



# GREATER MOHAWK VALLEY LAND BANK

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## GREATER MOHAWK VALLEY LAND BANK – GMVLB

### REGULAR MEMBERSHIP MEETING

Minutes from: Thursday, November 4, 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; \*Brian Thomas – Secretary; \*Mark Domenico – Director; Celeste Friend – Director; \*Steve Yearly – Director; \*Steve Smith - Treasurer; \*Christine Brown – Community Advisory Board; Tolga Morawski – Executive Director; John Mazarella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; \*David Dardzinski – Main Street First, LF; \*Garret S. Wyckoff – Planner, City of Rome; \*Zachary Thompson – Planner, Schoharie County; \*Janine Thompson - MVEDD

\*Via Video or Tele-Conference

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- The documents provided for the meeting were;
  - Agenda
  - Certificate Regarding No Conflict of Interest
  - Minutes – September 30, 2021
  - Profit & Loss statement
  - Balance Sheet
  - Budget vs Actuals
  - Staff Report – John Mazarella
  - Staff Report – Allysa Dupont Rader
  - GMVLB Quarterly Newsletter – draft
  - GMVLB organizational chart
  - Meeting Flyer – Strategies for municipalities to tackle vacant, abandoned and unsafe properties
  - Draft Copy of Resolution Village of Fultonville, 3 & 11 Ann Street
  - Funding Plan – revision 10
  - LISC Requisition #10

Meg Kennedy called the MEMBERSHIP MEETING to order @ 1:04 pm.

#### Attendance and Pledge of Allegiance

**Introductions:** Welcome Zachary Thompson, Planner with Schoharie County and Garrett Wyckoff, Planner with the City of Rome. Upon introductions they each provided a brief bio of themselves and everyone welcomed them to the meeting.

**Adopt Meeting Agenda:** we will go with what was provided in the packet and with an addition under PDC for Montgomery County and under New Business, the addition of IRS 2020 Employer tax penalties & fees. A motion was made to accept the agenda with these revisions by Karl Gustafson, seconded by Mark Domenico and so carried.

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

- December 31, 2020 – Special/Budget Meeting Minutes (Provided – awaiting further revs)
- \*September 30, 2021 – Regular Meeting Minutes (Provided), A motion to approve the 9/30 minutes was made by Karl Gustafson, seconded by Brian Thomas and so carried.

**Financial Reports:**

- Balance sheet as of 10/31/21; P&L from Jan. to Oct. 2021; Budget vs Actual from Jan. to Dec. 2021; reports were provided in the meeting packet. Tolga referred to John Mazzaralla who put the reports together. John briefly described a few line items. Financials is always a timing issue for funding. A motion was made to accept the reports as provided by Celeste Friend, seconded by Karl Gustafson and so carried. Discussion was then held. Karl G. asked if Steve Smith had the opportunity to review these reports prior to the meeting and Steve advised that he is seeing them at the same time as everyone else. Tolga advises that you can check the dropbox ahead of time as when the reports are completed he adds them to the dropbox.

**Old Business:****Staff Reports:** included in the meeting packet.

- Karl G. asked John M. about 102 Fort Stanwix in Rome and about the LISC extensions. John M. advises the contractor is advised of the time frame. Discussion was held on the LISC extension.
- Allysa had included a draft of the next quarterly newsletter. She has a few things to add and then it will be ready to send out.

**Executive and Finance/Audit Committee:**

- Audit Updates for 2019 & 2020; the auditors are just getting started
  - Cooper Financial: in closing-out 2019 and 2020 identified three double payments from 2020
  - Awaiting LISC accounting detail re direct payments from early 2020
  - Auditor for 2019 & 2020 Audits – Working to review GMVLB & CFC uploaded financial documents and other items
  - ABO/PARIS Reporting – Awaiting Audited Financials. Discussion was held on whether we were getting any pressure to complete these and Tolga advised that we are not.
- Adirondack Bank:
  - PPP: all forgiveness documentation has been received
  - Line-of-Credit: \$34K paid, Tolga refers to the funding plan for process of paying down the balance. 102 Fort Stanwix - \$15,000 payment to Vasid Construction and we don't have the funds to pay them. We had an agreement with Adirondack Bank that when we had our next closing we were going to pay on the LOC but when we received closing funds it was 5 months. Karl says we need to go back to Adirondack Bank to discuss repayment options. Tolga wants to draw down the \$15,000 to pay Vasid Construction for 102 Fort Stanwix in Rome. A motion was made to pay Vasid Construction, pending bank approval, by Mark Domenico, seconded by Karl Gustafson and so carried.
- Funding Plan: John M. reviewed the information in the funding plan. Discussion was held. Mark D. will check with the Treasurer in the City of Rome on their 2020 FGU Contribution.

➤ Celeste Friend – left meeting @ 1:39 pm

- Strategic Plan – B&L has resumed work, further updates soon.

**Grants:**

- **AmeriCorps:** Allysa stated that their last day with us is tomorrow and John M mentioned that they worked very well on Hammond Ave. in Utica. Karl G. wanted Allysa to extend our best to them on behalf of the board.

- **Enterprise CRI IV grant:** 90% of the reporting is done, just have the final report to finish. Karl G. advised we should send a letter to them on behalf of the board thanking them for the opportunity to work with them.
- **EPA Multipurpose Brownfield grant:**
  - Grant has been executed from US EPA
  - NYCON/John Sidd working on estimates to work on policies that are needed to comply with federal statutes.
- **LISC CRI III grant:**
  - Requisition 10 documents for rehabs are available in the dropbox.
  - John M. will provide project gnat charts prior to the call tomorrow at 2:30 pm.
  - To submit to LISC requisition #10 for \$23,645.06 which covers August & September. A motion was made by Karl Gustafson, seconded by Meg Kennedy and approved unanimously.
  - Just a reminder that the next call will be November 4<sup>th</sup> @ 2:30pm – need BOD participation
- **LISC Zombie grant:**
  - Allysa has submitted the last Quarterly report
  - Contract for all grantors extended to Q1, 2022 due to COVID-19
  - Close out the end of 2021 of \$10,000. Will be submitting a draw down to the Town of Herkimer, just waiting on a few invoices
- **NYS “Legacy Cities” grant:** \$25million Land Banking Grant – we are working on two parties and are working on documents. The grant has been under subscribed.
- **NYS HCR Main St grant:** grant deliverables submitted for review and revisions. John is finishing disbursement request for \$20k.
- **NYS HCR POTF grant:** Request for second POTF disbursement pending submission for roughly ~\$20K. Committee structure finance approved project budget at \$1.6million, the full board votes on the 10<sup>th</sup>.
- **NYS HCR – Rural Preservation (Housing) Program RFA:** covers Montgomery County. \$89k earmarked for MC properties. A motion was made by Karl Gustafson to move forward with the Rural Housing Authority, motion was seconded by Zac Thompson and carried unanimously.
- **USDA RPIC and GLRI** – Tolga advised that he is working on issues that they addressed.

#### **Hiring/Personnel Committee:**

- HAF Grant – Awarded, doing search for additional help for outreach, Allysa doing interviews
- Admin Assistant position: resuming search for Admin Assistant Position, Tolga advises that they are getting additional resumes. MVEDD continues providing support for Admin & Bookkeeping tasks.

➤ Will now move through the agenda to cover items that need BOD quorum for voting.

#### **Space Committee:**

- 27/29 Ann Street, Little Falls: Chris Brown brought everyone up to date on the property. We had to pause work until funds are available. Will meet next Wednesday at 11:00 am on site to see what has been done and what needs to be done for winterizing. Question was asked if the contractor was okay with pausing the contract and they said they were fine for now. Question was asked if we have communicated with the Community Foundation that we are stopping and will this affect us in applying on a future grant? Tolga advised that they knew all along that the project was going to be over \$100k and we actually have spent \$165k so far. Question was asked if we have cost estimates on the balance of work to be done? Tolga states it was in the initial request. A motion was made to pause the work until the funds become available by Meg Kennedy and seconded by Karl Gustafson, motion so carried. Chis B. would like to be advised once there are enough funds to start back up. John M. will make sure the boiler is drained for the winter.

**Project Disposition Committee:**

- 5/50 Billing Plan, Tolga wanted to call attention to this as we have 24 properties to collect this amount and he has been talking to Jason Cooper for assistance in tracking these.
- Real Estate Closing Attorney is needed in Rome, Mark D. provided a suggestion

**Project Selection Committee:**

- City of Rome: 212 W Bloomfield St – this is an Enterprise project. We have received an offer for \$130,000 on this property and it will become a primary residence. They would like to close prior to Christmas. Karl Gustafson made a motion to accept this bid, seconded by Mark Domenico and so carried.
- Herkimer County:
  - Frankfort, 1131 Center Rd – Purchase Offer received from a local gentleman for \$7,000. He plans on using this property for storage and possibly a garage down the road. A motion to accept was made by Karl Gustafson, seconded by Mark Domenico and so carried.
  - The Herkimer 9 is looking for collaboration on a Code Officer, possibly cost sharing. They would pay us and we would hire a code officer.
  - Little Falls, 32 Furnace St – Purchase Offer received by a local developer. They would renovate and use for rentals. Contingent on scale of scope. Offer was for \$4,150. Will revisit at next month's meeting.
- Montgomery County: Fonda, 13 Lower Prospect St – Purchase offer received from for \$6,200. This was a partially funded LISC project. A motion to approve the sale was made by Karl Gustafson, seconded by Meg Kennedy and so carried.
- Schoharie County: Town of Schoharie, 762 Schoharie Hill Rd – this would be the 2<sup>nd</sup> Enterprise project, \$4,800 for driveway improvements using crushed stone to make a horseshoe driveway. The source of the funds would be our own funds. A motion to approve based on funding was made by Karl Gustafson, seconded by Zac Thompson and so carried.

**New Business:**

- IRS 2020 Employer Tax Penalties & Fees: Tolga will work on a letter to send looking to get a waiver on these.
- GMVLB Quarterly Newsletter #2 & video presentation these will be present on facebook and on the website.
- Municipal Code Enforcement/Planning Board/ZBA Training 11/18/21 from 5:00 pm to 8:00 pm – Share the Flier with your constituents.
- The next meeting is scheduled for December 2<sup>nd</sup>, 2021 @ 1:00 pm via ZOOM video-conference and in person at the GMVLB office. Meg Kennedy has a conflict with this date, okay to move the meeting to Thursday, December 9<sup>th</sup>, same time.
- Motion to adjourn the meeting was made by Meg Kennedy, seconded by Karl Gustafson and so carried.
- Meeting was adjourned at 3:00 pm

Respectively submitted by Janine Thompson