



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Monday, April 15th, 2019 @ 11:30 AM

In Attendance:

Karl Gustafson – Chair, Margaret Kennedy – Vice Chair, Brian Thomas – Secretary, Mark Domenico – Director, Shane Nickle – Director, Judy Pangman – Director, John Piseck – Director, John Stephens – Director, Chris Brown – Director, Tolga Morawski - Executive Director, John Mazarella – Project Manager, Jocelyn Mosher – Administrative Assistant

Karl Gustafson called the meeting to order @ 12:10 PM.

- Pledge of Allegiance
- Roll Call
- Financial Reports

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Dental Insurance Information
 - Verizon Phone Plan and Pricing
 - Jocelyn's Letter
 - Personnel Policy

Draft minutes have been posted on the website

- April 4, 2019
 - **John P. made a motion to adopt the minutes as written, Mark D. seconded, and the motion passed unanimously**

Financial Statements:

- Provided at the meeting
- Joe M. was not present to give updates on the financial reports

Time for Visitors:

- None

Presentations:

- None

Staff Reports:

- Presented at the last meeting

Old Business:

- Outreach and Engagement Update
 - Village of Frankfort
 - Passed both the engagement and 5/50 resolution
 - Town of Roseboom signed Worthy Partner Agreement
 - Town of Roseboom Land Bank Planning Committee
 - Oppenheim-Euphrates-St. Johnsville School District
 - Signed 5/50 Resolution
 - Richfield Springs School District
 - Did not approve 5/50 agreement
 - Bob A. to follow-up
- **Committee Reports:**
 - **Executive, Finance & Audit Committee (Officers):**
 - ABO/PARIS
 - Pending conclusion of audit
 - Hoping to be done by the end of the month
 - **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Vacation 2018
 - ** Brian T. made a motion to allow Jocelyn M., as a one-time exception, to have the full amount of time-off allowed for 2018 (20 days) and to carry-over the remaining portion to the end of 2019, John P. seconded, and the motion passed unanimously*
 - Grant Writer/Administrator
 - **Brian T. made a motion to allow Tolga to post an RFP for the position, John P. seconded, and the motion passed unanimously**
 - Cellphone Reimbursement
 - **John P. made a motion to allow staff members to receive a \$50/month reimbursement for cellphone use, and to purchase a cellphone and plan for John M. to use for work purposes for approximately \$93/month, John S. seconded, and the motion passed unanimously**
 - Dental Insurance
 - **John P. made a motion to purchase employee dental insurance for Jocelyn M. through NYCON for \$33.88/month, Shane N. seconded, and the motion passed unanimously**
 - Retirement
 - Tolga to do more research
 - **Meg K. made a motion to direct Tolga to set aside amount needed for retirement plans until the account is approved with the understanding that a decision must be made by the June 2019 meeting, Judy P. seconded, and the motion passed unanimously**
 - **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - **Disposition Committee:** Shane Nickle, Chris Brown & Judy Pangman
 - 219 Canal Street, Fort Plain bids
 - **John S. made a motion to accept the bids for Lot #1,2,3 & 5, but to have John M. obtain more information on the bid for Lot #4, Meg seconded, and the motion passed unanimously**

****John S. made a motion to implement a minimum bid of \$500 for the lots in Ilion in Herkimer which are ready for disposal and allow John M. to post an RFP for the purchase of these lots, Brian T. seconded, and the motion passed unanimously****

- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
- **City of Utica**
 - 1128 Hammond Avenue, Utica
 - Received one bid each for abatement and rehab
 - The bid for abatement was lower than anticipated and the bid for rehab was higher
 - Still under budget as an aggregate
- **City of Rome**
 - 505 West Dominick Street, Rome
 - No Update, to go to Rome PSC
- **Schoharie County**
 - NCST Property, 762 Schoharie Hill Road, Schoharie
 - Offer accepted, moving forward with acquisition
- **Herkimer**
 - 220 Main Road, Herkimer – Trailer Park
 - Meeting went well
- **Montgomery County:**
 - Fort Plain
 - 63 Center Street, Fort Plain
 - Now vacant
 - Transfer to proceed
 - Likely a demo
- **Otsego County:**

New Business:

- **NYCON**
 - Executive Director Training in Albany
 - Approved by Karl G., no vote needed
- **Videoconferencing Equipment**
 - To be purchased by the Land Bank
 - Put in location in each FGU
 - Discussed ownership of equipment
 - Karl G. suggested with inquire with Helene from LISC
- **Historic Preservation Conference**
 - Rochester
 - \$75 registration fee
 - John M. and Tolga are attending
- **OGS Gov Buy Training**
 - John M., Jocelyn M., and Tolga to attend
 - Free
 - Karl G. may also attend
- **NYLBA Conference**
 - Buffalo

- June 12-14th
 - Free, but will have to discuss overnight arrangements
- Sexual Harassment Training
 - To be held at annual May Meeting
- Voting for Officers
 - Annual Meeting in May
 - Nomination sheet has been shared
- There being no further business before the Board, the meeting adjourned at 12:34PM by a motion made by Meg K. and seconded by John P.

Respectively submitted by:

Jocelyn Mosher