



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, November 8th, 2018 @ 8:30 AM

In Attendance:

Karl Gustafson – Chair, Joe Marino – Treasurer, Mark Domenico – Director, Judy Pangman – Director, Shane Nickle – Director, Christina Brown - Community Advisory Board, Robert Albrecht – Community Outreach Coordinator, Tolga Morawski - Executive Director, David Dardzinski – Little Falls Main Street First, John Mazarella – Project Manager, Jocelyn Mosher – Administrative Assistant, Bernie Peplinski (Guest), David Aitcheson (Guest), Jeff Gressler (Guest)

Karl Gustafson called the meeting to order @ 8:43 AM.

- Pledge of Allegiance
- Roll Call
- Introductions for guests
- Financial Reports
-

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff reports from John Mazarella, Robert Albrecht, and Jocelyn Mosher
 - Health Insurance Plan Spreadsheet
 - Disposition Policy
 - Village of Ilion MOU
 - Catholic Charities Newsletter
 - Independent Contractor vs. Employee Packet from Gustafson and Wargo

Draft minutes have been posted on the website

- September 26, 2018
 - Tabled

Financial Statements:

- Provided at the meeting
 - Jocelyn M. working with Charlie Chambers from Gustafson and Wargo to update QuickBooks accounts
 - Discussed having properties added to the books as assets and then written down at the end of each year so not to allocate maintenance costs into the equity of the properties
- **Shane N. made a motion to adopt the Financial Reports as written, Mark D. seconded, and the motion passed unanimously****

Time for Visitors:

- Jeff Gressler, Alderman and member of Main Street First
 - Wanted to discuss the project selection process for the City of Little Falls
 - Suggested 4 properties located on Church St. in Little Falls
 - Privately owned
 - Vacant
 - Has been working for 7 years to have these properties addressed
 - Hopeful that the Land Bank can do something to help
 - Tolga and John M. to follow-up
- Bernie Peplinski, Legislative Chair for Herkimer County
 - Wanted to stop in and see the new office space and the interior of the Burrell building
 - Karl G. noted how happy the Land Bank is to be stationed in Herkimer County
- **Herkimer County (PSC)**
 - Skipped ahead to the Herkimer County portion considering Bernie Peplinski was in attendance
 - Karl G. had met with Mayor Blask and had a productive meeting
 - He was able to clarify some of the Mayor's confusion regarding the project selection process of the Land Bank.
 - Discussed our \$1.6 million in funding and the processes the Land Bank has to go through in order to access it
 - Discussed 208 Loomis St. property and that it is currently not owned by the Land Bank and therefore the Land Bank is unable to demolish the structure
 - There is need for city involvement for project selection within the City of Little Falls
 - To form an inclusive committee and the Mayor would like to be involved
 - Karl G. has formed a good relationship with the Mayor and would like to be notified if there are any issues going forward
 - Limbo List
 - Tolga has been working with Bill Rabbia from the Oneida-Herkimer Solid Waste Authority (OHSWA) to form an agreement for reduced tipping fees
 - He was looking into whether or not the land bank could be treated as a municipality and subject to the lowest fees
 - This was approved
 - **Joe M. made a motion to accept the agreement and participate with OHSWA, Mark D. seconded, and the motion passed unanimously**
 - Tolga wants to set-up a system to accept a number of Limbo List properties as it could take several years to finalize
 - This would help to maximize clean-ups
 - There are currently 8 properties located in Ilion, NY in need of being demolished
 - Flood damage from run-off
 - Village interested in 19A for some of the properties
 - 82 Lester Avenue is to be acquired by the Land Bank

- The Land Bank would not own the properties, but would be materially involved
- The Village of Ilion to contribute \$5K for every demolition that the Land Bank takes on
 - MOU provided at the meeting
 - **Mark D. made a motion to accept these demolition projects by whatever means necessary (acquisition, 19A, etc.), Meg K. seconded, and the motion passed unanimously**
 - **Joe M. made a motion to accept the MOU with the Village of Ilion, Meg K. seconded, and the motion passed unanimously**
- 20-22 West Avenue, Ilion
 - Discussion on the best practices for disposition of the property
 - The board has empowered John M. to move forward with disposition.
- 156 S. Main St., Dolgeville
 - Department of Financial Services (DFS) doesn't have a hold on the property
 - To do a title search
 - Last recorded owner claims they no longer own the property
 - Tabled for next meeting

Presentations:

- None

Staff Reports:

- Included in packet
- No additional questions

Old Business:

- **Required ABO training for BOD members**
 - All board members have completed the ABO training
- NCST Update
 - We signed up for their program, however there is a strict 1-7 day turnaround period that is concerning
 - From the time the Land Bank is notified of a potential property, they have 1-7 days to do an assessment to determine concrete interest in a property
 - To have a meeting with Project Selection Committee (PSC) and the Policies Committee to discuss
- Catholic Charities
 - Interested in partnering
 - To discuss further in the future
- **Committee Reports:**
 - **Executive, Finance & Audit Committee (Officers):**
 - CRI IV (2019-2021)
 - \$1.2million awarded
 - If we reach all of our project milestones for the coming months, we can request the remaining \$800K in the Fall
 - Need to start making progress
 - Resolutions from Enterprise to accept the award were provided at the meeting

****Joe M. made a resolution to accept the award from Enterprise, Judy P. seconded, and the motion passed unanimously****

- Corporate Credit Card
 - Cards (2) have been received and given to Tolga and John M.
- ABO/PARIS Report
 - Submitted and accepted
- Accounting Update
 - Going well
 - Vouchers
 - Additional internal control step
 - Sign off to approve bills before they are entered into Bill.com
 - John M. to begin confirming bills pertaining to projects
 - Joe M. wants to see break-downs and itemization for contractor invoices
 - To get more information from contractors and vendors prior to submitted invoices to Bill.com
- **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - NYS Contractor vs. Employee
 - NYS prefers to see employees rather than contractors
 - Makes the business/organization appear stronger and more organized
 - Working with Gustafson and Wargo regarding payroll
 - May be required to back-pay payroll taxes for contractors
 - Tolga would like there to be a vote to accept these expenses should they be incurred
 - **Joe M. made a motion to accept and pay these potential expenses, Shane N. seconded, and the motion passed unanimously****
 - Health Insurance and Cell Phone Reimbursement
 - Tolga checked in with some of the other Land Banks to see how they were handling these benefits and the responses were varied
 - Hiring Committee to assess and select a plan option
 - **Meg K. made a motion for the Land Bank to start providing Health Insurance for eligible staff upon the selection of a plan by the Hiring Committee, Shane N. seconded, and the motion passed unanimously****
 - Project Managers often provided with a company cellphone whereas staff is given a reimbursement
 - Tolga to put together cost estimates for next meeting
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - 562-564 E. Main St., Little Falls
 - Potential office space purchase
 - We now have a verbal agreement
 - Written agreement pending
 - Need to complete business plan to receive funding from Community Foundation

- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - Sexual Harassment Policy
 - Training scheduled for next month
 - NYS continuously updating training materials
 - Training to be rescheduled for January meeting
 - Disposition Committee
 - Discussion on whether or not it is necessary to create a separate committee for project disposition, or if the responsibilities would fall under the Project Selection Committee
 - Much of the decision making pertaining to disposition is considered and discussed when acquiring projects
 - More responsibilities needed to sell and vet buyers
 - Marketing, proposals, agreements, etc.
 - Separate committee preferred
 - Disposition Policy has already been adopted
 - Joe M. and Mark D. volunteered to be involved with the committee
 - Karl G. to follow-up with John S. and John P. regarding participating
 - **Meg K. made a motion to create a Disposition Committee, Mark D. seconded, and the motion passed unanimously**
- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
- **Montgomery County:**
 - Hoke House, 131 Mohawk St., Canajoharie
 - Small house located in Canajoharie
 - Village is interested in partnering to create an information/historical site
 - PSC recommended to the board that the Land Bank acquire the property for up to \$17K
 - **Joe M. made a motion to acquire 131 Mohawk St., Canajoharie for up to \$17K, Mark D. seconded, and the motion passed unanimously**
- **Otsego County:**
 - Richfield Springs
 - 177 Main St.
 - Property to be donated to the Land Bank
 - **Meg K. made a motion to acquire 177 Main St., Richfield Springs, as a donation with no cost to the Land Bank, Mark D. seconded, and the motion passed unanimously**
 - 26 Canadarago St.
 - Tabled from prior meeting
 - Owner has been contacted and is interested in donating the property
 - **Judy P. made a motion to acquire 26 Canadarago St., Richfield Springs, Meg K. seconded, and the motion passed unanimously**
- **City of Utica**
 - ArtSpace project
 - The Land Bank has agreed to commit \$75K towards their subsidized housing project
 - Housing for creative-type people

- 40 units
 - Some tenants already lined up
 - The project is past the study phase and they are working on securing funding
 - Our funding will be for construction and pre-development costs
- **Joe M. made a motion to partner with ArtSpace on this project, Mark D. seconded, and the motion passed unanimously****

New Business:

- Approval process for bids
 - To have environmental surveys completed for multiple projects
 - Discussed if it was better to have each bid approved separately, or to approve them as a group to streamline the process
 - Tolga would like to empower John M. as the project manager to select the lowest bids and move forward after getting approval from Tolga
 - Joe M. uncomfortable with this process
 - Feels the possibility of change orders could pose a problem
 - Concerned about the vetting
 - Special meeting needed with PSC and the Executive Committee to discuss
- There being no further business before the Board, the meeting adjourned at 10:07AM by a motion made by Mark D., and seconded by Shane N.

Respectively submitted by:
Jocelyn Mosher