



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, December 6th, 2018 @ 1 PM

In Attendance:

Karl Gustafson – Chair, Brian Thomas – Secretary, Mark Domenico – Director, Judy Pangman – Director, John Piseck – Director, Christina Brown - Community Advisory Board, Tolga Morawski - Executive Director, David Dardzinski – Little Falls Main Street First, John Mazzarella – Project Manager, Jocelyn Mosher – Administrative Assistant, Elaine Sperbeck (Guest), Jeff Gressler (Guest), Joe Marino – Treasurer (Called-in) Cabryn Gurdo - Video

Karl Gustafson called the meeting to order @ 1:00 PM.

- Pledge of Allegiance
- Roll Call
- Introductions for guests
- Financial Reports

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff reports from John Mazzarella, Robert Albrecht, and Jocelyn Mosher
 - Code of Ethics
 - EPF Brownfield Program Flyer
 - Asbestos RFP Draft

Draft minutes have been posted on the website

- September 26, 2018
 - Revised
 - **John P. made a motion to adopt the minutes as written, Judy P. seconded, and the motion passed unanimously**
- November 8, 2018
 - **Mark D. made a motion to adopt the minutes as written, John P. seconded, and the motion passed unanimously**

Financial Statements:

- Provided at the meeting
- Contractor invoices have been paid
 - Working to get more information provided from the vendors/contractors on each invoice prior to approval
- Borrowed funds from Line-of-Credit pending disbursement from LISC

- To pay back line-of-credit in full once grant disbursement is received
- **John P. made a motion to adopt the Financial Reports as written, Brian T. seconded, and the motion passed unanimously**

Time for Visitors:

- Elaine Sperbeck
 - Member of community from Little Falls
 - Interested to learn more about the Land Bank

Presentations:

- None

Staff Reports:

- Included in packet
- No additional questions

Old Business:

- Worthy Partners
 - Richfield Springs
 - 5/50 has passed
 - Working on Worthy Partner and 5/50 agreement with the school district
- **Committee Reports:**
- **Executive, Finance & Audit Committee (Officers):**
 - LISC Call regarding disbursement
 - It is an involved process to get funds released
 - We are following all of their steps, but still running into delays
 - Helene recognizes that the forms are not intuitive
 - They have requested an email summary to accompany disbursement request forms going forward
 - Helene initially based Q3 disbursements on summary email after which we directed her to more accurate numbers on the disbursement request form
 - The pro-forma budgets that Tolga and John M. had put together which were required by LISC included some costs that were previously reimbursed
 - They requested the information be presented in this manner, but this created a lot of confusion
 - Joe M. recommends that we add more projects to our request so that the numbers match our original request
 - LISC doesn't want to fund more than 5 projects at a time
 - Considering the essence of time, Tolga is going to follow-up with Helene regarding adding more projects to our disbursement request in order to be able to move forward with projects faster and avoid future delays
 - Supposed to have a 10-day turnaround for disbursements, but this system hasn't materialized
 - LISC lost a lot of their staff
 - LISC lost their contract with NYS which is why Enterprise is our funder for the next round

- Rehab/Admin costs are paid up-front whereas Demo costs are reimbursed
 - Requested rehab funds for 5 projects
 - Accounting Firm
 - Jocelyn M. has been working to update QuickBooks and ensure that the accounts are accurate
 - Tolga and Jocelyn M. have been sending documentation to Gustafson and Wargo
 - **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Health Insurance Plan Selected
 - Excellus Gold 13
 - Waiting for a response from NYCON
 - Cell Phone Benefit
 - John M. and Tolga looking into cell phone plans
 - Jocelyn M. would prefer a reimbursement
 - Tolga to submit a proposal
 - **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - 562-564 E. Main St., Little Falls
 - Oral agreement with the owner to purchase
 - No progress since receiving oral agreement
 - Chris B. is concerned with the lack of communication and wants to start considering other locations
 - **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - Code of Ethics
 - Should be circulated with each new hire/new board member
 - Conflict of Interest Statement
 - Discussion of how frequently the statement should be signed.
 - If you abstain from the vote, you should also abstain from the discussion
 - Not limited to financial conflict
 - Karl G. wants to ensure that we are legally compliant
 - Sexual Harassment Training
 - Scheduled for the annual meeting in May of 2019
 - Procurement
 - RFP Process (Environmental)
 - Selected bids
 - John M. worked with Mark D. to improve/revise the RFP for future use
 - Circulated draft
 - Cleaned up rates/lump sums
 - Per project rates to better explain payment amounts
 - John P. suggested creating a deadline for submitting questions and for providing answers
 - Send an email with Q&A after deadline or note that no questions were received
- **John P. made a motion to approve the RFP provided at the meeting pending changes and revisions suggested by the Board of Directors, Brian T. seconded, and the motion passed unanimously****

- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
 - Discussed the process of opening bids publicly
 - Not required by our grantors
 - Promotes transparency
 - Sealed bids vs. public bids discussion
 - Mark D. prefers the options of sealed bids
 - No chance of shared information
 - Cannot accept electronic bids
 - Bid does not have to be selected publicly, just disclosed
 - Joe M. believes this is required of a public authority in NYS
 - To try this process for stabilization bids for the Stone Lodge
 - **John P. made a motion to have John M. open proposals for the stabilization at the Stone Lodge in Palatine Bridge publicly and for them to remain sealed until the scheduled deadline. This will discount any electronic bids. Mark D. seconded and the motion passed unanimously**
 - To rotate to order of FGUs on the agenda moving forward
- **City of Utica**
 - ArtSpace project
 - Diane Shoemaker
 - Found LISC funded projects to show comparability to try to get funding
 - Moving forward
 - 1441 Sunset Avenue
 - Older homeowner now lives in a nursing home
 - Potential sale with scope
 - Daughter completed the donation packet and intake form
 - Pending receipt
 - Donation property
 - 1201 Neilson Street
 - Demo
 - Owner completing in-take form
 - Donation
 - Need a committee to address properties brought forward by the community
 - Discussed the importance of the intake form and that everyone is following a standardized process
- **Herkimer**
 - Ilion
 - MOU Circulated
 - Adopted in November
 - Attorney gave feedback for changes
 - Amendment or motion needed?
 - **John P. made a motion to replace the prior motion to accept the MOU with revisions, Brian T. seconded, and the motion passed unanimously**
 - Cherry Valley
 - 19A

- Attorney Hyde Clark agreed to do the 19A paperwork for approximately \$700-1500 per property depending on if there was contestation from the homeowner
- **Brian T. made a motion to approve Hyde Clark's documents at a price not to exceed \$1500 per property, Judy P. seconded, and the motion passed unanimously**
- Dolgeville
 - 14 Spencer
 - Bank donation with potentially \$20K
 - Foundation issues
 - **John P. made a motion to accept this property as a donation from the bank with a concession, Brian T. seconded, and the motion passed unanimously**
- **Montgomery County:**
 - Fort Plain
 - 63 Center Street
 - Occupied
 - Death in the family
 - Kids have relocated
 - Parents to move within 30 days
 - Palatine Bridge
 - Stone Lodge, 132 West Grand Street
 - Stabilization needed for 9 windows
 - John M. to get bids
- **Otsego County:**
 - Oneonta
 - Internal committee to address issues
 - GMVLB on the agenda for their next meeting
 - Need stakeholder involvement
 - Community involvement required by grantors
 - County Treasurer to be deployed to Africa
 - Deputy Treasurer to take over while he is gone
 - Judy P. to share tax foreclosure list

New Business:

- EPA Brownfield Program
 - Grant workshop online next week
 - **Mark D. made a motion for the Land Bank to apply for the grant program, John P. seconded, and the motion passed unanimously**
- There being no further business before the Board, the meeting adjourned at 2:24PM by a motion made by John P., and seconded by Karl G.

Respectively submitted by:
Jocelyn Mosher