



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, September 26th, 2018 @ 9:00 AM

In Attendance:

Karl Gustafson – Chair, Joe Marino – Treasurer, Mark Domenico – Director, John Piseck – Director, John Stephens – 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 Mazzarella – Project Manager, Jocelyn Mosher – Administrative Assistant, David Aitcheson (Guest), Jeff Gressler (Guest)

Karl Gustafson called the meeting to order @ 9:01 AM.

Pledge of Allegiance

Introductions

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff reports from John Mazzarella, Robert Albrecht, and Jocelyn Mosher
 - Policies
 - Engagement Letter from Gustafson & Wargo
 - 2019 Budget
 - ****John P. made a motion to adopt the agenda as it is written, John S. seconded, and the motion passed unanimously****

Draft minutes have been posted on the website

- August 20, 2018
- September 6, 2018
 - ****John P., made a motion to approve the minutes from August 20th and September 6th, 2018, Joe M., seconded, and the motion passed unanimously****

Financial Statements:

- Included in packet
- Budget to Actual Report
 - First 4 categories were all under-budget
 - This is a good thing
- Statement of Financial Position (Balance Sheet)
 - Jocelyn fixed the liabilities section which previously held our deferred grants and made the organization appear insolvent which is incorrect

- Statement of Cash Flows
 - o Shows cash and cash equivalent transactions
 - Statement of Activity (Income Statement)
 - o Nothing noteworthy included
- **Mark D. made a motion to accept the financial statements as presented, John S. seconded, and the motion passed unanimously****

Time for Visitors:

- Jeff Gressler, Alderman and member of Main Street First
 - o Happy that we are here and working towards our mission
 - o Karl G. noted the relationship with Little Falls and that it was one of the first partnerships for the land bank
 - o Tolga mentioned Jeff Gressler's blight study
 - Noted that it has been an inspiration for the land bank's work
 - o Jeff G. noted that there have been issues with forming a land bank committee in Little Falls to help with project selection as it was originally understood that Main Street First would serve that purpose
 - Tolga clarified that the Worthy Partner's function is to help maintain properties within that municipality
 - The MOU that Main Street First signed didn't give the option of selecting projects
 - Tolga to follow up with Mayor Blask to clarify for him as well

Presentations:

- None

Staff Reports:

- Included in packet
- No additional questions

Old Business:

- **Required ABO training for BOD members**
 - o John Stephens still need to complete training
 - Tolga to re-email link
 - o Shane Nickle needs to complete training
 - Scheduled for October 17th
- **Committee Reports:**
- **Executive, Finance & Audit Committee (Officers):**
 - o 2.5 hour meeting held yesterday
 - o Keeley Hines from Bonadio attended to discuss invoice for the 2017 audit
 - \$13,500 total
 - \$6,500 for the 2017 audit
 - \$7,000 additional for unanticipated work that ended up being quite extensive
 - o This bill was reduced \$1,000 following the meeting
 - o To engage Bonadio for 2018 audit
 - o Keeley Hines noted that the bill would be "not to exceed" \$7,500 for the second year
 - o John P. mentioned that the audits for the Herkimer IDA are more extensive due to the amount of transactions, and still less expensive

- Encouraged us to look into other auditors
- Tolga and Joe M. noted that the first audit was a lot of work as our financials were disorganized due to the lack of appropriate staff, and with the engagement of a CPA firm to assist with proper recording, our next audit should be far simpler
 - **Joe M. made a motion to accept and pay the invoice from Bonadio, Mark D. seconded, and the motion passed unanimously**
- Bob's Hours
 - Bob was approved for 8-12 hours, however some weeks he would work over that amount, and others he would work under that amount
 - A spreadsheet was provided to show that over the course of the year, despite the range of hours he has worked each week, he averages about 8 hours per week
 - **Mark D. made a motion to accept Bob's timesheets and pay him for the weeks that he worked, John P. seconded, and the motion passed unanimously**
- Tolga's Employment
 - Offer letter sent to Tolga
 - Tolga accepted the offer at the Executive Committee meeting
 - Officially the Executive Director
- Policies Discussed and approved at the meeting:
 - Email
 - Credit Card
 - Sexual Harassment
- Jocelyn's view-only access to Adirondack Bank online banking
 - Joe to set-up account
- Bob's Employment
 - Executive Committee recommends to change Bob's status from a consultant to a staff member as of January 1st 2019
 - Average of 12 hours a week, rather than a range from 8-12
 - This position has been factored into the 2019 budget
 - The funds for contract services have been moved to salary for Bob's position
 - The land bank is trying to move away from employing consultants to having more employed staff
- CRI III
 - Application went well
 - Tolga to follow-up with Elizabeth Zeldin who is the head of Enterprise
 - We should have results before the end of the year
- ABO/PARIS Report
 - Complete, submitted, and certified
 - Tolga wants to have a meeting with someone from ABO to ask questions about the process
 - John P. offered Stacy's help from the Herkimer IDA
- 2019 Budget
 - Due October 1st
 - Joe M, John M., Jocelyn M, and Tolga M. created the budget
 - Big changes for 2019 as we have a better understanding of our actuals
 - Prior budgets were based on other land banks
 - Many of the expenses were reduced

- Joe M. is hopeful that we will become more self-sufficient and less reliant on grant funds
 - Cost of Sales increased as we hope to be more aggressive with projects in 2019
 - Budget can be amended, if necessary
 - Working on a budget for each project rather than an FGU budget as it could prove to be limiting
 - **Mark D. made a motion, Shane N. seconded, and the motion passed unanimously**
 - John P. mentioned the necessity for a 6 year budget for our ABO/PARIS report
 - **John P. made a motion to empower Tolga to create a 6-year budget using a multiplier, based on the 2019 budget, John S. seconded, and the motion passed unanimously**
- Line-of-Credit
 - Signatory designation needed
 - Dual signatures needed for purchases over \$25K
 - **John S. made a motion to authorized Karl G. and Joe M. as signatories for the line-of-credit account due to their positions on the board, Shane N seconded, and the motion passed unanimously**
- Corporate Card
 - Jocelyn working with Adirondack Bank
 - Guarantor not required
- Accounting Firm
 - Engagement letter from Gustafson and Wargo was included
 - Not an auditor, but a CPA firm that will be used for consultation and assistance with recording
 - Hourly rate of \$85-200
 - Less than Bowers
 - Not a lot of work needed
 - To assist with cleaning up Chart of Accounts and recording grants
 - **Joe M. made a motion to engage Gustafson and Wargo for their accounting and bookkeeping services, Mark D. seconded, and the motion passed unanimously**
- **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Tolga has accepted his employment offer
 - No other updates
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - Chris has been working tirelessly on putting together an offer for the office building in Little Falls
 - Offer submitted
 - \$70K
 - Other committee members (John S., and John P.) noted their lack of involvement in the committee
 - Business plan for office building is circulating
 - Assistance from Sam Russo
 - Needed for LISC funds
 - Ribbon Cutting for rental office space now that we are moved in
 - Tolga to discuss with Mayor
- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - Updated policies discussed at the Executive Committee meeting and provided to the meeting

- Email Policy
 - Ability to not respond to emails after hours
 - Relieves pressure from staff

****Joe M. made a motion to adopt the email policy as it is written, Mark D. seconded the motion, and the motion passed unanimously****
- Credit Card Policy
 - May need adjustments
 - Should compliment Internal Control policy
 - Credit cards are property of the land bank

****John P. made a motion to adopt the credit card policy as written, Joe M. seconded, and the motion passed unanimously****
- Discussion included changing the cap from \$100 to \$250
- Sexual Harassment Policy
 - Required by NYS
 - Took language from NYS template
 - To update blanks to say “Executive Director or Board Chair”

****John P. made a motion to adopt the Sexual Harassment Policy, John S. seconded, and the motion passed unanimously****
- Document Retention Policy
 - Don’t have one currently
 - NYS laws regarding this policy are vague
 - Other land banks are confused
 - Tolga to discuss with NYLBA
- **Project Selection Review Committee:** Brian Thomas, Mark Domenico and Chris Brown
- **Montgomery County:**
 - Stone Lodge
 - Emergency work needed
 - Approximately \$3,800
 - Chimneys falling and could potentially cause more damage

****John S. made a motion to approve the proposal of \$3,800 for the emergency work to be done at the Stone Lodge in Palatine Bridge, NY, Joe M. seconded, and the motion passed unanimously****
 - Wagner House
 - Approximately 40 pallets of salvaged limestone
 - John S. mentioned Auctions International
 - John S. has sold things with them before
 - Can reject bids if necessary
 - John S. to provide more information
 - Tolga unsure of best process for disposal

****Joe M. made a motion to authorize Tolga to dispose of the limestone at Full-Market Value by whatever means necessary, John S. seconded, and the motion passed unanimously****
- **Otsego County:**
 - Making progress
 - No Updates
- **City of Rome**
 - 119 Turrin St.
 - Bank doing short sale
 - Offer form received
 - John M. estimates \$20K for improvement

- Good Structure
- HUD limits selling price
 - HUD to facilitate our offer
- PSC recommends offer of \$18K
- **Joe M. made a motion to empower John M. to make an offer of up to \$18K for 119 Turin St. located in Rome, NY, Shane N. seconded, and the motion passed unanimously**
- **Schoharie County:**
 - 113 Holmes – new
 - Shane N. to meet with Mayor and code officer to discuss property
- **City of Utica**
 - 171 Victoria (hold)
 - 101 Matthews St.
 - City owned
 - 8 units
 - ~\$500K project
 - Discussing with PSC
 - Brian T. looking at Home grants for funding
 - Tolga would like to get \$200-300K commitment prior to taking on the project to ensure funding
 - Dunham and Pinnacle projects
 - Great locations
 - Distressed
 - Working on outreach letter

New Business:

- Ex-officio board members (Karl)
 - Recommended Steve Smith from MVEDD
 - Non-voting board member
 - Good partner
 - Would need to adjust policies/by laws
 - To be considered for next meeting
- Artspace Project
 - Diane Shoemaker
 - Rust2Green
 - Community Foundation has funded \$75K
 - They need an additional \$75K
 - Requested letter of support
- There being no further business before the Board, the meeting adjourned at 10:46AM by a motion made by Karl G., and seconded by John S.

Respectively submitted by:
Jocelyn Mosher