



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB

Minutes from: Friday, June 7th, 2019 @ 9:00 AM

In Attendance:

Brian Thomas – Secretary, Shane Nickle – Director, Judy Pangman – Director, John Piseck – Director, John Stephens – Director, Tolga Morawski - Executive Director, John Mazarella – Project Manager, Bob Albrecht – Outreach and Engagement Coordinator, Jocelyn Mosher – Administrative Assistant, Chris Brown (Call), Kristy Barhite (Call), Cabryn Gurdo (Call)

Brian Thomas called the meeting to order @ 9:09 AM.

-Pledge of Allegiance

-Roll Call

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff Reports
 - Enterprise Program Budget
 - Amish Insurance Letter
 - Retirement Plan Information
 - Rehab Recommendations

Draft minutes have been posted on the website

- May 2, 2019
- Annual Meeting Minutes
 - **John P. made a motion to adopt the minutes as written, John S. seconded, and the motion passed unanimously**

Financial Statements:

- Provided at the meeting
- Joe M. was not present to give updates on the financial reports
 - **John P. made a motion to adopt the financial statements, Shane N. seconded, and the motion passed unanimously**

Time for Visitors:

- None

Presentations:

- None

Staff Reports:

- Included in the packet

- No additional questions
- John P. commended the staff for their work and the reports

Old Business:

- Outreach and Engagement Update
 - 5/50 Resolutions Passed
 - Town of Summit
 - 220 Main Road, Herkimer - Trailer Park Update
 - Progress and activity
 - Addressing codes report
 - Met with neighbors and tenants
 - All supportive
 - Town Board of Herkimer is happy with the progress
 - John P. inquired about timing of disposition
 - Tolga responded that an HOA still needs to be established, trailers potentially updated, property updates, etc.
 - John S. noted that he is happy that Codes has been involved and staying informed
- **Committee Reports:**
- **Executive, Finance & Audit Committee (Officers):**
 - ABO/PARIS
 - Executive Committee met with auditors
 - Auditors provided draft of audit report
 - 3 negative findings
 - 2 will likely be eliminated prior to the final audit report
 - Transition with Accounting firms created delays
 - Transaction errors discovered by auditors have been addressed and fixed
 - Going Concern Letter
 - To get approval from LISC to raise percentage for administrative costs from 20-25%
 - To discuss invoices from auditors in Executive Session
 - Board to review the auditor's report and discuss at the July meeting
 - FDIC discussion
 - Shifting funds between accounts to ensure that the full amount is insured under FDIC
 - Try to have accountants and Joe M. present at the next Board meeting
 - Interest bearing accounts discussion
 - Enterprise Grant
 - 24 month grant agreement
 - 1st quarter 2021 is the final date that grant funds need to be expended
 - This deadline is limiting the land bank with time as we are not entitled to start using Enterprise funds, until all of LISC funds have been expended
 - Enterprise tried to reduce the award amount due to this, but relented
 - Requesting an extension through 3/1/21

****John S. made a motion to approve the Enterprise Program Budget, John P. seconded, and the motion passed unanimously****

- Grant Writer RFQ
 - John P. noted that it is very thorough and asked if it was too much for this year to have everything ready in time for the CFA
 - Tolga responded that he had already let a few companies know ahead of time, so they were anticipating the RFQ
 - He also noted that most companies likely have a standard quote/proposal that they send out
- **John P. made a motion to accept the RFQ, John S. seconded, and the motion passed unanimously****

- **Personnel Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Meeting needed
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - Meeting needed
- **Disposition Committee:** Shane Nickle, Chris Brown & Judy Pangman
 - Met this morning
 - Setting regular meeting schedule
 - Next meeting July 29th at 3PM in Sharon Springs
 - 3 properties discussed
 - 20-22 West Avenue, Ilion is ready for disposition
 - Committee recommends the Board accept offer from the Elk's Club for \$1,500.00
 - There were a lot of costs associated with this property as it was a demolition
 - Tolga mentioned that the Elk's Club is tax exempt, therefore by selling the property to them, the municipality will not receive property taxes
 - The tax loss for the municipality, in this case, is very minimal but should be a point of consideration moving forward
 - Property cannot be developed
 - Located in a flood zone

****John S. made a motion to accept the Disposition Committee's recommendation to accept the purchase offer from the Elk's Club for 20-22 West Avenue in Ilion, NY, Judy P. seconded, and the motion passed unanimously****
- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
 - Bid recommendations
 - 13 Lower Prospect Street, Fonda
 - Demo recommendation
 - 3 bids received, Windy Hill Restorations was the lowest

****John P. made a motion to accept John M.'s recommendation, John S. seconded, and the motion passed unanimously****

- 63 Center Street, Fort Plain
 - Demo Recommendation
 - 3 bids received, Dan's Hauling was the lowest
 - **John P. made a motion to accept John M.'s recommendation, Shane N. seconded, and the motion passed unanimously**
- 177 Main Street, Richfield Springs
 - Demo recommendation
 - 4 bids received, Sullivan Contracting was the lowest
 - **John S. made a motion to accept John M.'s recommendation, Shane N. seconded, and the motion passed unanimously**
- 26 Canadarago Street, Richfield Springs
 - Demolition Recommendation
 - 4 bids received, Seymour Excavating was the lowest
 - **John S. made a motion to accept John M.'s recommendation, Judy P. seconded, and the motion passed unanimously**
- 208 Loomis Street, Little Falls
 - Demo recommendation
 - 3 bids received, however bidders did not all follow instructions
 - John M. would like to get more information from the bidders prior to making a recommendation
 - Discussed making a motion to approve his recommendation which is not-to-exceed a certain amount which would expedite the process
 - The not-to-exceed amount would then be noted in the minutes
 - **John S. made a motion to reject the bids received and to re-bid the project with explicit instructions, Shane N. seconded, and the motion passed unanimously**
- 58 Center Street, Fort Plain
 - Rehab recommendation (2nd bidding round)
 - 1 bid received and only \$4k over the pro-forma for this property
 - John M. recommends that the Board accept the bid in the interest of timing and vote to increase the proforma by \$4k
 - **John P. made a motion to accept John M.'s recommendation, John S. seconded, and the motion passed unanimously**
- 41 Hancock Street, Fort Plain
 - Potential donation from the Mid-Valley Ambulance Corp.
 - Ambulance Corp. is dissolving and obligated to donate their land
 - PSC recommends that the Board accept the property as a donation
 - **John S. made a motion to accept the property as a donation, Judy P. seconded, and the motion passed unanimously**
- Amish Insurance Discussion
 - Eagle Exteriors may be getting regular insurance coverage
 - Received approval from our Insurance Company to move forward with the Amish insurance
- 505 West Dominick Street, Rome
 - Tabled

- 2019 Montgomery County Tax Auction
 - 5 properties of interest
 - The county wants \$3333/per property
 - The board had some concerns regarding the increased cost for properties
 - John S. inquired if a counter-offer could be made
 - Tolga replied yes. Whatever the Board wants.
 - 2 demos, 1 rehab, and 2 potential rentals
- **John P. made a motion to accept the 5 auction properties from Montgomery County at a cost not to exceed \$3333.00 per property, Shane N. seconded, and the motion passed unanimously**
- There being no further business before the Board, the meeting adjourned at 9:55 AM by a motion made by Brian T. and seconded by John S.

Respectively submitted by:
Jocelyn Mosher