



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, September 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; *Mark Domenico - Director; *Steve Yerly - Director; *Brian Thomas – Secretary; *Steve Smith - Treasurer; *Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; *Janine Thompson – MVEDD; *David Dardzinski – Main Street First, LF; *Garret S. Wyckoff – City of Rome

*Via Video or Tele-Conference

- The documents provided for the meeting were;
 - Agenda
 - Certificate Regarding No Conflict of Interest
 - Minutes - December 31, 2020, Special Budget meeting
 - Minutes – January 7, 2021
 - Minutes – July 8, 2021
 - Minutes - August 5, 2021
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - GMVLB Draft Budget vs Actuals
 - Staff Report – John Mazzarella
 - Staff Report – Allysa Dupont Rader
 - GMVLB Grant Funding Plan, rev.9
 - Document Retention Policy Example
 - Internal Control Policy
 - 199 Mill St., Canajoharie, NY; FEMA flood map, A2Z Environmental LLC asbestos report, pictures
 - 8 Center St., Fort Plain, NY; Application and Certificate for payment
 - 21 State St., Fort Plain, NY; Application and Certificate for payment
 - 50 Elm Street, Oneonta, NY; Proforma, listing of Oneonta properties, pictures
 - 62 Elm Street, Oneonta, NY; Proforma, listing of Oneonta properties, pictures
 - 415 North Madison Street, Rome, NY; Operation plan, Rehab plan, SWS, pictures
 - 102 Fort Stanwix North, Rome; Vasil Construction LLC invoice #884, Application and Certificate for payment
 - 1128 Hammond Ave., Utica, NY: RMB Construction estimate

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

Attendance and Pledge of Allegiance

Adopt Meeting Agenda: we will go with what was provided in the packet.

Minutes: The minutes for the following board meetings were provided:

- December 31, 2020, Special Budget meeting - Tolga is still working on these with Janine
- January 7, 2021, Regular meeting; a motion was made by Karl Gustafson, seconded by Mark Domenico and so carried.
- July 8, 2021, Regular meeting; a motion was made by Mark Domenico, seconded by Brian Thomas and so carried.
- August 5, 2021, Regular meeting a motion was made by Mark Domenico, seconded by Brian Thomas and so carried.

Financial Reports:

- Balance sheet, P&L and Budget vs Actual reports were provided in the meeting packet. Recent sales proceeds show \$120K but are closer to \$220K. Discussion was held on the reports. Financials were excluding Zombie Grant CR IV money but it did come in on September 2nd. A motion was made by Karl Gustafson, seconded by Brian Thomas and so carried.
- Zombie Grant - a report showing budgeted and projected figures was provided by Allysa for Q4, Q5 & Q6. LISC is giving us extra money but we are awaiting final approval before we can announce this. Allysa will share the excel spreadsheet with the board. A motion was made to approve the Zombie Financials by Karl Gustafson, seconded by Mark Domenico and so carried.

Grants:

- **LISC CRI III** grant:
 - we have submitted a reimbursement request for Oneida Square. John needs assistance as the project is 80% completed but there have been several stoppages and a man had quit due to the lack or timing of payments. The last invoice was for #13K which over shoots the contract by \$4K. The contractor has asked if they can be removed from their obligation after this invoice is paid. The overage in cost was mostly due to material costs during COVID-19. The property is 99.9% done for renters to move in. AmeriCorps workers could finish the work. We can submit this to LISC but they may not cover the overage. Further discussion was held. A motion was made to approve the invoice with the overage of \$3,973.00 by Karl Gustafson, seconded by Brian Thomas and so carried.
 - the LISC Req#9 was provided, A motion made by Karl Gustafson, seconded by Brian Thomas was made to submit with changes as noted. Motion approved unanimously.
- NYS "Legacy Cities: Grant - \$25 million Land Banking Grant – currently seeking partners
- NYS Office of Parks, Recreation and Historic Preservation (OPRHP) EPF; acquisition of former junkyard in Fort Plain & stabilization and renovations to the Hoke House in Canajoharie
- NYS HCR POTF – request for 2nd POTF disbursement pending submission for roughly \$20K
- Community Foundation Grant for 27-29 Ann St., Little Falls - still trying for additional funding

Hiring/Personnel Committee:

- New Admin Assistant Position – Tolga mentioned that he has two candidates that are very strong - he will get with Brian on setting up interviews.
- Tolga mentioned a \$25K grant for 3 months and we would be eligible for a 3 month extension. Would use Allysa and would need permission to go to the Hiring Committee if additional help is needed. HAF Grant - a motion was made by Karl Gustafson, seconded by Meg Kennedy to allow Tolga to go to the Hiring Committee as needed. Motion was carried unanimously.

Project Selection Committee:

- Property on Erie Blvd has an offer from Hartley for \$5,000. A motion was made to sell the property for the \$5,000 by Karl Gustafson, seconded by Brian Thomas and so carried.
- Property on 199 Mill Street in Canajoharie was offered as a donation. A motion was made to accept the donation by Karl Gustafson, seconded by Mark Domenico and so carried.
- Properties at 50 Elm St. & 62 Elm St. in the City of Oneonta are going to come off the tax auction list and the City will vote in October on the forgiveness of taxes & fees and give the properties to the Land Bank. A motion to accept these properties was made by Karl Gustafson, seconded by Meg Kennedy and so carried.
- Property at 26 Canadarago Street, Richfield Springs, an offer from the adjacent homeowner was made for \$6,200 for the property. A motion was made to accept this offer by Karl Gustafson, seconded by Brian Thomas and so carried.
- City of Rome: Glesmann House, 415 North Madison Street – has been acquired by the Rome Clean & Green, Mark Domenico provided an update. We have an agreement with the City of Rome that we reinvest proceeds from sales back into City properties. The City of Rome is offering this property to the Land Bank as a donation. A motion was made to accept this donation by Karl Gustafson, seconded by Mark Domenico and so carried.

Space Committee:

- Chris Brown brought everyone up to date on the progress. Possible move in date at least by the end of the year. She will have an idea on a budget by the next committee meeting in two weeks.

Brian Thomas left the meeting at 2:00 pm.

Old Business:

- Staff Reports were included in the handouts for the meeting. Karl had some questions;
 - does John need any guidance on properties, John stated he did not as he is working closely with the PDC & PSC committees.
 - Brownfield sites in MC, Tolga has had conversations with the County Attorney, Meghan Manion to see if they wished to involve the land bank in cleaning up/addressing contaminated sites in Canajoharie and St. Johnsville. If they wanted to involve the Land Bank would do a MOA.
 - Tolga states the Service Station would be a liability. Tolga & John have a meeting with the DEC next week to discuss.
 - The ARC CAL Building will involve DOT as there is no end use.
 - Karl is working with Canajoharie - Allysa did talk to the Mayor and they are supportive and would like to move forward with working with the Land Bank.
 - John brought up the Brownfields grant and discussed what will be done. Steve mentioned that MVEDD was supporting a Brownfields Developer Day which will take place in October.

Executive and Finance/Audit Committee:

- Cooper Financial has been working on closing out 2019 and 2020
- Tolga mentioned that Jason Cooper was working on a year-to-date total for 2021.
- Audit for the 2019 and 2020 Audits would be starting this week. We have been working on uploading information that they have requested to their site.
- CARES Act (2nd round): SBA Payroll Protection Program (PPP) forgiveness payment of \$34,000 on Line of Credit
- John Mazarella reviewed the information on the "Funding Plan"
- included in the meeting packet was the draft of the 2022 Budget. This will need to be voted on at the next meeting.
- Strategic Plan - B&L resuming work on the updates from subsequent sessions
- Enterprise CRI IV Grant report for Q2 actuals & Q3 projections, we are just tying up loose ends

New Business:

- North American Passive House Network (NAPHN) – NYSERDA, net zero neutral homes. Interested in the Park of the Future (PAF) project. WE will have a meeting to provide a presentation addressing climate changes, etc.
- AmeriCorps volunteers – Allysa has accepted a team. They will start on September 8th and will work until November 7th. Allysa was working on all the items they will need within their living quarters. They will be helping with renovation projects and with community outreach.
- The next meeting is scheduled for October 7, 2021 @ 1:00 pm but conflicts with the Brownfield Developer Day so we propose to move the meeting to September 30th @ 1:00 pm. Tolga will send out an email to see who is available as we will need a quorum to vote on the 2022 Budget.
- Motion to adjourn the meeting was made by Karl Gustafson, seconded by Meg Kennedy and so carried.
- Meeting was adjourned at 2:39 pm

Respectively submitted by Janine Thompson