



GREATER MOHAWK VALLEY LAND BANK

500 East Main Street, PO Box 53, Mohawk, NY 13407-0069

Phone: 315-866-4671

Web: www.gmvlb.org

Email: info@gmvlb.org

GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, October 8, 2020 @ 1:00 PM

Held via In Person/Video/Telephone Conference due to COVID-19

In Attendance:

Meg Kennedy – Chair; Karl Gustafson - Director; *Mark Domenico – Director; *Judy Pangman – Director; Brian Thomas - Director; *Alicia Terry - Director; *Robert Burmaster – Director; Tolga Morawski - Executive Director; John Mazarella - Project Manager; *Steve Smith - Community Advisory Board; Hans Drews – Zombie Quarterback; Janine Thompson – MVEDD

*Via Video Conference

- The documents provided for the meeting were;
 - Agenda
 - Staff Report – John Mazarella
 - Staff Report – Hans Drews
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Property Status Spreadsheets
 - 2021 Draft Budget
 - 2020 Budget
 - Barton & Loguidice: Professional Planning & Engineering Services in relation to GMVLB's Strategic Plan (March'2017, July'2018, February'2019)
 - Cooper Financial Consulting (CFC) proposal
 - 27-29 Ann Street, Little Falls – scope of work
 - Renovation bids: 212 W. Bloomfield St., Rome, NY
 - Heating & Air Conditioning bids: 212 W. Bloomfield St., Rome, NY
 - Heating & Air Conditioning bids: 102 Fort Stanwix Park North, Rome, NY
 - Roof Replacement & Building Clean-out bids: 3 W Main St., St. Johnsville, NY
 - Sterling Commercial Appraisals, LLC – Fort Plain Real Estate Appraisals
 - Lacey Thaler Reilly Wilson Feasibility Study for Hoke House, 131 Mohawk St., Canajoharie, NY
 - Demolition bids: 81 S Third Ave, Ilion, NY
 - Electrical bids: 81 S. Third Ave., Ilion, NY
 - Annualized Revenue Projection

Meg Kennedy called the meeting to order @ 1:05 pm with the Pledge of Allegiance immediately following.

Roll Call of all present & attending via conference call or video

Conflict of Interest Form: Meg stated that here in the office we are circulating the form to be signed by everyone and for those on the phone or the zoom meeting to please print, sign and return the form to the office.

Adopt Meeting Agenda: A motion was made by Karl Gustafson, seconded by Brian Thomas, and carried unanimously.

Minutes: No minutes provided for approval

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting. Tolga stated that John M. had worked with the accounting firm and the figures are more actuals than they had been. There are a few areas that still need to be worked on. Sometimes between bill.com and Quickbooks the numbers were not getting recorded in the correct places. Karl Gustafson made a motion to accept these as presented pending ongoing revisions by booking account services, seconded by Brian Thomas and carried unanimously.

Presentations: none

Staff Reports: John Mazzarella's & Hans Drews' reports are included in the packet.

Executive and Finance/Audit Committee:

- Electing a new Treasurer – there has been no interest as of yet
- The 2021 Draft Budget & the Strategic Planning Workshop information was included in the handouts for everyone's review prior to meeting on it. Tolga would like to have this included in the November Board Meeting for voting so an Executive Committee meeting with the whole board will need to take place so they will be ready to adopt at the meeting. Tolga will send out a Doodle poll for a meeting date and time.
- LISC CRI III and Zombie 2.0 funding, status and next steps: John M. mentioned that requirement III has been received and requirement IV has been submitted. Reminder next Bi-weekly LISC call is 10/19@3:30pm – BOD participation. Set-aside for LISC CRI III "Tier 3" Projects – initial transfer has been made. Line-of-credit payment(s), interest, ongoing discussions with LISC.
- Zombie 2.0 Grant (Update), 1st quarterly disbursement made for the Town of Herkimer and the 2nd quarterly report.
- Status of Enterprise CRI IV Grant: Admin & Project funding for Q3 pending and will be submitting Q4 next week. Transferred a little over \$80,000 into LISC account.
- Adirondack Bank: still working with them after the departure of banker. Tolga has established additional checking accounts and updated signatories. Just need to complete the on-line set-up.
- CARES Act: SBA Payroll Protection Program (PPP) awaiting reporting docs.
- Herkimer County IMA: follow-up meeting, OAG, NYS HCR, others, next steps. Will discuss in executive session.

Policies Committee: Met 5/5/20 to address the following:

- Zombie 2.0 Grant: contract with Town of Herkimer, signed 9/8, Ilion, Village of Herkimer, Oneonta
- IMA for sharing of Code Enforcement Officers, is still pending
- Consideration of new Syracuse Land Bank Personnel Policy (ongoing)
- Need to clean-up and conform all policies, create a policy book, etc. (ongoing)

Hiring/Personnel:

- Admin Assistant position: MVEDD has been providing support for Admin & Bookkeeping tasks, discuss need for additional hours/hiring, will move to executive session as we have received a quote for a consulting firm to possibly assist with some duties.

Space Committee:

- 27/29 Ann Street, Little Falls – site visit, draft redesign plan, HTC app
 - Asbestos abatement in basement
 - Need a revised budget and timeline
- We did receive \$100,000 from the Community Foundation for renovations and \$25,000 from Indium Corporation in East Herkimer which would leave us with a shortfall of \$60-\$65,000. Discussion held to renovate the apartments first then the office space, apartment on 1st floor and do the outside next year. Question was raised if we have approval from our funders that we are not going to occupy the building after the renovations. Enterprise will assist with the apartment renovations. We would be able to lease out the apartments and maybe even the office area. John and Tolga to provide a Profit & Loss statement for the property.

Project Selection Committee (PSC):

- City of Rome:
 - 505 West Dominick Street MOU, demolition has been completed, John M. to inspect next week
 - 212 West Bloomfield Street – two proposals received for renovations, a motion was made by Karl Gustafson to go with the low bid from Vavid Construction in the amount of \$97,000. The motion was seconded by Brian Thomas and so carried. This is an approved project of Enterprise.
 - 212 West Bloomfield Street – four proposals received for replacement of mechanical systems. A motion was made by Karl Gustafson to go with the low bid from Tri County Heating & Air Conditioning in the amount of \$10,615.00. The motion was seconded by Brian Thomas and so carried.
 - 102 Fort Stanwix Park North, Rome – three proposals received for replacement of the mechanical systems. A motion was made by Karl Gustafson to go with the low bid from Tri County Heating & Air Conditioning in the amount of \$10,450.00. The motion was seconded by Brian Thomas and so carried.
- City of Utica: 1201 Neilson Street – demolition will be starting next week
- Schoharie County:
 - 2882 & 2854 NY-10, Summit – tax foreclosures pulled from County Auction, we acquired at auction, these are empty lots
 - 946 State Route 443, Town of Wright – to aggregate with 934 SR 443 which is an empty lot. The town wants to widen the road, transferred the property to the Land Bank at no cost.
 - 762 Schoharie Hill Rd in Schoharie – renovation update – having trouble finding contractors
- Otsego County:
 - IMA was passed at the committee meeting and Meg K. will check on the vote from yesterdays meeting to confirm the passing.
 - Richfield Springs:
 - 20 Lake Street – offers have been received, will discuss at the next meeting
 - 177 E Main Street – was a demolition and is now a vacant lot. One offer has been received and they want to construct a modular home, the offer was for \$10,000. They will need to receive a variance from the Village to proceed. A motion was made by Karl Gustafson to accept the \$10,000 bid, seconded by Meg Kennedy and motion carried unanimously.
 - Oneonta: 18 Cherry Street – demolition has been completed
 - Cherry Valley: 8 Lancaster Street – transaction in process, transfer from Village to LB to a Buyer
- Montgomery County:
 - Canajoharie: 153 Erie Blvd – Demolition will take place next week, waiting on National Grid to turn the gas off.
 - Fort Plain: 51 Mohawk Street – a developer from Rochester area expressed interest in the property. Estimates were sought from five vendors for appraisals with Sterling Commercial Appraisals, LLC being the most reasonable – as the cost was below the amount requiring Board approval, the Executive Director was given the okay to proceed as he saw fit. A Profit & Loss statement reflecting costs to date

was prepared on the property and shared. A motion was made to sell the property to the Developer with the Project Disposition Committee determining the sale price after weighting the total investment to date in comparison to the appraised value. A motion made by Karl Gustafson to approve the sale, seconded by Mark Domenico and motion carried unanimously.

- Fultonville: 3 & 11 Ann Street – sale and tree removal at 11 Ann St., waiting on the tree person to remove the tree.
 - Palatine Bridge: have received a memorandum of agreement for \$5,000 per demo.
 - Stone Lodge, 132 W Grand Street – chimney masonry bids, need to do an RFP and Enterprise is considering taking on this project.
 - 71 West Grand Street – demolition, came down yesterday.
 - St. Johnsville: 3 W Main Street roof replacement, one bid received for \$14,300. A motion was made by Karl Gustafson to approve this bid and motion was seconded by Brian Thomas, motion carried unanimously.
 - Herkimer County:
 - Frankfort: 1131 Center Road – NCST Property, bank foreclosure. May have funds available from the Bank of America. 1-acre lot, we have to advise them by the 23rd of October if we accept the property or not for \$1.00.
 - Little Falls:
 - 208 Loomis Street – Side-lot sale, Property Taxes – the lawyer is working on these, the buyer would have to have a warranty deed.
 - 76-78 Furnace Street – Purchase offer, John M. is working on the title work
 - 55 Glen Avenue – John M. stated that there were 3 application received for this property. The highest bidder wants to fix the property and live there. The bid was for \$14,444.44. The property disposition committee recommends selling with a sale of scope. Karl Gustafson made the motion to accept the bid of \$14,444.44, motion seconded by Mark Domenico and passed unanimously. City wanted a demo but we were able to sell as a rehab.
 - 1347 Top Notch Road – this would be an OHSWA demo and a vacant property sale. We are awaiting a commitment of water truck. This should be done late fall or early winter.
 - Herkimer:
 - 330 North Prospect Street, Herkimer – John M. is working on the title and sale.
 - Trailer Park, 220 Main Road, Town of Herkimer – no new update
 - Ilion: a memorandum of agreement with Ilion for \$5,000 per property
 - 20-22 West Avenue – Park/Picnic Area – Chuck Panko from the Elks Lodges has reached out for use of our lot and the adjacent lot for Park amenities in 2021.
 - 81 South Third Avenue – the LB has received a lot of inquires for a “sale of scope” sale. Three bids have been received for the demolition with the lowest bid being \$12,000.00, A motion was made by Karl Gustafson, seconded by Brian Thomas to proceed with the low bid. Motion carried unanimously.
 - 81 South Third Avenue – Three bids have been received for the replacement of the electric service panel and entrance with the lowest bid being \$1,350.00, A motion was made by Karl Gustafson, seconded by Brian Thomas to proceed with the low bid. Motion carried unanimously.
 - The Board meeting was halted so that we could go into Executive Session. A motion was made by Brian Thomas and seconded by Mark Domenico at 2:43 pm and motion was so carried.
 - A motion by Karl Gustafson, seconded by Brian Tomas to move out of Executive Session back to the Board meeting was made at 3:22 pm and was so carried.
- 1) Discussion was held in Exec. Session to contract with Cooper Financial Consulting with the work outlined in their proposal dated October 5th, 2020 with a price not to exceed \$3,000.00. A motion to accept was made by Brian Thomas, seconded by Meg Kennedy and carried unanimously.

- 2) Discussion was held in Exec. Session to execute a contract with HCR for \$80,000 in reimbursements for the Trailer Park, 220 Main Road in the Town of Herkimer. A motion was made by Karl Gustafson, seconded by Brian Thomas, motion carried unanimously.
 - 3) Discussion was held for Tolga to work with Attorney Sidd on a Herkimer County-specific IMA that would allow the land bank to retain properties in the county, continuing work until completion, sale and return to the tax rolls through October 2022, except for the mobile home park at 220 Main Road in East Herkimer, which can be held indefinitely/until such time as the land bank sells or transfers it. A motion was made by Karl Gustafson, seconded by Brian Thomas and carried unanimously.
 - 4) Discussion was held on 156 Main Road, Town of Herkimer, County of Herkimer. The town would like to purchase the property for a sewer easement. They offered \$4,000.00. A motion was made to sell the property to the Town of Herkimer, the motion was made by Brian Thomas, seconded by Robert Burmaster, motion carried unanimously.
- Confirm date and time for next meeting – November 5th, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office. A workshop strategic planning meeting will be held on the same date at Noon.
 - Motion to adjourn the meeting was made at 3:26 pm by Karl Gustafson, seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson