



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

Minutes from: Thursday, March 5, 2020 @ 1:00 PM

In Attendance:

Karl Gustafson –Chairman; Mark Domenico – Director; Judy Pangman – Director; Brian Thomas - Director; Meg Kennedy – Director; Tolga Morawski - Executive Director; John Mazzaella - Project Manager; Christina Brown - Community Advisory Board; Rob Albrecht – Outreach & Engagement Coordinator; Janine Thompson – MVEDD

Via Teleconference - Cabryn Gurdo

- The documents provided for the meeting were;
 - Agenda
 - Minutes – June 7th, July 9th, September 5th, 2019 and February 13, 2020
 - Staff Report – John Mazzaella
 - Staff Report – Rob Albrecht
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - MVEDD – time sheets & invoices for Janine Thompson for Jan & Feb 2020
 - LISC/Herkimer Zombie final grant agreement
 - Herkimer Zombie budget & work plan
 - John Mazzaella's recommendation to proceed for demolition of 11 Ann Street, Little Falls; 110 Charleston Street, Sprakers
 - John Mazzaella's recommendation to proceed with asbestos surveys

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

-Pledge of Allegiance

-Introduction of all in attendance

Adopt Meeting Agenda: go with what is in the packet – no changes.

Minutes: more time is needed to review the minutes provided so we will forgo a vote at this time

Old Business:

Executive and Finance/Audit Committee:

- Adopt Financial Reports – Tolga stated that Q1 & Q4 are being finalized. Once we have the accounting issue resolved we will be able to have accurate reports especially with income. Tolga asked for a motion to approve the reports in the packet, Mark requested Tolga provide an explanation of the items on the balance sheet. No motion made at this time.
- Motion to Adjourn to Executive Session was made at 1:09 pm made by Meg Kennedy, seconded by Judy Pangman so carried.

- Motion to Exit Executive Session was made at 2:40 pm made by Mark Domenico, seconded by Meg Kennedy so carried.
- Following Executive Session:

Executive and Finance/Audit Committee cont.:

- ABO reports – Budget – for Karl to approve
- Discussions with LISC, Enterprise, etc. – Updates
 - Status of LISC CRI III and other funding, next steps
 - BOD participants for weekly LISC Calls going forward, once a schedule is firmed up then Tolga will email the BOD
 - Zombie 2.0 Grant review timeline & work plan, County Code Officers, discuss next steps in response to LISC and co-applicants. Personnel Committee/Brian to post on INDEED for the Zombie Coordinator position with a quick 2 week search as we only have 30 days for the grant.
 - There is a meeting with Herkimer County on the 17th. Brian Thomas made a motion to enter into an MOU with the Town of Herkimer to participate in the Grant, seconded by Meg Kennedy and passed unanimously. Judy had a few questions and discussion continued.
 - Technology will be GMVLB and will be paid by the grant. Community outreach will be the Homeownership Center. Meg stated that we should have clear objectives on day 1 and signed off by LISC at the beginning. LISC to pay half of the initial disbursement to the Town of Herkimer then they will disburse to the Land Bank once documentation is provided. We would prepare the reports for the Town of Herkimer. Mark then asked if the funds can be used for other purposes, i.e.: office work, outside of the grant? GMVLB administers the grant: 30 hrs Zombie, 10 hrs GMVLB.
- Status of Enterprise CRI IV funding: Admin & Project – disbursement should be by the end of the month. They still need Q4 numbers.
- Discussion of new Utica Board Appointee, GMVLB Treasurer – as Robert Burmaster is a new councilman and the accountant retired this is holding us up but when they approve the IMA they should also approve the appointment.
- Discussion of role of accounting firm going forward (Karl), meeting with G&W

Policies Committee:

- Policies Committee (Shane Nickle, Meg Kennedy, and Chris Brown):
 - need to get a section that address Tax issues – maybe put in the MOU with each municipality

Hiring/Personnel:

- Admin Assistant position search update, next steps?
 - Completion of Admin tasks in the interim, discussions with MVEDD to have Janine work approx. 3 days per month.
- #Medical Leave – Tolga was requesting to work remotely as he needed time to care for his girlfriend and he was going to have surgery. He would still try to work up to 30 hours per week or flex hours after his surgery. Bills would be maintained along with bookkeeping and John can take additional workload along with MVEDD's allotment of Janine's time – at least 3 days per month. Okayed by the board.
- #Vacation time – discussion was held on how to configure GMVLB employee vacations. Pro-ration of hours and needs to be okayed by Tolga prior to taking time off.

Space Committee:

- 27/29 Ann Street, Little Falls – Asbestos survey, would be \$3,630.00, Motion made by Brian Thomas, seconded by Meg Kennedy to pay this amount. Motion carried unanimously.

Project Disposition Committee:

- Discuss Enforcement Mortgages options and research to date
- Property Tax discussion
 - Letters sent to Assessors ahead of March 1st reiterating our exemption
 - Identified taxes assessed in error to be corrected, working to correct them with Offices of Real Property, Treasurers, FGUs, etc.
 - Including Pass-through of valid lag year taxes in deeds for buyers
 - Explore document or possibly training to more clearly convey exemptions

Project Selection Review Committee: next meeting will be Tuesday, 2/25

- City of Rome (IMA Renewal Passed ✓ 2/12/20):
 - Also Adopted 5/50 Agreement
 - *505 West Dominick Street – Asbestos Survey, would be \$3,495.00, Motion made by Mark Domenico, seconded by Brian Thomas to pay this amount. Motion carried unanimously.
 - Rome Clean & Green Property, Glesmann House site visit and discussion
- City of Utica (IMA Renewal Passage 3/4/20...Pending?):
 - March 2020 Presentation to the Common Council
 - Also addressed Building Permit Costs
 - Appointment of new Board Member
 - Annual contribution towards Admin
 - Discussed back taxes re 1128 Hammond Avenue
 - *1201 Neilson Street – demolition, this will happen early April
- Otsego County (IMA Renewal Passed ✓):
 - *8 Lancaster Street, Cherry Valley, demolition, holdover – no action needed at this time
- Montgomery County (IMA Renewal Passage Pending 1/?/20):
 - Charleston
 - *110 Charleston Street – Demolition, cost is \$4,500, Motion made by Brian Thomas, seconded by Judy Pangman to pay this amount. Motion carried unanimously.
 - Fort Plain
 - 219 Canal Street and adjacent lot, sale of three sub-divisions
 - *21 Lydius Street, Fort Plain offer received of \$26,500, motion to accept offer made by Brian Thomas, seconded by Meg Kennedy and so carried.
 - Fultonville
 - *11 Ann Street – Demolition
 - 3 Ann Street – tenants are out – proposed to Enterprise
 - Palatine Bridge
 - Stone Lodge, 132 West Grand Street Update
 - *71 West Grand Street – Asbestos Survey, cost is \$1,775.00, motion to pay this amount by Brian Thomas, seconded by Meg Kennedy and so carried. This property is a potential demo.
- Herkimer County (IMA Renewal Passage Pending 1/?/20): meeting on the 17th
 - Herkimer
 - Trailer Park, 220 Main Road, Town of Herkimer Update (Tolga)
 - POTF Meetings, January 30th (NYC), February 3rd (MHP)
 - Collecting financial information from residents

- Discussion with NYS HCR re: funding to date including:
 - Water bills, due Nov. 18th ~\$6,000 (discuss meters)
 - Back Taxes ~\$30,000
 - Interim Budget for acquisition and stabilization submitted to HCR for consideration
- Ilion
 - *81 South Third Avenue – Asbestos Survey, cost is \$3,417.00; motion to pay made by Brian Thomas, seconded by Mark Domenico and so carried.
 - Lester Avenue Properties Update (John)
 - OHSWA Assessment/Utility lines, other concerns
- New Business:
 - *Membership fee for participating municipalities (currently 15), discussion held and decided to put this in the policy.
 - Found a Municipal Planner to assist with GIS Mapping of projects and sites under the HCR Small Building Program
 - Reviewing Materials from NYS ARC Grant program with intent to apply, Tolga and John to work on.
- Confirm date and time for next meeting, April 9, 2020 @ 1PM, to be held at GMVLB 500 East Main St., 2nd Floor, Little Falls, NY
- Motion to adjourn meeting was made at 3:07 pm by Meg Kennedy, seconded by Mark Domenico and so carried

Respectively submitted by Janine Thompson, Executive Session completed by Karl Gustafson