

GMVLB Project Selection Committee Meeting Minutes

Location: 1 Kennedy Plaza, Urban Renewal Agency Office, Utica, NY
Date: **Monday, August 27th, 2018**
Time: **12:30PM**
Conf. Call Info: **NOTE CALL-IN** #1-(563) 999-1074 with ID#756734

Attendance: Brian Thomas, Mark Domenico, John Mazzarella, Mike Brown, Jocelyn Mosher, Tolga Morawski, Joe Marino

Call-In: Judy Pangman, David Dardzinski, Chris Brown, Bob Albrecht

-Call to order @ 12:43PM

-Confirm Recording of the Minutes

-Review prior meeting minutes (July 30, 2018)

Mark D. made a motion to approve the July 30, 2018 minutes, Brian T. seconded the motion, and it passed unanimously

Old Business:

- eProperties Plus Software
 - o Jocelyn and John M. have completed the training and are working to input data into the program for future use
 - Training pushed John M. over his 30 hour cap
 - To update more at next meeting
- MOU Updates
 - o Little Falls Main Street First to sign MOU at 6:30pm tonight
 - Tolga to attend meeting
 - o Dolgeville
 - Land Bank Committee
 - Bob has sent the committee vacant property forms
 - Dolgeville felt threatened by the amount of information required
 - o Some assistance may be needed
 - Bob filled out the same form to get an idea of what was required
 - Dolgeville Forward
 - Parent organization of Land Bank Committee
 - Acquired nonprofit status
 - Potential Worthy Partner
 - Bob to meet with Dolgeville regarding 5/50 resolution
- Signage
 - o Jocelyn and John M. empowered to select a company for signs based on the quotes already received and move forward with purchasing.
- Strategic Plan
 - o Next steps
 - Action plan needed
 - Bob A. to work on
- Financial Information
 - o Joe M and Jocelyn met earlier today to discuss financial statements to be presented

- Jocelyn to provide financial statements at the committee meetings going forward as it will help the members and committee to make informed decisions

Properties:

-City of Utica Properties

- 111 Hawthorne Ave
 - No Updates
- 1163 Mohawk St.
 - Demo – in poor shape and in desperate need of being addressed
 - Brian Thomas and Mayor of Utica working with property owner to address property
 - Brian T. feels that they are close to getting the owner to demolish the property on their own, without the assistance of the land bank.
- 1128 Hammond Ave.
 - Noted in John M.'s report
 - Tree limbs in the rear of the property pose a potential hazard
 - Joe M. mentioned setting up an MOU with the Central NY Conservancy to address tree issues
 - It was noted that this would be a good relationship/partner to have working with us in the future
 - Joe M. to set up a meeting with Bob A. and John M.
 - Property to be rehabbed
 - John M. will be soliciting contractors for bids in the near future
- Update on 613 Columbia Street (Brian)
 - City of Utica to repay the land bank approximately \$4,000 for the demolition costs
 - The city has recovered the remainder of the costs
 - The land bank helped to reduce the tonnage of waste by allowing Rich Strunk from Windy Hill Restorations to take some materials

-City of Rome Properties

- Clean-outs to begin soon by Oneida Square Projects
- 119 Turin St.
 - Owner in contact with John M.
 - Interested in donating the property to the land bank
 - Currently listed for \$32,000, however no offers have been received
 - Property is distressed
 - Mortgage through Wells-Fargo bank
 - Close to other 3 Rome projects
 - Needs approximately \$20-25K to stabilize
 - **Mark D. made a motion for the land bank acquire 119 Turin St. in Rome, NY at no cost, Mike B. seconded, and the motion passed unanimously**

-Otsego County:

- County tax foreclosure auction
 - “Trainwreck”
 - 4 properties that were to be transferred from the county to the land bank prior to the tax auction were instead sold at auction
 - County passed resolution
 - Treasurer had to agreed to transfer the properties and waive the back-taxes owed, but didn’t follow through
 - To hold meetings with Otsego County to avoid this problem next year
 - Need Otsego County properties
 - Judy P. trying to get property owners interested and involved
 - Working on a plan to get new projects
- Richfield Springs
 - Joe Roberts, Code Enforcement Officer
 - Filed violations against owner of 26 Canadarago St.
 - John M. to follow up with Meg K.
 - 20 Lake St.
 - Deed received
 - Jenn Greco doing title work
 - Roof issues need to be addressed
 - Mark D. mentioned viewing the roof more easily with use of a drone

-Herkimer County:

- Herkimer County Deeds from 11/28/17
 - Pending
 - Re-filed for a second time
 - John M. to follow up
- 562 E Main St. Little Falls discussion
 - Chris B. trying to schedule meeting with owner of the property
 - Funding needed to make an offer
 - Chris B. would like to make a cash offer
 - ~\$12K available from Wells-Fargo concession for 1347 Top Notch (unrestricted)
 - ~\$4K from the City of Utica for 613 Columbia St.
 - Considering how little cash is available, the land bank may need to apply for outside funding or request to use funds from LISC
 - Offer letter is needed
 - Herkimer County reps have been of no assistance to date

-Ilion

- Meeting upcoming
- \$5K/property
 - Luster Ave. Demos
 - Trying to negotiate costs with contractor

- 20-22 West Ave., Ilion
 - Demo
 - Abatement began today
- West Winfield
 - 501 Clapson Circle
 - No Updates
- Pre-Limbo List:
 - 55 Glen Ave.
 - David D. has been working out an agreement with Pooniel Healy, who owns the lot next door
 - Lot needed for parking
 - Pooniel prepared to sell lot for \$1200
 - To sell property with lot with scope of work
 - **Mike B. made a motion to purchase the parking lot from Pooniel Healy for \$1,200 to be used for parking at 55 Glen Ave. in Little Falls, NY, David D. seconded, and the motion passed unanimously**
 - 208 Loomis St. Property
 - David D. has given the neighbor the draft of letter of intent to purchase
 - To pick up tomorrow
 - **Mark D. made a motion to acquire 208 Loomis St. in Little Falls, NY at no cost, and then put out to bid contingent upon the receipt of the letter, Brian T. seconded, and the motion passed unanimously**
 - Discussion included:
 - Demo
 - Costs will total approximately \$30K
 - Environmental surveys needed

-Montgomery County:

- Tax Foreclosure Auction
 - Auction scheduled for this Wednesday 8/29
 - Tolga meeting with county Legislature tomorrow for Q&A
 - In agreement to have properties transferred
 - John M. to follow-up Dianne Hoffman regarding Fort Plain properties
 - We have received an offer for \$9K on one of the lots we are supposed to be receiving from the auction, which is located on Lydius St. in Fort Plain

-Schoharie County

- Transfer form for 934 State Route 443 has been signed and sent

New Business

- Worthy Partner Plan
 - Mike B. inquired as to the plan going forward in regards to cash flow, invoicing, and accounting for work performed by Worthy Partners
 - John M. mentioned some of the software programs available in eProperties Plus

- More training needed
- Expenses
 - LISC won't release funds without having bids, scopes, and market analysis for each project
 - Need to set-up invoicing system for Worthy Partners
 - Discussed setting aside funds based on percentages
 - Discussed establishing separate MOUs for each project rather than an umbrella MOU for the Worthy Partner
 - Worthy Partners able to bid on contract work
- Cities Rising
 - Offers funding for software
 - Utica and Rome didn't participate due to timing issues
 - Short window to apply
 - Mark D. and Brian T. to write letters expressing interest
 - Tolga believes there are still funds available

-Set date and time for next meeting (9/24/18)

-Adjourn 2:05PM

****Brian T. made a motion to adjourn, Mark D. seconded, and the motion passed unanimously****

Respectfully submitted by:
Jocelyn Mosher