



GREATER MOHAWK VALLEY LAND BANK

500 E Main St, P.O. Box 53, Little Falls, NY 13365

Phone: 315-823-0814

Web: www.gmvlb.org

Email: info@gmvlb.org

GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, January 9, 2020 @ 1:00 PM

In Attendance:

Karl Gustafson –Chairman; Mark Domenico – Director; Judy Pangman – Director; Shane Nickle – Director; John Piseck – Director; Tolga Morawski - Executive Director; John Mazzaella - Project Manager; Christina Brown - Community Advisory Board; David Dardzinski - Main Street First LF; Janine Thompson – MVEDD; Cabryn Gurdo (call)

Karl Gustafson called the meeting to order @ 1:04 pm.

-Pledge of Allegiance

-Introduction of all in attendance

-Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Staff Report – John Mazzaella
 - First Amendment to Intermunicipal Agreement
 - Resolution Sample Agreement – Schoharie County
 - GMVLB Profit & Loss statement
 - GMVLB Budget vs Actual statement
 - GMVLB Balance Sheet
 - Draft GMVLB 2020 Budget
 - GMVLB Admin Budget dated July 1st, 2018 to June 30th, 2019
 - NYS Homes and Community Renewal award letter
 - Key provisions of the LISC Grant Amendment from Helene Caloir-LISC

Minutes: No minutes were provided for approval. Christina Brown stated she will work on the prior meeting minutes and will have them completed for the next meeting.

- Discussion was then held that all meeting minutes along with any other documents required for public reporting be updated on the website. It was stated that the last time documents were uploaded were through June of 2019. Karl Gustafson stated that all documents should be uploaded in a timelier manner. John Mazzaella stated that in the absence of the administrative person, if everything was provided to him, he could upload them to the website.
- Karl Gustafson stated he had a conversation with Steve Smith from MVEDD in regards to the utilization of Janine Thompson for assistance with the meeting minutes and that further discussion will take place in regards to the compensation to MVEDD for her time.

Old Business:

Executive and Finance/Audit Committee:

Financial Statements:

- Karl Gustafson & Tolga Morawski then proceeded to discuss the upcoming funding that the GMVLB should be receiving;

- a total of \$120,000 from Enterprise; \$60,000 for Q4FY2019 and \$60,000 for Q1FY2020
- Tolga stated that Enterprise has given the approval for the funds to be released, it now has to go through their legal and accounting and we should expect to receive the funds wired to our account in the next 2-3 weeks
- With this funding, that leaves a gap from May 20th, 2018 through the end of Q3FY2019. We now have to wait to see between Enterprise and LISC on what they will cover on the project costs. John Piseck has asked Tolga to provide a breakdown on all costs from the gap time period and on what we are asking Enterprise and LISC to cover. John would like to see what the figures would look like.
- Further discussion was held on the Draft of the 2020 Budget.
- A motion was made to adopt the submitted 2020 Budget by Mark Domenico and seconded by Shane Nickle. All present agreed unanimously.
- Karl stated that we will review the budget on

LISC Funding:

- There was a call with LISC on Monday, January 6th of which Karl Gustafson, Mark Domenico and Meg Kennedy were on.
 - LISC stated that all information on the demolitions had been received
 - a form was going to be provided for wiring the information to LISC
 - LISC stated that they have to alter the Contract with the GMVLB based on the way payment is to be made and it was asked how long this would hold up the payment. Karl had received an email just prior to the meeting which was distributed to the board members. Karl asked that they review the information and get back to him with any comments or suggestions and submit them to the rest of the board so all can review prior to responding to LISC
 - It was discussed that maybe Karl should call Carrie at the Attorney General's office to discuss the payment to the GMVLB
 - Tolga Morawski then brought up the Klepper, Hahn & Hyatt Structural Engineering bill. He stated that the GMVLB owes them \$3,700 and that this was an accrued expense reimbursement that should be covered under the money due from LISC. Tolga would like a motion to pay this bill pending the receipt of funds due from LISC; a motion was made by Mark Domenico, seconded by Judy Pangman, and so carried. Discussion was then held as to whether this should be included in the revision of the contract with LISC. John Piseck would like it stated that if we put in this \$3,700 it could delay the payment further. As the discussion continued, it was decided to exclude the \$3,700 at this time.

Enterprise CRI IV funding:

- Karl Gustafson asked about the status of the backup materials of the work-to-date. John Mazarella stated that he has been working on the information.

Appointment of Treasurer:

- Karl Gustafson stated that the City of Utica has yet to appoint anyone at this time. As they are just into the new year with new people coming into the common council they had not had the opportunity to address the appointment yet.

Hiring/Personnel:

- Karl Gustafson advised he had received a test message that Brian Thomas was going to send out a notice to the Personnel Committee tomorrow for a meeting to discuss the job search for the Administrative position.

Space Committee:

- Christina Brown mentioned that through the funds received from the Community Foundation, they now own the property at 27/29 Ann Street, Little Falls. John Mazarella & David Dardzenski did state that the layout for the office space will be the next thing that they work on.

Project Selection Review Committee:

- **21 Lydius Street, Fort Plain:** an offer was received of but was below the asking price. The committee recommends making a counter offer and have the interested party submit a scope of what the property would be used for. A motion was made by Shane Nickle, seconded by Mark Domenico to make a counter offer with conditions of a “sale of scope”. Motion was approved unanimously.
- Tolga Morawski would like to have a resolution from the board in regards to property tax on properties. There were properties that the GMVLB had to pay the property tax on prior to receiving the property from the municipality. This would be on properties effective in 2018 & 2019. He would like to be able to pass on the tax amount to the buyer at closing. A motion was made that on properties from 2017 & 2018 where the GMVLB paid property taxes that we will disclose the amount on all marketing material for the property and pass on the expense to the buyer. Motion made by Shane Nickel, seconded by Judy Pangman and approved unanimously.
- **Stone Lodge, 132 West Grand Street:** A grant was received from NYS Homes and Community Renewal for New York Main Street Technical Assistance (NYMS-TA) in the amount of \$20,000 with the GMVLB to match \$1,500. This would be used for the demo of the kitchen and hazmat removal. A motion to approve the receipt of the grant was made by Judy Pangman, seconded by Shane Nickle and approved unanimously.
- **Herkimer County – 330 N. Prospect Street, Herkimer:** discussion was held with LISC on the use of the property. LISC is leaning toward renovating it for a 1 to 2 family house but based on its location it may be better suited for commercial/residential. Tolga Morawski advises that this is still in discussion with LISC. Property should be put up for sale with a “Sale of Scope” and put it out with an RFP.
- Motion to Adjourn to Executive Session was made at 2:23 pm made by Mark Domenico, seconded by John Piseck so carried.
- Motion to Exit to Executive Session was made at 2:58 pm made by Mark Domenico, seconded by Judy Pangman so carried.
- Following Executive Session, the draft LISC CRI III Grant Amendment was discussed, with next steps as follows:
 - Draft Board response to the draft from LISC as per discussion with changes in red, and share with the full board.
 - Compile Board responses and return responses to H.C. at LISC
 - Hold special meeting, tentatively 1/14 or 1/15 in Utica to approve the contract amendment
- Motion to adjourn meeting was made at 3:09pm be Mark Domenico, seconded by Shane Nickle so carried.

Respectively submitted by Janine Thompson, Executive Session completed by Tolga Morawski