



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB

Minutes from: Thursday, April 9, 2020 @ 1:00 PM

Held via Video/Telephone Conference due to COVID-19

In Attendance:

*Karl Gustafson –Chairman; **Mark Domenico – Director; **Judy Pangman – Director; **Brian Thomas - Director; **Meg Kennedy – Director; *Shane Nickel - Director; *Tolga Morawski - Executive Director; *John Mazzaella - Project Manager; **Christina Brown - Community Advisory Board; **Rob Albrecht – Outreach & Engagement Coordinator; Jim Bono - Herkimer County Legislature Chair; **David Darzenski; *Janine Thompson – MVEDD

*Via Video Conference

**Via Teleconference

- The documents provided for the meeting were;
 - Agenda
 - Minutes – March 5th, 2020
 - Staff Report – John Mazzaella
 - Staff Report – Rob Albrecht
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - GMVLB Expense Revenue Summary
 - John Mazzaella's recommendation to proceed for demolition of 70 Center Street, Fort

Karl Gustafson called the meeting to order @ 1:08 pm.

-Introduction of all in attendance

Adopt Meeting Agenda: go with what is in the packet – no changes.

Minutes: Janine has provided DRAFT minutes to Karl for the last 8-9 months of meetings. They will review them with their notes and present them at a later meeting. (due to COVID-19) The March 5, 2020 minutes were included in your packet, a motion was made by Mark Domenico, seconded by Shane Nickel but Tolga asked that they be re-reviewed with the rest of the provided minutes - motion tabled at this time

Old Business: Karl brought up that the GMVLB is considered "Essential" due to affordable housing and demos being safety issues.

- Staff Reports were included in the handouts for the meeting.

Executive and Finance/Audit Committee:

- Discussions with LISC, Enterprise, etc. – Tolga stated that there were some expenses they were not initially going to cover but have decided to cover some of them.
- LISC Next disbursement for Rehabs imminent pending lien waiver
- Dominick @ LISC is still interested in working with us, coming up with a work plan; Helene will review and get back to us.

- Status of Enterprise CRI IV funding: Admin & Project funding requests, John is working on two distributions, one for administrative expense and one for project expenses.
- Brian Thomas mentioned that he has not heard of an appointment for the GMVLB Treasurer. Tolga stated he would follow-up on the status.
- Nominations for officers have to be made at the May Annual Meeting. Meg Kennedy will be the chairman and Brian Thomas will stay as Secretary. Need a Vice Chairman, Karl will stay as Chairman.
- The meeting with Gustafson & Wargo re bills and issues has been postponed due to the Virus
- Discussion of Herkimer County Meeting has also been postponed, Tolga to look to see if they would be interested in doing a Video-conference meeting or wait until the end of April.
- CARES Act – SBA Payroll Protection Program application submitted to ADK Bank by Tolga. John pulled all the numbers needed for this application. Tolga will submit to SBA by Tuesday, 4/14.
- Paying remaining unpaid contractors via L-O-C: Tolga recommends that John put together the information needed to discuss with LISC and Enterprise on who will cover what costs. Allow paying the items by utilizing the \$13,500 funds identified if not totally covered then use the LOC. Motion made by Meg Kennedy, seconded by Judy Pangman and so carried. Discussion then held that we need to pay these to keep our relationship in good standing with the contractors so as we move forward we will be able to continue to utilize their assistance in the future.

Policies Committee:

- No update on membership fees for participating municipalities as the committee was unable to meet.
- Just a note that there are policies that need to be approved yearly and the annual meeting is coming up.

Hiring/Personnel:

- Admin Assistant position search has been put on hold for now but the completion of Admin tasks in the interim will be done by Janine/MVEDD with assistance from John.
- Medical Leave coverage for Tolga during COVID-19 is covered by the Disability Insurance Policy.

Project Disposition Committee:

- Property Tax discussion: Tolga stated that he was not able to resolve issues as most municipalities are not fully working due to virus. Tolga would like to discuss the option of passing on any tax issues that are not able to be resolved to the buyer.

Project Selection Review Committee:

- City of Rome: (IMA Renewal Passed ✓2/12/20, Also Adopted 5/50 Agreement
 - 505 West Dominick Street – asbestos survey has been performed
- City of Utica: no update on the IMA Renewal Passage
 - 1128 Hammond Avenue foreclosure; Tolga stated that the deed was never recorded and the property accrued taxes since but he was able to get them removed.
 - 1201 Neilson Street – demolition has been postponed due to virus, there are no safety concerns at this time
- Schoharie County: IMA Renewal Passed ✓1/17/20
- Otsego County: IMA Renewal Passed ✓
 - 8 Lancaster Street, Cherry Valley, demolition has been postponed due to virus, there are no safety concerns at this time
- Montgomery County: IMA Renewal Passage Pending

- Canajoharie: Hoke House Update & Hoke Family Involvement/Cmte; Tolga is working with Enterprise as they need more information. Tolga is working on a feasibility study.
- Charleston: 110 Charleston Street – Demolition
- Fort Plain: Tolga mentioned the MOU with Fort Plain for \$5,000, in looking for participation for contributions for projects within its municipality.
 - 70 Center Street – Demolition bids have been received the lowest is \$21,500, the highest is \$33,990. A motion was made to move forward with the \$21,500 bid from Bronze Contracting, motion made by Brian Thomas, seconded by Mark Domenico and carried unanimously.
 - 219 Canal Street and adjacent lot; Tolga stated to divide this property in 4 ways; 1 - Land Bank, the other 3 the neighbor is interested in. Would need a survey in order to divide it up. We had to pay \$1,300 in back taxes and will divide the cost 3 ways. Two contested the fee and 1 paid. Bill for garage retaining amount, we agreed to pay for. Attorney is working with the 2 that contested.
 - 21 Lydius Street, Fort Plain offer accepted, sale pending as there is a delay due to the closing documents
- Fultonville: 11 Ann Street – Demolition is on hold
- Palatine Bridge:
 - Stone Lodge, 132 W Grand St.; Tolga is also working with Enterprise. Tolga also asked for a \$5,000 contribution from Palatine Bridge as a participation payment for community support
 - 71 West Grand Street – Asbestos Survey
- Herkimer County: IMA Renewal Passage Pending
 - Little Falls: 208 Loomis Street – offer received at asking price and has been approved by PDC. Motion made to accept offer once the tax issues have been worked out, motion made by Meg Kennedy, seconded by Mark Domenico and passed unanimously.
 - Herkimer: Trailer Park, 220 Main Road, Town of Herkimer; POTF Meetings have been held on January 30th (NYC) and February 3rd (MHP). We are working on collecting financial information from residents. Discussion with NYS HCR re funding to date including: water bills, due Nov. 18th ~\$6,000 (discuss meters); back taxes ~\$30,000; Interim Budget for acquisition and stabilization submitted to HCR for consideration. Working on issues with some of the current residents. Tolga stated that the Town will nail down the water bills and Tolga will work with them on what the Owner and the Land Bank will have to pay. There is one tenant that is not current with the rent and has supposedly moved out and they own 2 of the trailers. Tolga and Rob Albrecht will work with the attorney on handling this tenant. Karl thanked Rob for all his hard work on dealing with this property.
 - Ilion:
 - 81 South Third Avenue; asbestos survey has been completed
 - Lester Avenue Properties; OHSWA Assessment/Utility lines, other concerns
 - Duofold Site - Enterprise has approved this project
 - West Winfield: Applied for a Preservation League (PLNYS) 'Preserve NY Grant' (TAG), as this is in a Historic District, for \$10K towards a historic resources survey of the Village, that is the first step towards establishing a National Register (NR) District, allowing use of Historic Tax Credits (HTCs) on our projects and others within the community (40% credit for Commercial, 20% for Residential Rehab Projects). \$40-\$60,000 tax credits submitted and should hear in late June.
 - received the first \$2,500 of \$5,000 contribution, the balance will be in June
- Discussion was then held on how to determine a dollar figure for getting participating municipalities in contributing on properties worked on within their districts. Tolga currently looks at 2 parts: 1st on the early adopters involved since Day 1 and 2nd the amount of the base project complexity and

the estimated costs to be incurred. Tolga feels there needs to be flexibility when configuring the amounts.

- New Business:
 - Non-profit property parking concept from Ohio, other land banks
 - Found a Municipal Planner to assist with GIS Mapping of projects and sites under the HCR
 - Small Building Program is on hold due to virus
 - NYS Land Bank Association - other ways to make revenue - would pay GMVLB to mow, plow, etc. until project is rehabbed.
- Next meeting; **ANNUAL Meeting and Elections**, May 7th, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office
- A motion to Adjourn to Executive Session to discuss vacations and personnel policies was made at 2:13 pm made by Brian Thomas, seconded by Marc Domenico so carried.
- Motion to Exit Executive Session was made at 2:28 pm made by Brian Thomas, seconded by Shane Nickel so carried.
- Motion to adjourn meeting was made at 2:29 pm by Brian Thomas, seconded by Judy Pangman and so carried

Respectively submitted by Janine Thompson