



# GREATER MOHAWK VALLEY LAND BANK

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## GREATER MOHAWK VALLEY LAND BANK - GMVLB

Minutes from: Tuesday, September 5, 2019 @ 1:00 PM

Revision 1

### In Attendance:

Karl Gustafson –Chairman; John Piseck – Director; John Stephens – Director; Mark Domenico – Director; Judy Pangman – Director; Shane Nickle – Director; Brian Thomas – Director; Meg Kennedy - Director; Tolga Morawski - Executive Director; John Mazarella - Project Manager; Christina Brown - Community Advisory Board; Rob Albrecht – Outreach & Engagement Coordinator

Guests: Jeffrey Gressler; Elaine Sperbeck; John Hoffman

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Karl Gustafson called the meeting to order @ 1:02 pm

-Pledge of Allegiance

-Introduction of all in attendance

-Adopt Meeting Agenda: motion made by John Piseck, seconded by Brian Thomas, and so carried.

- The documents provided for the meeting were;
  - Agenda
  - Staff Report – John Mazarella
  - GMVLB Budget vs Actual statement, P&L
  - GMVLB Balance Sheet
  - NYCON Document Retention Policy
  - Accounting Policy language
  - Accounting Procedures template
  - Recommendations for properties (6)
  - Preserve NY Grant news release
  - NYCOM’s Distressed & Abandoned Properties workshop presentation
  - Response to Bonadio Group audit
  - GMVLB Administrative Assistant job description
  - Comparative Market Analysis Summaries (2) & comparisons; 1128 Hammond Ave, Utica
  - NYCON A Guide for Nonprofits

Minutes: July 9<sup>th</sup>, 2020, not available

### Old Business:

#### Staff Reports:

- John Mazarella’s report was included in the packet

#### Executive and Finance/Audit Committee:

##### Financial Statements:

- The Profit & Loss, Budget, Balance Sheet & Cash Flow statements were all discussed. A motion was made by John Piseck, seconded by John Stephens and carried unanimously.

- Petty Cash increase from \$100 to \$150, motion made by John Piseck, seconded by Mark Domenico and carried unanimously.
- ADK Line-of-Credit discussion, recommendation to increase. A motion was made to increase to \$100,000 made by John Piseck, seconded by John Stephens and so carried.
- LISC Site Visit, tentatively Tuesday, September 17<sup>th</sup>, interest in attending were John Stephens, John Piseck and Chris Brown, date TBD.
- Enterprise CRI IV Grant for \$1.2 million in project funding from NYS OAG
- Zombie 2.0 Grant (\$200K) update, grant contract, hiring, next steps, committee. Bruce Weekly @ Herkimer County as possible manager.

### **Policies Committee:**

- Draft Fiscal, Document Retention policies were in the meeting packet. These are for consideration at the October meeting.

### **Hiring/Personnel:**

- Admin Assistant Position Posting will use Indeed & Dropbox to advertise and the committee will filter the applicants and share the recommendations with the board.

### **Disposition Committee** will meet Sept. 24<sup>th</sup> @ 3:30 pm in Sharon Springs Town Hall

- 156 Main Road, Herkimer; \$1500 offer, will hold off for now due to sewer assessment.
- 506 Clapson Circle, West Winfield, \$2,000, motion to accept by Shane Nickle, seconded by John Stephens, carried unanimously.
- 26 Canadarago St, Richfield Springs; going back with a counter offer.

### **Project Selection Committee**

- Summary Abatement Discussion; will advise with legal
- Property Tax Liabilities, Local Assessors, re-levied property maint. & other fees
- City of Rome:
  - 212 West Bloomfield asbestos abatement; \$6,200, motion to accept by Mark Domenico, seconded by John Stephens and so carried.
  - 505 West Dominick Street, Rome acceptance to demolish; motion made to demolish by Mark Domenico, seconded by Meg Kennedy and so carried.
  - Rome Clean & Green Property, Glesmann House, 415 North Madison Street; PSC recommendation next meeting.
- City of Utica:
  - 1128 Hammond Avenue, updated numbers, market comparisons, Asbestos siding removal, motion made for removal by John Stephens, seconded by Brian Thomas, carried unanimously.
  - 1201 Neilson Street demolition, motion to demo made by John Stephens, seconded by Brian Thomas and so carried.
- Schoharie County: Empire Hotel collapse, Commercial properties fund allotment; discussion of ownership, PSC meeting, Article 19A 9/9/19
- Otsego County:
  - 8 Lancaster Street, Cherry Valley, demolition bids, motion to demo made by John Stephens, seconded by Shane Nickle and so carried.
  - 18 Cherry Street, Oneonta; county voted to convey it to GMVLB, update provided by Meg Kennedy.
- Montgomery County:
  - 3 West Main Street, St. Johnsville asbestos abatement, motion to continue made by John Stephens, seconded by Shane Nickle and so carried.
  - 70 Center Street asbestos abatement, motion by John Stephens, seconded by Brian Thomas and so carried.
  - Hoke House Technical Assistance Grant Application for Feasibility/Reuse Study for up to \$4,000, due Monday, September 30; motion made to pay up to \$1,000 by John Stephens, seconded by Shane Nickle and so carried.

- Stone Lodge, 132 West Main Street, Palatine Bridge – Critical Conditions Report completed in-part with Preserve NY Grant for \$5K from PLNYS; demo team update from Karl.
- Herkimer County:
  - Herkimer: Trailer Park, 220 Main Road, Town of Herkimer; Bob Albrecht provided an update, re. Code violations, park-of-the-future.
    - Park-of-the-Future Grant Application; motion to move forward made by John Piseck, seconded by John Stephens and so carried. John Stephens had questions; John Piseck will assist with letters of support from Town and others.
  - Ilion; NCST Property; John Stephens will make site visit and discuss with the Mayor.
    - 81 South Third Avenue
    - Duofold, 7 Spruce Street asbestos survey; motion to continue made by John Stephens, seconded by John Piseck and so carried contingent on MOU.
  - Little Falls: 208 Loomis Street, Little Falls Demo Recommendation & 80-82 Furnace Street Update
  - West Winfield, Historic District Survey–\$10-12K, cost savings re HTCs, motion made by Meg Kennedy, seconded by John Stephens, carried unanimously.

### **New Business**

- Community Foundation Meeting (9/4/19) re grant making changes
- Rural Housing Coalition Conference, September 9-11 in Saratoga
- Reclaiming Vacant Properties Conference (RVP), October 2-4, 2019, in Atlanta; will send up to 3 people, motion made by Karl Gustafson, seconded by John Stephens, carried unanimously.
- Sexual Harassment training – October 10<sup>th</sup>, meeting location at a project municipality in Richfield Springs.

-Confirm date and time for next meeting, October 3, 2019 @ 1PM.

- Motion to adjourn to Executive Session by Meg Kennedy, seconded by John Stephens @ 2:29 pm
- Motion to come out of Executive Session by Mark Domenico, seconded by John Stephens @ 3:18 pm
- Motion to adjourn meeting @ 3:18 pm made by John Piseck, seconded by John Stephens so carried.

Respectively submitted by Janine Thompson