



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, March 7th, 2019 @ 1 PM

In Attendance:

Karl Gustafson – Chair, Margaret Kennedy – Vice Chair, Brian Thomas – Secretary, Shane Nickle – Director, Judy Pangman – Director, John Stephens – Director, Christina Brown - Community Advisory Board, Tolga Morawski - Executive Director, David Dardzinski – Little Falls Main Street First, John Mazarella – Project Manager, Jocelyn Mosher – Administrative Assistant, Elaine Sperbeck (Guest), Cabryn Gurdo – (Called In)

Karl Gustafson called the meeting to order @ 1:02 PM.

- Pledge of Allegiance
- Roll Call
- Financial Reports

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff reports from John Mazarella, Robert Albrecht, and Jocelyn Mosher
 - Tolga's presentation
 - John Mazarella's recommendation for bids
 - Project Proforma Budgets
 - Dental Insurance Information
 - 4-Site Consultation HTC Proposal
 - Personnel Policy
 - Verizon Phone Plan and Pricing

Draft minutes have been posted on the website

- January 3, 2018
 - **Meg K. made a motion to adopt the minutes as written, Judy P. seconded the motion, John S. abstained from voting as he wasn't present at the last meeting, all other members voted to adopt the minutes**

Financial Statements:

- Provided at the meeting
- Joe M. was not present to give updates on the financial reports
 - **John S. made a motion to adopt the Financial Reports as written, Brian T. seconded, and the motion passed unanimously**

Time for Visitors:

- None

Presentations:

- Tolga presented about the need to diversify our funding streams to become more sustainable
 - Currently LISC is providing 100% of funding
 - Our agreement with them stipulates that we are to leverage funds from outside sources
 - Homes and Community Renewal (HCR) allows for \$20K per project plus an additional percentage of admin costs
 - Historic Tax Credits (HTCs)
 - There are historic districts in many of the areas where we own projects
 - 20-40% tax credit
 - Can be sold with the property or as an aggregate
 - CDBG
 - Fort Plain is returning \$150K in unused funds
 - LISC and Enterprise funds will eventually run out
 - GHFI has good examples of how to braid different funds together to finish projects/accomplish goals
 - The purpose of the presentation is also to show the need for a Grant Writer/Planner
 - Having a staff member dedicated to writing grant would free-up a lot of time for Tolga and staff who are already spread thin
 - Fort Plain has already set aside \$10K for a comprehensive plan for us
 - Ilion potentially to commit \$10K for park project
 - Other municipalities are interested in working with us
 - We have a big inventory, and we need a solid plan for how to pay for all of the projects
 - HCR is working to modify programs to be more inclusive for land banks
 - Other land bank's have planners
 - Albany just finished 1000 projects in 4 years
 - Hiring Committee wants to see more information and data

Staff Reports:

- Included in packet

Old Business:

- Worthy Partners
 - Town of Roseboom working on forming Worthy Partner organization
- Strategic Plan
 - Phase 2
 - Barton and Loguidice submitted a proposal to complete phase 2
 - **Judy P. made a motion to accept their proposal, Meg K. seconded, and the motion passed unanimously**
- **Committee Reports:**
- **Executive, Finance & Audit Committee (Officers):**
 - 2018 Audit
 - Jocelyn working with Gustafson & Wargo
 - About 90-95% complete
 - Due 3/31
 - Payroll discussion

- Working well on QuickBooks
- Adirondack Bank Cards
 - Total of \$5,000 split between 2 cards was approved
 - \$2,500 split between 2 cards was received
 - Tolga doesn't have permission to view balances online or inquire about the cards at the bank
 - **John S. made a motion to allow the Executive Director to check balances, call the bank, etc. in regards to the Adirondack Credit cards, Meg K. seconded and the motion passed unanimously**
- **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Dental Insurance
 - Included in the compensation package for full-time employees
 - Jocelyn M. was eligible to receive benefits in November, but the Land Bank has not yet approved a plan to offer
 - Committee wants more time to review potential packages\
 - **Meg K. made a motion to approve the provided resolution pending the decision from the Hiring Committee, Shane N. seconded, and the motion passed unanimously**
 - Cell Phone Benefit
 - Verizon has the best coverage in the area compared to AT&T and Sprint
 - Quote was provided, but has not gone through the Hiring Committee
 - **John S. made a motion to approve Tolga's recommendation pending a decision from the Hiring Committee, Judy P. seconded, and the motion passed unanimously**
 - Grant Writer position
 - Hiring Committee to review
 - Vacation Discussion
 - To be discussed in Executive Session
 - Retirement
 - To be included as compensation for full-time employees
 - Jocelyn M. was eligible to receive benefits in November, but still has not received them
 - To discuss at the next committee meeting
 - HTC Consultant
 - Stone Lodge and Hoke House are good candidates
 - Can't start work on projects until we submit HTC app
 - Tolga has received quotes which are under his threshold
 - PSC approved up to Tolga's threshhld
 - Tolga wants to move forward
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - 562-564 E. Main St., Little Falls
 - No movement
 - No other properties of consideration currently
 - Community Foundation report due 3/19
 - Tolga and Chris to follow-up with them to discuss options
 - Discussed possibility of using funds for 76-78 Furnace St. in Little Falls
 - Possibility for more funds from them once the initial grant is spent

- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - By-Laws Language
 - Vice President vs. Vice Chair discussion
 - To fix typo
 - IMA Continuance language to be added to Bylaws
 - Document Retention Policy
 - To meet with attorney and request proposal
 - Responses are often vague and lengthy

****Karl G. left the meeting****
- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
 - Met Monday 3/4/19
- **Herkimer**
 - Trailer Park
 - Town of Herkimer asked us to take the lead on this issue
 - Bob wrote to the owner and he called back yesterday
 - Says he may be able to sue for approximately \$24K in back-rent
 - Willing to transfer if taxes will be waived
 - Rob Malone, Herkimer County Attorney, says they will waive the taxes if we contact them by next week to get the property off of the tax auction
 - Herkimer would prefer not to auction this property
 - HCR set aside \$150-200K in grant funds for this project
 - New trailer program, energy savings pays for cost of new trailer
 - Create Home Owners Association where the tenants own the lot
 - We would take temporary ownership until all of this is complete
 - Consistent with our mission and strategic plan
 - HCR is anxious for a smaller project like this to use as a model for larger parks

****Judy P. made a motion to send a letter to the Town of Herkimer to express interest in acquiring the Trailer Park located at 220 Main Rd. in Herkimer, NY, Brian T. seconded, and the motion passed unanimously****
- **Montgomery County:**
 - Fort Plain
 - 219 Canal St.
 - John M. provided land survey drawings of the property
 - Created a plan to divide the property to make the lines more clear and convenient for each of the neighbors

****John S. made a motion to begin the disposition process for 219 Canal St. located in Fort Plain, NY, Shane N. seconded, and the motion passed unanimously****
 - RFP Recommendations
 - Recommendations were provided at the meeting
 - Asbestos Survey
 - John M. recommends A2Z Environmental for 4 properties, and CT Male for 7 properties

****Brian T. made a motion to accept John M.'s recommendation, John S. seconded, and the motion passed unanimously****

- Gallupville, NY Demo
 - John M. recommends David Freuh's bid
****Brian T. made a motion to accept John M.'s recommendation, John S. seconded, and the motion passed unanimously****
 - John M. recommends Alpine's proposal in response to the Lead Survey RFP
****John S. made a motion to accept John M.'s recommendation, Brian T. seconded, and the motion passed unanimously****
 - John M. recommends Eagle Exteriors to perform the roof repair in West Winfield
****John S. made a motion to accept John M.'s recommendation, Brian T. seconded, and the motion passed unanimously****
 - John M. recommends Midlantic Environmental and Sullivan Contracting to abate asbestos at multiple properties
****John S. made a motion to accept John M.'s recommendation, Shane N. seconded, and the motion passed unanimously****
 - John M. received unexpectedly high bids for the projects at 21 State St. and 58 Center St. in Fort Plain, NY. He recommends that the Board reject the bids so that he can issue new RFPs for the projects which will break up the projects into smaller jobs.
****John S. made a motion to reject the bids that have been received for these projects to date, Shane N. seconded, and the motion passed unanimously****
- Proformas
 - 7 budgets were approved by PSC and funded by LISC, however cancelled meetings prevented the budgets from being approved by the full Board
 - Approving project budgets will allow John M. the flexibility to work within the approved numbers and increase his efficiency

****John S. made a motion to approve the 7 proformas that were previously presented to PSC and funded by LISC, Brian T. seconded, and the motion passed unanimously****

 - John M. provided 6 new project proforma budgets to be approved
 - These proformas were approved by PSC at their last meeting
 - John M. included an additional buffer in the budgets in the event of unforeseen costs****Brian T. made a motion to approve the new project proformas, Judy P. seconded, and the motion passed unanimously****
- 11 Ann St., Fultonville
 - County passed the resolution to transfer this property to the Land Bank without letting the Land Bank know
 - Demo
 - To demo this property in lieu of paying lag-year taxes for Montgomery County properties
****John S. made a motion to accept this property from Montgomery County as a donation and to demolish the property for the County in lieu of paying lag-year taxes for Montgomery County properties, Brian T. seconded, and the motion passed unanimously****
- Tingue Building, 42-50 Canal St., Fort Plain
 - Structural engineer reviewing the property
 - Collapsing and in foreclosure

- County asked for our help with this property to see that it is addressed
- To discuss at the next meeting

- **Otsego County:**
- **City of Utica**

New Business:

- Zombie 2.0 Grant
 - \$50-100K
 - **John S. made a motion to give the Executive Director and staff approval to submit the application for the grant, Shane N. seconded, and the motion passed unanimously**
- Signs
 - Options were presented at the meeting
 - Tolga recommended that we purchase signs from Premier Signs considering price, quality, and turn-around time
 - Other companies that had provided quotes were unable to deliver a product
 - **John S. made a motion to purchase 35 signs from Premier Signs for \$34/each, Brian T. seconded, and the motion passed unanimously**
- NYS Assembly budget including funds for Land Banks
- John S. discussed the value of having laptops or tablets available for Board Members to use at meetings rather than having printed packets

Brian T. made a motion to enter Executive Session at 3:06 PM, Judy P. seconded, and the motion passed unanimously

- There being no further business before the Board, the meeting adjourned at 3:22PM by a motion made by John S., and seconded by Brian T.

Respectively submitted by:
Jocelyn Mosher