



# GREATER MOHAWK VALLEY LAND BANK

500 East Main Street, PO Box 53, Mohawk, NY 13407-0069

Phone: 315-866-4671

Web: [www.gmvlb.org](http://www.gmvlb.org)

Email: [info@gmvlb.org](mailto:info@gmvlb.org)

## GREATER MOHAWK VALLEY LAND BANK – GMVLB

### REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, January 6, 2022 @ 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; \*Brian Thomas – Secretary; \*Mark Domenico – Director; \*Celeste Friend – Director; \*Steve Yearly – Director; \*Zachary Thompson – Director; Steve Smith - Treasurer; \*Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazzarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; \*Garret S. Wyckoff – Planner, City of Rome; \*Janine Thompson - MVEDD

\*Via Video or Tele-Conference

\*\*\*\*\*

- The documents provided for the meeting were;
  - Agenda
  - Profit & Loss statement
  - Balance Sheet as of December 31, 2021
  - Budget vs Actuals
  - Funding Plan – revision 12
  - Staff Report – John Mazzarella
  - Staff Report – Allysa Dupont Rader
  - Logo contest submissions
  - Meeting Minutes: 12/9/21, 12/31/21
  - Request for Expressions of Interest (RFEI) – 132 W. Grand St., Palatine Bridge, NY

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

#### Attendance and Pledge of Allegiance

**Adopt Meeting Agenda:** A motion to approve the agenda as presented was made by Karl Gustafson, seconded by Brian Thomas and so carried.

#### Minutes:

- A motion to approve the minutes from the December 31, 2020 Special/Budget meeting was made by Brian Thomas, seconded by Karl Gustafson and so carried.
- A motion to approve the minutes from the December 9, 2021 Regular meeting was made by Karl Gustafson, seconded by Celeste Friend and so carried.

#### Financial Reports:

- Provided for the meeting was the Profit & Loss for 2021; Balance sheet as of 12/31/21; and the Budget vs Actual for 2021. A motion was made to approve these reports as presented by Karl Gustafson, seconded by Brian Thomas and so carried. Discussion was held. The board wanted to know if Steve Smith as Treasurer had a chance to review them. Steve S. mentioned that they seem to be in line but with the audits not completed and Quickbooks not 100% up to date it makes it hard to know if these figures are accurate.

**Old Business:**

- **Staff Reports:** included in the meeting packet. Meg and Karl wanted to thank the staff for their reports and the work they provide to the Land Bank
- **Executive and Finance/Audit Committee:**
  - Audit Updates for 2019 & 2020; we are still waiting on the LISC accounting for direct payments from early 2020. Karl mentioned reaching out to the Attorney General's office to file an official complaint. Meg to draw up an email and will cc the board.
    - Cooper Financial still needs a few items for the audits. Once received, Sean will need 3 to 4 days to complete and then approximately two weeks for technical and final review.
  - Funding Plan: John M. reviewed the funding plan and discussion was held.
  - Adirondack Bank: Line-of-Credit & Overdraft coverage: discussion on increasing the limit and having about \$3,000 to \$5,000 for overdrafts.
  - Budget: Due to current questions re LOC and admin support will provide updated Draft of the 2022 Budget for consideration/amendment as they become clearer. Admin support will impact the budget as we are not sure if we have the funds to pay someone. The board would like some assurance that the funds are going to be there to hire someone. Possibly changing the admin structure. Set a date later in January for the Executive Committee to review hiring of an admin. Person. Maybe short term 30-90 days and long term once we know the financial burden and where the funds will come from.
    - Tolga mentioned that he had reached out to the NYS & Federal tax agencies in regards to penalties and fees that we have been assessed. John and Tolga will work on a letter to ask for forgiveness.
  - Strategic Plan –B&L has resumed work, one-on-one interviews with some Board members pending, expect DRAFT for review in next month or so.

**Grants:**

- **LISC CRI III:**
  - CRI III Disbursement Requests (#11) for Rehabs – Pending
  - Meg mentioned that payment should be made prior to January 31, 2022. Concerned in the timing of getting the next requisition in in time for payment. John M. spoke about the current contractor as his goal is to submit the final requisition in time and it would be about \$20k. A motion was made by Karl Gustafson to submit requisition for up to \$32K, the motion was seconded by Celeste Friend and motion carried unanimously.
  - REMINDER: next Bi-weekly LISC call is **TODAY 1/17/22 @3:30pm** – BOD participation
- Steve Smith and Brian Thomas left the meeting @ 1:57 pm
- **Enterprise CRI IV Grant:** Final report for Q3 & Q4 are pending as we are waiting for projects to be finished up
- **LISC Zombie 2.0 Grant:**
  - Next quarterly report is due by January 19, 2022
  - Contract for all grantors extended to Q2, 2022 due to COVID-19
- **Homeowner Assistance Fund (HAF):** Allysa mentioned that we were approved for \$23,000 and are able to invoice for \$10,000.
- **NYS "Legacy Cities" Grant** – \$25million Land Banking Grant – Seeking Partners
- **NYS HCR POTF** – Request for 2<sup>nd</sup> POTF disbursement submitted for ~\$27K, we should be getting this in the next two weeks as it covers expenses back to 2019.

- **EPA Multipurpose Brownfield grant:**
  - NYS DEC – John M. mentioned he has had discussions with Consent Decree on a 4yr window for site clean-ups.
  - Contract received from US EPA
  - Tolga mentioned that they are working on the policies that need additional language to comply w/ Federal Statutes.
- **NYS HCR** – Rural Preservation (Housing) Program RFA covers Montgomery County; we expected an announcement in late November but have the announcement has not been made yet. It would be for \$92,000 per year for administration.
- **Policies Committee:** Tolga sought a proposal for approx. \$5k from NYCON to go through our policies to bring them up to federal guidelines. Tolga recommends NYCON. Discussion was held and it was asked if there are any other organizations that handle EPA programs where we could get free help from. Sometimes organizations share their policies to use as guides when creating or revising yours. Karl Gustafson made a motion to approve hiring NYCON with a maximum of \$5,000, Steven Yearly seconded the motion and the motion approved unanimously. Tolga mentioned that there may be an additional cost for the Employee Manual/Handbook.
- **Hiring/Personnel:**
  - HAF Grant – Challenges with search for additional help for outreach, it was discussed to just utilize Allysa and not hiring anyone.
- **Project Disposition Committee:**
  - 5/50 Billing Plan – to be developed. Tolga stated they need to get together to discuss a way to bill for this. If he could get 2-3 board members to meet. Celeste Friend volunteered to help.
- **Project Selection Committee:**
  - City of Rome: 415 North Madison St., Glesmann House – working with Rome Clean & Green and the lawyer
  - City of Utica: 1128 Hammond Ave. – sewer line replacement has been completed
  - Herkimer County:
    - Dolgeville: 156 Main St. – Article 19A proceeding in process, Hyde Clark
    - Herkimer: Herkimer 9 collaboration – Tolga mentioned that they would like to get something formal in writing from the Land Bank expressing partnership with them. They would like us to hold some of the buildings that need remediation. Discussion was held and the board would like them to put together a draft MOU to spell out what they would be looking for and have it for the board to review at the February meeting. It was discussed that we can work on properties in Herkimer County until October, 2022.
  - Schoharie County: Town of Schoharie: 762 Schoharie Hill Rd – John M. updated the board on the work being done. There is a wiring issue and he is working on obtaining proposals and he would like to get approval in advance for a cost of up to \$4,000 for the electrical work. A motion was made by Karl Gustafson, seconded by Meg Kennedy for John to hire for electrical work with a cost not to exceed \$4,000. Motion carried unanimously.
  - Montgomery County: Palatine Bridge: 132 W. Grand St. – included in the handouts was a Request for Expressions of Interest (RFEI) to seek qualified developers to perform site work and renovation activities necessary to restore the Stone Lodge at this address. John would like the board to review this document prior to next month's meeting.

**New Business:**

- 2022 IMA Renewals and Board Member appointments: we should schedule meeting with each FGU and provide a presentation on the Land Bank and their board member appointments. Tolga would like the board to reach out to him on dates/times to set these meetings up prior to October, 2022. These appointments are 3 year terms for FGU's and 2 year terms for board members to serve. Tolga will put together a list and send it out to the board.
- Public Authority Training is required for all board members. Tolga will reach out to those that need to complete the training.
- Employee Time Off: Tolga mentioned that John & himself need to take vacation this month prior to losing their accumulating time. They each have two weeks to use. The board wanted Tolga to prioritize the information required for the LISC grant in between these vacations. 1st priority the \$9,500 they owe us, 2nd priority the remaining information due.
- Alyssa just wanted to mention that in the handouts were the scans for the Logo contest. She will be putting out an email with a login to vote for your top entries.
- The next meeting is scheduled for February 3<sup>rd</sup>, 2022 @ 1:00 pm via ZOOM video-conference and in person at the GMVLB office.
- Motion to adjourn the meeting was made by Karl Gustafson, seconded by Celeste Friend and so carried.
- Meeting was adjourned at 2:39 pm

Respectively submitted by Janine Thompson