



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, August 2nd, 2018 @ 1:00 PM

In Attendance:

Karl Gustafson – Chair, Margaret “Meg” Kennedy – Vice Chair, Brian Thomas - Secretary, Joe Marino (Called-in) – Treasurer, Mark Domenico – Director, Judy Pangman – Director, John Stephens – Director, John Piseck – Director (arrived late), Shane Nickle – Director, Christina Brown - Community Advisory Board, Robert Albrecht – Community Outreach Coordinator, Tolga Morawski - Interim Executive Director, David Dardzinski – Little Falls Main Street First, John Mazzarella – Project Manager, Jocelyn Mosher – Administrative Assistant, John M. (Dolgeville guest), Pat Callahan (Dolgeville guest), Mayor of Dolgeville

Karl Gustafson called the meeting to order @ 1:10 PM.

Karl G. then proceeded with the introductions of all those present at the meeting and welcomed the guests from Dolgeville.

Thank you to David Dardzinski for CFA help.

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Audit Draft with Draft Comments from Joe Marino
 - Staff reports from John Mazzarella, Robert Albrecht, and Jocelyn Mosher
 - Strategic Plan formatted by Ryan Weitz with a cover letter written by Bob Albrecht
 - Spreadsheets of properties of interest in Montgomery County to be auctioned based on the 2015 and 2016 tax foreclosure lists
 - HSE Contract
 - CRI III grant application packet

Draft minutes for March, April, May, June, and July 2018 have been posted on the website

- Provided at the meeting
- March 1, 2018:
 - ****John S., made a motion to approve the minutes from March 1, 2018, Brian T., seconded, and the motion passed unanimously****
- April 5, 2018:
 - ****Brian T., made a motion to approve the minutes from April 5, 2018, John S., seconded, and the motion passed unanimously****
- May 3, 2018:
 - ****John S., made a motion to approve the minutes from May 3, 2018, Brian T., seconded, and the motion passed unanimously****
- Annual 2018:
 - ****Meg K., made a motion to approve the minutes from the annual meeting held in May of 2018, Brian T., seconded, and the motion passed unanimously****
- June 7, 2018:

- ****John S., made a motion to approve the minutes from June 7, 2018, Meg K., seconded, and the motion passed unanimously****
- July 9, 2018
 - ****Shane N., made a motion to approve the minutes from July 9, 2018, John S., seconded, and the motion passed unanimously****

Time for Visitors:

- Mayor of Dolgeville:
 - Newly elected 4/1/18
 - Dolgeville Forward
 - Improving the community
 - Engaging volunteers
 - Very interested in working with the land bank
 - Has a few properties in mind needing improvement
- Pat Callahan:
 - 1 demo, and 3 rehabs
 - Working on finding owner information
 - Deciding how to proceed
 - Wants land bank support
- Karl Gustafson
 - Looking forward to working with the Village of Dolgeville and Dolgeville Forward
 - Encouraged board members to visit Dolgeville
 - Powerful, transitioning community
- John M. (guest)
 - Habitat for Humanity
 - Good potential partner group for the land bank
 - Has a couple properties in mind that are blighted and in need of attention
 - Hopeful of relationship with land bank

Old Business:

- **Required ABO training for BOD members**
 - John Stephens still need to complete training
 - Still trying to coordinate schedule
 - Shane Nickle needs to complete training
 - Has up to a year to complete
 - John Piseck took training previously
 - Submitted confirmation
- **Staff Reports:**
 - Provided at meeting
 - No questions
- **CFA Update:**
 - Submitted 7/27/18
 - PDF pending
 - Matt VanSlyke, David Dardzinski, and Jocelyn Mosher helped
 - Matt's cost was only \$1,080 when Tolga M., was approved to spend up to \$5,000
 - David D.'s renderings have been provided to the meeting
 - Invoice pending
 - Fort Plain/Erie Canal Lock #32 Project
 - Applied for funding from EPF

- **Strategic Planning visioning workshop**
 - Discussed at last month’s meeting
 - Cover letter written by Bob Albrecht has been added
 - Documents provided at the meeting
 - ****Meg K., made a motion to approve the Strategic Plan as written and move forward, Brian T., seconded, and the motion passed unanimously****
 - Discussion included:
 - A process is included for it to be updated
 - It is a “living document”
 - Action Plan to be updated
 - To be presented next month
- **Report of Committees:**
 - **Executive, Finance & Audit Committee (Officers):**
 - Audit
 - Discussed at the Executive Committee Meeting
 - Keeley Hines from Bonadio called-in to discuss the audit with the board
 - Pg. 1-2 Report from auditor
 - Pg. 2 Opinions
 - “Un-monetized Opinions”
 - Represents financial position
 - Pg. 3-6 Management Discussion and Analysis
 - Bonadio helped Tolga M., with this being this was the first audit
 - Usually provided by Executive Director
 - This section unaudited, but reviewed
 - Pg. 7 Balance Sheet
 - 12/31/17 “financial snapshot”
 - Pg. 8 Income Statement
 - 1/1/17-12/31/17
 - Beginning balance vs. Ending balance
 - Funding sources
 - 2017 essentially the start-up year
 - Not a lot of activity
 - Main expense was consulting expenses
 - Pg. 9 Statement of Cash Flows
 - Cash at the beginning of the year vs. end of the year
 - Pg. 10-15 Footnotes
 - Footnote #2
 - Accounting policies discussion
 - Footnote #4
 - Schedule of assets
 - Does not include assets held for sale
 - Depreciation is currently immaterial and therefore not included
 - Pg. 16 2nd Report
 - Required for governmental audits
 - Identified 4 material weaknesses
 - Unable to identify expenses on the ledger and effectively allocate them as grant expenses

- Timely and accurate grant accounting
 - Unallowable expenses allocated to LISC grant
 - Recording debits and credits correctly
 - Identified 1 significant deficiency
 - Utilizing GAAP/GASB requirements accurately and effectively
 - Joe Marino (Treasurer) response:
 - Feels we are doing very well
 - 1st audit
 - Weaknesses had been previously identified
 - Main issues are bookkeeping and grant related
 - Internal control policy adopted in 2018
 - Need experienced assistance
 - Admin Assistant has accounting background
 - Only recently hired
 - **John S., made a motion to approve the management's response, written by Joe Marino, contingent upon updating Jocelyn M.'s degree information, Brian T., seconded, and the motion passed unanimously**
- Line-of-credit (LOC) for cash flow
 - Adirondack Bank
 - Process began 11 months ago
 - To assist with cash flow problem which is now resolved
 - Paperwork signed at Executive Committee meeting
 - \$50K
 - Brian and Tolga looking into NBT and Kinderhook Banks as well
- Corporate Card status
 - Updating policy
 - Meeting needed
- Accounting/Bookkeeping Search
 - Gustafson and Wargo recommended by Joe Marino
 - Local
 - Experienced with land banks
 - Bids not required for professional services
 - John S., feels that more information regarding experience and costs should be provided before a decision is made.
 - Monthly contract with Bowers
 - Easily exited
 - Vote tabled until September 2018 meeting pending more information
- **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - Tolga's position to be discussed in executive session
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - John S. stepping down as chair due to schedule issues
 - Chris B. chair
 - Conversation with Attorney John Sidd pending
 - Space committee to speak with owner of Little Falls building that the land bank is considering purchasing as office space regarding an offer
 - Owner, Phil Green, is difficult to get a hold of
 - Community Foundation Grant

- \$100K
- Renovate space above office for rentals
- September 16th
- Burrell Building, Office Space
 - Lead paint on floor
 - Joe M., called Joannie Grande
 - Waiting for call back
 - To stop making rent payments pending flooring and punch list items being addressed
 - Joe M., to set-up meeting with Joannie, himself, and the Space Committee
- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - No updates
 - Procurement policy issues noted by John Stephens in emails to the board
 - Policy doesn't explicate or cap amount Tolga M. is allowed to spend.
 - Chris B. and attorney John Sidd unable to find section that John S. is describing
 - John S., to look into and follow-up with Chris
- **Project Selection Review Committee:** Brian Thomas, Mark Domenico and Chris Brown
 - Environmental Reviews needed for all approved projects
 - John M., requested board approval to get bids for HAZMAT surveys and move forward with the lowest of at least 3 bids to have environmental reviews performed on all approved projects
 - ****John S., made a motion to allow John Mazzarella to seek bids for environmental reviews, Brian T., seconded, and the motion passed unanimously****
- **Herkimer County:**
 - Dolgeville properties
 - No vote needed
 - Village of Herkimer Tax Bill
 - John S. felt that the email Tolga M., sent to the treasurer was "accusatory"
 - Tolga M., followed up, apologized, resolved situation
 - Bill received late as it was sent to the previous property owner
 - West Winfield properties
 - PSC has recommended to the board that the land bank acquires 501 and 506 Clapson Circle, West Winfield as donations
 - ****Brian T. made a motion that we accept 501 and 506 Clapson Circle, West Winfield as donations, John P. seconded, and the motion passed unanimously****
- **Montgomery County:**
 - Spreadsheet provided at the meeting which identifies properties of interest from the tax foreclosure lists from 2015 and 2016 and categorizes them by color
 - Green – Rehab
 - Red – Demo
 - Yellow – Fall in the middle
 - Orange – Possibly redeemed
 - County to transfer 3-4 rehabs and 4-5 demos from each list
 - **John S. made a motion to empower the Project Selection Committee to begin negotiating with Montgomery County for the properties selected from the foreclosure lists, Brian T., seconded, and the motion passed unanimously****
 - Discussion included:
 - Beech-Nut

- Engineering firm working on sequence of demolition
 - Tom Casper, Developer
 - Interested, but concerned with transparency
 - Allotting amount of funds to be used at auction to acquire other properties?
 - Requires process and approval from committee
 - **Otsego County:**
 - Oneonta project
 - 3 properties of interest
 - Otsego to transfer properties to us
 - 2 located in Oneonta
 - 1 located in Cherry Valley
 - No fees to be charged
- **Brian T., made a motion to acquire 39 Cherry St., 10 Division St., 5 Wells Ave., and 20 Lancaster St., John S., seconded, and the motion passed unanimously****

New Business:

- CRI III
 - Next round of funding
 - Every 2 years
 - Sponsoring resolutions needed from all FGUS
 - Reps to advocate
 - Application due September 7th
 - Funding from Enterprise

****Meg K., made a motion to empower staff to move forward with the CRI III application, Shane N., seconded, and the motion passed unanimously***
 - NCST Settlement
 - \$5 Million in foreclosed homes/zombie properties available
 - The next meeting will be Thursday, September 6th at 1:00 pm.
 - Location TBD
 - On a motion by Meg Kennedy, seconded by Brian Thomas and unanimously approved by all voting Board members, the Board agreed to go into Executive Session at 3:25 PM for the purposes of discussing personnel issues. On a motion by John Stephens, seconded by Brian Thomas and unanimously approved by all voting Board members, the Board agreed to come out of Executive Session at 3:38 PM.
 - ****Brian T. made a motion to delegate hiring for the executive director position to the hiring committee noting the following points:**
 - Annual salary \$75,000
 - 40 hours/week
 - Full-time
 - No health Insurance
 - 26 leave days
 - All other policies as written
- **Meg K., seconded, and the motion passed unanimously****
- There being no further business before the Board, the meeting adjourned at 3:41 PM by a motion made by John S., and seconded by Brian T.

GMVLB Minutes
Respectively submitted by:
Jocelyn Mosher

August 2, 2018

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