



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, December 9, 2021 @ 1:00 PM

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

In Attendance:

*Meg Kennedy – Chair; *Karl Gustafson Sr. - Vice Chair; *Brian Thomas – Secretary; *Mark Domenico – Director; *Celeste Friend – Director; *Steve Yearly – Director; *Zachary Thompson – Director; Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *David Dardzinski – Main Street First, LF; *Garret S. Wyckoff – Planner, City of Rome; Schoharie County; *Janine Thompson - MVEDD

Guests: Brian Carrol, *Jim Blasting & Scott Flansburg from Herkimer 9; *Steve Dibble from Summit Sno-Riders

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Profit & Loss statement
 - Balance Sheet as of November 30th, 2021
 - Budget vs Actuals
 - Zombie Budget vs Actuals
 - Funding Plan – revision 11
 - Staff Report – John Mazzarella
 - Staff Report – Allysa Dupont Rader
 - GMVLB Quarterly Newsletter – draft
 - Meeting Flyer – Strategies for municipalities to tackle vacant, abandoned and unsafe properties
 - NYS Homeowner Assistance Fund power point
 - Letter, Summit Sno-Riders Inc.
 - HM Quackenbush Building Summary & Redevelopment Plan
 - Herkimer 9 purpose and approach to site development of HM Quackenbush site

Meg Kennedy called the MEMBERSHIP MEETING to order @ 1:05 pm.

Attendance and Pledge of Allegiance

Introductions: Welcome Steve Dibble from Summit Sno-Riders snowmobile club; Jim Blasting, Scott Flansburg and Brian Carrol from Herkimer 9

Adopt Meeting Agenda: A motion to approve the agenda as presented was made by Karl Gustafson, seconded by Mark Domenico and so carried.

Minutes: The minutes for the board meetings from 12/31/20 & 11/4/21 are still being revised and will be presented at the next meeting.

Time for Visitors:

- Steve Dibble from the Summit Sno-Riders snowmobile club introduced himself and provided an introduction on the snowmobile club. They have provided a written request to the Land Bank for consideration for the use of the property owned by the GMVLB at 2854 State Route 10 in Summit, NY. They would like permission to re-route their snowmobile trail through this property so that they can access the main trail to state land in Eminence. The landowner, GMVLB, would be covered under the State Law protections and their liability insurance coverage. They would have to access the property to put up proper signs and provide any maintenance to the trail that may become necessary. This piece of property had a vacant house on it and has been demolished. The property is currently for sale. Steve D. thanked the landbank for their consideration and departed the meeting.
- Herkimer 9 & the HM Quackenbush site on Prospect St., Herkimer. Brian Carroll joined the meeting and described the municipality masterplan. Scott Flansburg provided information on himself as the Human Calculator and his vision for building site to be used as a STEAM Learning Center. The 1st floor would be for children, 2nd floor for adults and the 3rd floor as a business incubator. Jim Blasting spoke about the history of the Quackenbush family and the historic value of keeping the building. The Herkimer 9 currently owns the building but cannot access it until it is inspected for asbestos/lead, etc. They would like to work with the GMVLB as a Brownfield site. They are looking for approximately \$400,000. Meg Kennedy thanked them for their presentation and they then left the meeting.

Financial Reports:

- Balance sheet as of 11/30/21, P&L, and the Budget vs Actual from Jan. to Dec. 2021; reports were provided in the meeting packet. Tolga referred to John Mazzaralla who put the reports together. John briefly described a few line items. Tolga mentioned that the report shows \$236,763.49 in sales but we have had some 2 sales that have not been recorded yet. Jason Cooper is still a little behind and the journal entries are not up to date. Karl G. asked Steve S. if he had a chance to review these reports. Steve S. mentioned that he was looking at them at the same time as the rest of the board. Steve S. did mention that these reports are different than the ones utilized by MVEDD Quickbook files. A motion was made to accept the reports as provided by Celeste Friend, seconded by Mark Domenico and so carried.

Old Business:

- **Staff Reports:** included in the meeting packet.
- **Executive and Finance/Audit Committee:**
 - Audit Updates for 2019 & 2020; Cooper Financial still needs a few items for the audits. Once received, Sean will need 3 to 4 days to complete and then approximately two weeks for technical and final review.
 - At 1:47 pm we had audio issues so we needed to restart the meeting and recording. The meeting resumed at 1:54 pm.
 - Resume Audit Updates: ABO/PARIS Reporting – Tolga still has items to enter and needs Jason's assistance and he has been busy so as soon as he is free they will get together to enter the information.
 - We will move the meeting to items that needs voting due to time constraints.

- **Adirondack Bank:**
 - **Line-of-Credit:** discussion on utilization rate/norms for the size of our annual budget & projects/potential increase. Tolga mentioned that we have challenges with the current amount we have available based on projects we have. We are undercapitalized. Tolga would like to see a minimum increase to \$150,000 or possibly more. Basing the figure on one million per year in projects. So \$150K is only 15% - until we know where HCR is at on fronting money towards the Park. A \$250K maximum would be better at 25%. Karl G. mentioned the initial administration funds now we need project funds. Karl is comfortable in requesting the additional funds in writing to Adirondack Bank along with a repayment plan. The board would like to see the request in writing prior to voting so that they can see the documentation to show the Bank the repayment plan. Brian Thomas agrees with Karl and then the Board could see what the monthly costs would be like along with the interest charges. Tolga mentioned that the Bank wants a sit-down now to hear what are current plans are to repay. Tolga will get the information to the Board as soon as possible.
 - **Budget:** Tolga mentioned that due to current questions re LOC and admin support will provide updated Draft of the 2022 Budget for consideration for amendment in January 2022.

Grants:

- **Enterprise CRI IV grant:** Final Report for Q3 Actuals & Q4 – Pending, all money has been disbursed.
- **EPA Multipurpose Brownfield grant:**
 - NYS DEC – John M. mentioned he has had discussions with Consent Decree on a 4yr window for site clean-ups.
 - Contract received from US EPA
 - Tolga mentioned that they are working on the policies that need additional language to comply w/ Federal Statutes.
- **Project Selection Committee:**
 - Montgomery County: Fort Plain - 36 Douglas St & Reid St Property – we have received a donation offers from Garcia vis-à- vis Lensky. This is a land-locked parcel. This property has a condemned building on it in which the Village would like it demolished. The owner does not want the building. They would work with the Land Bank on site aggregation. We would acquire the properties while they find a way to demolish. The cost would be approx. \$3,500 per parcel on hazards removal. Karl G. mentioned he is aware of the properties. Worse case scenario we take the properties, exhaust all funding opportunities and still cannot complete the project. What happens if it collapses and slips down the hill and creates a calamity? Tolga states we have liability Insurance if something were to happen. Meg K. & Mark D. mentioned that it would be a high risk property and unknown funds for the demolition. Tolga will get an engineer to review the property and see where the CBDG is at on funds and will bring it back to the table at next month's meeting.

➤ 2:15pm Brian Thomas off call

➤ 2:22 pm Karl Gustafson off call

Return to: Executive and Finance/Audit Committee:

- **Funding Plan:** John M. reviewed the spreadsheet of pending property sales vs. expenses. At this point in time we need to find out how we are going to pay our contractors and prioritize our projects based on funding available.

Return to: Grants:

- **Homeowner Assistance Fund (HAF)** – Allysa D.R mentioned that there was a flyer in the handouts for the meeting. She would like everyone to get the word out to families & communities. The portal opens on January 3rd and is open for 30 days or when the funds run out. The people can

contact her for assistance if they need any help.

- LISC CRI III funding status and next steps:
 - Project Gantt chart – discussion was held at the PSC meeting on 102 Ft Stanwix Park North. The construction is behind due to sickness and staffing issues on experienced contractors. There is still \$48K available but the contract is supposed to be completed by the end of 2021 as the LISC grant ends 12/31/21. We have a cash flow problem as we do not have the funds available to pay these contractors so we did not get the real qualified contractors. We will need to request from LISC a] \$15k for Vasid Construction, b] \$20k for cabinets and other materials and c] \$13K for installation. A motion was made to move forward with contacting LISC for requesting these funds by Mark Domenico, seconded by Celeste Friend and motion carried unanimously.
 - The next Bi-weekly LISC call is **TODAY 12/9/21 @3:30pm**

Hiring/Personnel:

- Admin Assistant position:
 - Tolga states that MVEDD continues providing support for Admin & Bookkeeping tasks, but we still need additional help. A discussion was held on hiring a Temporary Employee on a 60 to 90 day term starting in January to assist Tolga in “catching up”. We will also work concurrent with MVEDD in exploring with Steve S. and MVEDD on a quote for services going forward. We would make a decision within the 3 months on a long term plan. A motion was made by Celeste Friend, seconded by Mark Domenico to move forward with hiring a temp starting in January for 90 days. The motion was approved unanimously.
- **Project Selection Committee:**
 - Montgomery County: Fort Plain – 68 & 70 Center Street - we have received an offer to purchase in the amount of \$15,000 from Mellissa Patello with a scale with scope. A motion to approve the offer made by Mark Domenico, seconded by Zach Thompson, motion carried unanimously.
 - Schoharie County: Town of Summit - 2854 State Route 10: request from Summit Sno-Riders Club to cross property. As presented by Steve Dibble, the club would like to have permission to create a snowmobile trail across the property to be able to access the main trail to state land in Eminence. They would also need permission to maintain the trail including signage, etc. on the trail. The landowner, GMVLB, would be covered under the State Law protections and their liability insurance coverage. They would have to access the property to put us proper signs and provide any maintenance to the trail that may become necessary. This piece of property had a vacant house on it and has already been demolished. The property is currently for sale. A motion to grant the Summit Sno-Riders Club use of the land for a snowmobile trail was made by Celeste Friend, seconded by Mark Domenico and so carried. One amendment was made that they may use the land as long as the GMVLB owns the property and if the GMVLB sells the property the club will have to negotiate with the new land owners.
- The next meeting is scheduled for January 6th, 2022 @ 1:00 pm via ZOOM video-conference and in person at the GMVLB office. Also, Thank You to Allysa for the 2nd Quarterly Newsletter, great job!
- Motion to adjourn the meeting was made by Mark Domenico, seconded by Meg Kennedy and so carried.
- Meeting was adjourned at 3:04 pm

Respectively submitted by Janine Thompson