



GREATER MOHAWK VALLEY LAND BANK

500 East Main Street, PO Box 53, Mohawk, NY 13407-0069

Phone: 315-866-4671

Web: www.gmvlb.org

Email: info@gmvlb.org

GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, August 5, 2021 @ 1:00 PM

Held in person and via Video/Telephone Conference due to COVID-19

In Attendance:

Meg Kennedy – Chair; *Mark Domenico - Director; Steve Yearly - Director; Brian Thomas – Secretary; Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *Janine Thompson – MVEDD; *David Dardzinski – Main Street First, LF; *Garret S. Wyckoff – City of Rome; *Katelyn Wright – Greater Syracuse Land Bank

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Minutes – January 7, 2021
 - Minutes – July 8, 2021
 - Email: Katelyn Wright – Syracuse Land Bank
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - GMVLB Draft Budget vs Actuals
 - Cooper Financial email on Financial update
 - Staff Report – John Mazzarella
 - Staff Report – Allysa Dupont Rader
 - GMVLB Grant Funding Plan, rev.8
 - American Rescue Plan (ARP) 2021 – letters by Allysa
 - Lee & Mason Financial Services - GMVLB Forced Place Insurance policy Invoice #84005
 - Lee & Mason Financial Services - GMVLB Forced Place Insurance policy Invoice #84292
 - 199 Mill St., Canajoharie, NY; FEMA flood map, A2Z Environmental LLC asbestos report, and pictures
 - 21 Center St., Fort Plain, NY; Curtis Lumber Invoice #2107-264927, Application and Certificate for payment
 - 58 Center St., Fort Plain, NY; Application and Certificate for payment
 - 50 Elm Street, Oneonta, NY; Proforma, listing of Oneonta properties, pictures
 - 62 Elm Street, Oneonta, NY; Proforma, listing of Oneonta properties, pictures
 - 415 North Madison Street, Rome, NY; Operation plan, Rehab plan, SWS, pictures
 - 102 Fort Stanwix North, Rome; Vasil Construction LLC invoice #884, Application and Certificate for payment
 - 18 & 21 State Street, Fort Plain, NY: Blanchard Land Surveying Invoice#1
 - NYSEDA – North American Passive House Network (NAPHN) press release

Introductions: Tolga introduced Katelyn Wright from the Greater Syracuse Land Bank. Katelyn provided an introduction on herself and the Syracuse Land Bank. She was brought before the board to provide feedback on Quickbooks and Bill.com and how they utilize both. Basically, they utilize Bill.com because of the internal control procedures where two signatures are required on expenses and the individuals who are responsible do not have to be physically present to approve invoices. They create a voucher to give information to the ED for approval. Their accountant then enters it into Bill.com which is linked to QBO. Everyone has different approval levels and responsibilities. Discussion then continued. The Board thanked Katelyn for calling in and providing us with information on Bill.com & QBO.

Meg Kennedy then called the MEMBERSHIP MEETING to order @ 1:29 pm. Make a note that there are not enough BOD members in attendance to hold a quorum so we will just briefly go through everything. If there are items that need to have a vote prior to September's meeting, a special BOD meeting will be called.

Attendance and Pledge of Allegiance

Adopt Meeting Agenda: we will go with what was provided in the packet.

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

- January 7, 2021 – regular meeting minutes provided by Janine based on notes from Tolga
- July 8, 2021 – regular meeting minutes

Financial Reports:

- Balance sheet, P&L and Budget vs Actual reports were provided in the meeting packet

Old Business:

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

Executive and Finance/Audit Committee:

- Tolga mentioned that an email was provided by Jason Cooper where he references an update on the Balance Sheet, P&L and the 2019 & 2020 audits. Tolga advised that Jason Cooper should be finished with his review and updates by August 16th. Discussion was held.
- Awaiting Bonadio 2017 & 2018 work papers (see update in BOD Mtg folder), all 140+ Bill.com sync errors now resolved
- Tolga had been in touch with the Auditors and they should be able to confirm a date to begin the audit. He has already been submitting some items to them.
- ABO/PARIS Reporting – Awaiting Audited Financials
- Gustafson & Wargo – outstanding bill paid
- 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: plan to pay down (see funding plan)
- John Mazzarella reviewed the information on the "Funding Plan"

Grants:

- Enterprise CRI IV Grant: Report for Q2 Actuals & Q3 Projections – pending. Tolga mentioned that the next and final disbursement of approx. 46K will be received within the next 2 weeks
- 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. Tolga is working on a work plan for 5 years. He has submitted a draft and worked to tweak – yesterday they stated it was approved. 10/6 & 10/7 there will be a

Brownfield Roundtable event at the Holiday Inn in Johnstown. Each county will be submitting 3 Brownfields to be considered. Discussion was held amongst the board members.

- LISC CRI III funding status and next steps:
 - LISC has extended the grant agreement until 9/30/21. We need to approve the next disbursement #9. WE will have to have a “Special” BOD meeting to vote.
- Brian was asked about the asbestos situation – he stated that the Utica Codes Commissionaire will look into it with the Attorney General
- LISC Zombie 2.0 Grant:
 - Allysa Dupont-Rader mentioned that the 2nd quarter report has been submitted
 - Tolga mentioned the GMVLB Newsletter that has been distributed. This will be going out quarterly if anyone has anything to submit.
 - Next draw from LISC to Town of Herkimer has been received just waiting on disbursement from the Town to GMVLB. Allysa has submitted vouchers and should be getting a check soon.
 - Contract has been extended 6-months to November 30th, 2021 due to COVID-19
- 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 today by 6:00pm. This is a regional application up to \$200,000.
- NYS HCR POTF – Tolga is working with CPC, Community Preservation Corporation, and HCR. Need to come up with a cost of the homes. No approval until October then it will take 2 months to build, now your talking about working in the winter. The total cost is approx. \$137,000 per unit.
- NYS HCR Main St – grant extended to 6/30/21, this is a \$20,000 technical assistance grant
- 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.
- 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:

- New Admin Assistant Position – Tolga mentioned that he is recirculating the ads for the position and he has had some initial meetings for some candidates.

Space Committee:

- Chris Brown stated that they had toured the property. It is still being worked on and there are some decisions that need to be made. There will be a walk through next week to get a better feel for the property boundaries – egress/ingress on trees, etc. There is some extra work that needs to be done and we need to give the contractors some decisions soon. Hoping to get one unit done and rented out to get some income.

Project Selection Committee:

- Montgomery County:
 - Canajoharie: 199 Mill Street – pre-acquisition hazmat testing, this is an empty home along the creek, owner donating for \$0.00
 - Fort Plain:
 - 219 Canal Street – John stated the contractor is working on installing a water line and then will work on the driveway
 - 21 State Street – sale pending
 - 18 State Street – survey revision/sub-division received
 - 51 Mohawk Street – redevelopment timeline
 - 58 Center Street – sale pending
 - 21 Lydius Street – sale pending
 - St. Johnsville:
 - 3 West Main Street – roof membrane contractor is still looking at mid-August for installation. Wall rebuilding contractor has been working on pre-start documentation and will begin following receipt of starting deposit and insurance documents.
 - City of Rome:
 - Fultonville: 3 & 11 Ann Street – John provided stated that Montgomery County took the properties back for back taxes
- Depaul – Tolga mentioned that they would be looking for about 50 units in Montgomery County as affordable housing. We can provide 20-25 units in Fort Plain. They need to find the remainder of the units in 6-12 months. Discussion was then held.
- Otsego County – John mentioned that as we are closing on properties and funds become available there are some properties that he would like the land bank to look at acquiring.
 - 18 Cherry Street in Oneonta has a pending sale
 - 50 Elm Street & 62 Elm Street – John stated these are single family homes and are vacant. He would like to do a full renovation on these properties. Steve Yearly mentioned that it is a corner lot and is in desirable neighborhood. John would like to get these removed from the auction list, do a full renovation on 50 Elm St. and do a stabilization project on 62 Elm St.
- Schoharie County:
 - Town of Summit
 - 2882 State Route 10, Summit - asbestos abatement clearance letter and demo letter from National Grid have been received and sent to the demolition contractor, awaiting scheduling confirmation.
 - 1618 Charlotte Valley Road – possible demo, would like to be considered for acquisition
 - Town of Wright - 946 SR 443 – as more funds become available this would be a demo project
- City of Rome:
 - 102 Fort Stanwix Park North – the contractor has completed some of the work but has slowed down due to the lack of payments from us. We originally agreed to a \$15k draw every two weeks and he was going to dedicate his full crew to finish the project quickly. Unfortunately, LISC thought the arrangement was unusual and incompatible with their requisition structure and would not allow us to use the set aside to draw from while we waited for LISC disbursements as part of our grant amendment.
 - 212 W Bloomfield Street – John has provided a final punch list to the general contractor. We expect to be finished early next week and I have asked our Realtor to perform a Comparative Market Analysis in preparation of listing.
 - 513 N Washington Street – sale has closed

- Glesmann House, 415 North Madison Street – has been acquired by the Rome Clean & Green, Mark Domenico provided an update
- City of Utica:
 - 1128 Hammond Avenue - the renovation has stopped as of early July and we received notice from the contractor that he is quitting due to an unacceptable working arrangement with payment timeliness being his primary complaint
 - 1201 Neilson Street – sale has closed
- Herkimer County:
 - Little Falls
 - 27-29 N Ann Street – construction continues
 - 76-78 Furnace Street – sale has closed
 - Herkimer: Trailer Park, 220 Main Rd, Town of Herkimer - HCR has selected a ZEM builder and we are working on finalizing building and site construction plans.

New Business:

- North American Passive House Network (NAPHN) – NYSEDA, net zero neutral homes. Interested in the Park of the Future (PAF) project.
- AmeriCorps volunteers – Allysa has accepted a team. They will start on September 8th and will work until November 7th. Need to find them lodging. They will be helping with renovation projects and with community outreach.
- 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 September 2, 2021 @ 1:00 pm, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office.
- Meeting was adjourned at 3:25 pm

Respectively submitted by Janine Thompson