the Line of Credit – out of \$100,000 we currently owe approximately \$60,000. Still having

discussions with Helene on LISC funds that we were planning on using to bring this amount down. We need to have board members on the LISC call so we can work out our cash flow. The next meeting is on the November 16th. 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 Brian Thomas and so carried.

Presentations: none

Staff Reports: Hans Drews' report is included in the packet.

Executive and Finance/Audit Committee:

- Electing a new Treasurer – there has been no interest as of yet
- The 2021 Budget Process – need a budget workshop to work on a preliminary budget and Zombie grant budget. Need to schedule a meeting after the LISC call prior to putting the 2021 Budget up for a vote at the December meeting.
- LISC CRI III and Zombie 2.0 funding, status and next steps:
 - Next LISC CRI III disbursement request (#3) for Rehabs
 - Reminder next Bi-weekly LISC call is 11/16@3:30pm – BOD participation
 - Set-aside for LISC CRI III “Tier 3” Projects – initial transfer made; tentatively agreed pending budget to switch out 330 N. Prospect St, Herkimer, \$60,000 for 503 Clapson Circle in West Winfield.
 - Line-of-credit payment(s), interest, ongoing discussions with LISC
 - Zombie 2.0 Grant (Update), 1st disbursement, 2nd quarterly report
- Status of Enterprise CRI IV Grant: Admin & Project funding for Q3 has been received, Q4 pending
- Adirondack Bank: still working with them after the departure of banker. Tolga has established additional checking accounts and updated signatories. Just need to complete the on-line set-up.
- CARES Act: SBA Payroll Protection Program (PPP) awaiting reporting docs.
- Herkimer County IMA: follow-up meeting, OAG, NYS HCR, others, next steps. Attorney SIDD wrote up the Intergovernmental Cooperation Agreement and we have submitted it to Herkimer County giving us 2 years to complete and wind down all projects. They do not want to seat any directors to the board. We would not acquire any further properties without their approval.

Policies Committee:

- Zombie 2.0 Grant
 - Contract with Town of Herkimer, signed 9/8, Ilion, V.O. Herkimer, Oneonta
 - IMA for sharing of Code Enforcement Officers, next steps...
- 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 been providing support for Admin & Bookkeeping tasks, discuss need for additional hours/hiring (ongoing)
- Cooper Financial – financial for 2021 – Tolga & John M. have been working on an RFP for Accounting Services which needs to be sent out as soon as possible so it can be voted on in December. Include \$50,000 place holder fringe & position and administration. Cooper Financial will review our 2019 audit. If anyone has any recommendations for an Accounting Firm to work on the 2020 audit, all recommendations would be appreciated. Brian T. stated that if the information was sent to him, he could review it and make a recommendation.

Space Committee:

- 27/29 Ann Street, Little Falls – Tolga is working on grant paperwork with the Community Foundation. There are two options;

- Extend lease with Adirondack
- Move office to 27/29 Ann Street until 9/30/2022

Project Disposition Committee (PDC):

- SONYMA NRP Mortgage, no updates

Project Selection Committee (PSC):

- City of Rome:
 - 505 West Dominick Street MOU, demolition has been completed
 - 212 West Bloomfield Street – working on Renovation & Mechanical Systems bids
- City of Utica:
 - Look into government exemptions of Building Permit Costs (pending)
 - 1128 Hammond Avenue tax foreclosure has been resolved, goes in front of the judge the beginning of December. Tolga to email Helene
 - 1201 Neilson Street – demolition is complete
- Schoharie County:
 - 2882 & 2854 NY-10, Summit – tax foreclosures pulled from County Auction, deeds have been received, bids will go out for demolitions, this will be a project covered by Enterprise.
 - 946 State Route 443, Town of Wright – to aggregate with 934 SR 443 – offer pending
 - 762 Schoharie Hill Rd in Schoharie – asbestos abatement was completed yesterday - renovation update – still having trouble finding contractors
- Otsego County:
 - IMA will be voted on at the December 2nd meeting.
 - Richfield Springs:
 - 20 Lake Street – offers have been received, will discuss at the next meeting
 - 177 E Main Street – was a demolition and is now a vacant lot. One offer has been received and they want to construct a modular home, the offer was for \$10,000. They will need to receive a variance from the Village to proceed. A motion was made by Karl Gustafson to accept the \$10,000 bid, seconded by Meg Kennedy and motion carried unanimously.
 - Oneonta: 18 Cherry Street – working with codes on the tree situation, need more clarification on why it needs to come down. Adjacent homeowner is interested, waiting on applications.
 - Cherry Valley: 8 Lancaster Street – pending sale, no offer received yet.
- Montgomery County:
 - Montgomery County taxes: Karl G. stated that we should have a meeting with the representatives of MC; Meg, Tolga, Karl and Hans to attend. The amount on the past due taxes has changed as we have made agreements on some properties and there is still a number of them to be worked on. Approx. \$79,000 plus is the amount for taxes, penalties and fees on all properties.
 - Canajoharie: 153 Erie Blvd – Demolition
 - Fort Plain:
 - 51 Mohawk Street – waiting on report
 - 21 Lydius Street – tax issue
 - 224 Main Street - waiting on the taxes to proceed with the sale.
 - 70 Center Street – village contribution
 - Fultonville: 3 & 11 Ann Street – sale and tree removal at 11 Ann St., waiting on the tree person to remove the tree.
 - Palatine Bridge:
 - Stone Lodge, 132 W Grand Street –waiting on bids for the masonry work on the chimney .
 - 71 West Grand Street – demolition has been completed.
 - St. Johnsville: 3 W Main Street - roof replacement to be done on the 23rd of November.
 - Sprakers – 110 Charleston Street – waiting on the taxes to proceed with the sale.

- Herkimer County:
 - Frankfort: 1131 Center Road – NCST Property, Bank of America (BoA) Grant via LISC \$45K, can now move to the sale list.
 - Little Falls:
 - 208 Loomis Street – Side-lot sale, Attorney is working on the property taxes – should close soon.
 - 76-78 Furnace Street – Purchase offer, John M. is working on the title work
 - 55 Glen Avenue – John M. stated the lawyer is working on purchase offer
 - 1347 Top Notch Road – this would be an OHSWA demo and a vacant property sale. We are awaiting a commitment of water truck. This should be done late fall or early winter.
 - Herkimer:
 - 330 North Prospect Street, Herkimer – John M. is working on the title and sale.
 - Trailer Park, 220 Main Road, Town of Herkimer – HCR is waiting on the outcome of the vote on the 18th with Herkimer County
 - 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–County Attorney discussion from April
 - 156 Main Road – the Town of Herkimer has expressed interest in this property to use for an easement to run the village sewer into East Herkimer. The offer was for \$4,000 and we will be working on the sale paperwork.
 - Ilion:
 - 20-22 West Avenue – Park/Picnic Area follow-up
 - 81 South Third Avenue – garage demolition is scheduled for Monday, November 9th. The electric service panel was completed yesterday so it is now ready for sale.
- Confirm date and time for next meeting; discussion held that December 3rd is shortly after the Thanksgiving holiday so how about moving the meeting out a week. Tolga to do a doodle poll for Thursday, December 10th, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office.
- Motion to adjourn the meeting was made at 3:14 pm by Karl Gustafson, seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson