



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, April 1, 2021 @ 1:00 PM

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

In Attendance:

Meg Kennedy – Chair; *Brian Thomas - Director; *Mark Domenico – Director; *Alicia Terry – Director; *Steve Yearly – Director; *Bob Burmaster – Director; Tolga Morawski - Executive Director; John Mazzaella - Project Manager; Allysa Dupont Rader – Zombie Quarterback; David Dardzinski – Main Street First; *Chris Brown; *Steve Smith – MVEDD; *Janine Thompson – MVEDD; Cabryn Gurdo

*Via Video Conference or Telephone

- The documents provided for the meeting were;
 - Agenda
 - Meeting Minutes – 11/5/2020; 12/10/2020; 12/31/2020; 02/04/2021; 03/04/2021
 - Staff Reports – John Mazzaella & Allysa Dupont Rader
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Certificate Regarding Conflict of Interest
 - Signatory Authorization Resolution.2018
 - Dermody, Burke & Brown, CPAs, LLC (DB&B), proposal for audits
 - LISC Utica CRI III Contract Amendment
 - 2016 to 2021 Board Meeting Attendance

Meg Kennedy called the meeting to order @ 1:07 pm with the Pledge of Allegiance immediately following.

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

Introduction of Allysa Dupont Rader as Zombie Quarterback: Meg introduced Allysa and welcomed her aboard. Allysa provided an introduction of herself and her accomplishments and carrier prior to arriving at GMVLB.

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 Meg Kennedy, seconded by Alicia Terry, and carried unanimously. There is one addition to the Finance section; a resolution is needed to add Steve Smith as an authorized signer for the GMVLB.

Minutes: Minutes were provided for the 11/5/20, 12/10/20, 12/31/20, 2/4/21 & 3/4/21 meetings. No vote was held at this time to give everyone the opportunity to review them, we will vote on all these at the May meeting. Tolga will get the recording for the January board meeting so that Janine can do the minutes.

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting. Jason Cooper is still working on financials. Discussion was held with just a few questions. A motion was made by Alicia Terry to approve the Financial Reports with the knowledge that they are still being worked on with the accountant. The motion was seconded by Bob Burmaster and so carried. Just a note that the expenses are up to date but the income is not current.

Staff Reports: John Mazzarella's & Allysa Dupont Rader's report was included in the packet.

Executive and Finance/Audit Committee:

- The 2021 Budget was adopted on 12/31/2020 and will be added to Quickbooks ASAP so that we can maintain actual comparisons, this is still being worked on.
- Adirondack Bank:
 - Steve Smith successfully added as Treasurer and signatory on all accounts.
 - PPP 1st round: awaiting forgiveness documentation
 - PPP 2nd round application: completed, \$48,000 approved for the 2nd round.
- Audit Updates (2019 & 2020):
 - Cooper Financial: close to completion of work closing out 2019
 - Auditor Selection: RFP 2019 & 2020 Audits – Proposal from Dermody, Burke & Brown, CPAs, LLC (DB&B) was included in the meeting packet. A motion to approve moving forward with DB&B was made by Mark Domenico, seconded by Alicia Terry and was carried unanimously.
 - ABO/PARIS Reporting – due 3/31/2021; Tolga is working on it and is hoping to complete it in the next few days less the audit.
- Gustafson & Wargo – outstanding bills, scheduling follow-up meeting with Ron. There are no new updates, this is ongoing. The LB has provided them with documentation and we are just waiting for their reply.
- Montgomery County Taxes – two meetings were scheduled and canceled so now there is one set for April 6th.
- Strategic Plan – there will be a meeting with Barton & Loguidice next Friday for the results from the 5-6 workshops. The board asked Tolga to share a public folder with the meeting highlights with them.
- Authorized Signature Resolution allowing the Treasurer and the Executive Director to sign for the Land Bank on contracts if the Board approves those items. Need to add Stephen Smith in place of Joe Marino. A motion to approve Stephen R. Smith and Tolga Morawski as signatories representing the GMVLB was made by Meg Kennedy, seconded by Alicia Terry and carried unanimously.
- Grants:
 - LISC CRI III funding status and next steps:
 - Grant Extension Agreement through 6/30/2021 agreement – pending as Helene wanted a couple of additions to the agreement; \$80,000 set-aside funds to now be used instead of using as back-up funds then do the disbursement requests as needed. A motion was made to approve the Extension Agreement was made by Mark Domenico, seconded by Bob Burmaster and so carried. The GMVLB staff does not endorse the grant approval as projects will not be a priority to work on until the disbursements are received. This will delay any future projects. There is a LISC call on Monday and Meg Kennedy will try to reach out to Helene prior to the meeting to discuss the concerns. Meg recommends tabling the vote until we can work out the concerns. Mark & Bob rescinded their motions.

- CRI III Disbursement request (#5) for rehabs – contingent on submitting further information and pictures to LISC along with other information. Need lien waivers, Oneida – Midlanta for Hammond, signed & notarized form. Motion to approve was made by Mark Domenico, seconded by Karl Gustafson and so carried.
- Reminder next Bi-weekly call is 4/5 @ 3:30 pm – BOD participation
- LISC Zombie 2.0 Grant:
 - 1st quarter report for 2021 is now due on the 13th – John & Tolga are working on the submission.
 - Next draw from LISC to Town of Herkimer \$75K has been received. Tolga will voucher this with the Town of Herkimer to receive it,
 - Center for Community Progress Technical Assistance proposal has been executed.
- Enterprise CRI IV Grant: report & disbursement for Q1 actuals are now due. John will work on this next week. John provided an update on the 4 LISC projects to the board.
- NYS HCR Park Of The Future (POTF) contract – executed first disbursement of \$67,454 has been received including the \$40K to cover Herkimer County tax liability for MHP.
- NYS HCR Main Street – grant extension to June 30, 2020 has been executed
- Community Foundation Grant for 27-29 Ann Street – the report has been submitted. The Board asked Tolga to send this out to the Board for their review.

Policies Committee:

- Zombie 2.0 Grant:
 - Contract with Town of Herkimer, signed 9/8, Ilion signed 11/18/2020, City of Oneonta signed 12/8/2020, Village of Herkimer signed 2/17/2021.
 - IMA for sharing of Code Enforcement Officers is pending.
- H.R. 7103 National Land Bank Network Act of 2020, advocacy update
- Consideration of 2019 Syracuse Land Bank Personnel Policy (ongoing)
- Need to clean-up and conform all policies, create a policy book, etc. (ongoing)

Hiring/Personnel:

- New Admin Assistant position: MVEDD has resumed providing support for Admin & Bookkeeping tasks, we will resume search for the position
- New Zombie Quarterback (ZQB) – Allysa Dupont-Rader has now been hired.

Space Committee:

- 27/29 Ann Street, Little Falls – renovation bid – John stated that the bidder came back with a little higher bid than the initial one submitted as they under-bid the windows but there were savings in other areas. As our lease ends the end of May we need to review the provisions of lease as far as continuation until Ann St. is ready to prevent an automatic renewal.

Project Disposition Committee (PDC):

- SONYMA NRP Mortgage, no updates

Project Selection Committee (PSC):

- Schoharie County:
 - Town of Summit:
 - 2882 NY-10 – Hazmat testing results revealed very little asbestos so RFPs for the abatement and demolition will go out next week.
 - 1618 Charlotte Valley Road – BPSC & PSC discussing
 - Town of Wright: 946 State Route 443 – check site & clean-up in the spring

- City of Rome:
 - \$1,000 - 2020 Budget Contribution?
 - 513 N Washington St – offers
 - Glesman House, 415 North Madison Street – Mark & John to walk through
- City of Utica:
 - Look into government exemptions of Building Permit Costs (pending)
 - #1201 Neilson Street – purchase offers, tax lien
 - 1128 Hammond Ave. – rehab is in progress
- Otsego County: \$1,000 2020 & 2021 budget contributions are en route.
 - Richfield Springs
 - 20 Lake Street – sale pending
 - 177 E Main Street Offer – offer pending zoning variance
 - City of Oneonta: Stephen and John to walk through 6 potential properties
- Herkimer County:
 - Little Falls:
 - 1347 Top Notch Drive
 - 27-29 N Ann Street – renovation bid
 - 208 Loomis Street – Side lot sale, closing pending, need signed BOD resolution
 - Herkimer:
 - Trailer Park, 220 Main Road, Town of Herkimer – discussion with NYS HCR re-funding to date; first pre-development disbursement – RFI for Modular Homes & Site work; foundation, septic, water, electric, etc. – HCR Feedback, Herkimer County taxes - \$40K pending
 - 156 Main Road – sale for sewer to the Town of Herkimer, closing is pending
 - Ilion: 20-22 West Avenue – park/picnic area follow-up in the spring
 - West Winfield:
 - 503 Clapson Circle – sale with scope offers
 - 459 East Main St. – asking price was \$19,900 and we received an offer of \$17,100. PSC is recommendation was to accept the offer. A motion was made by Mark Domenico to accept the offer of \$17,100. The motion was seconded by Alicia Terry and carried unanimously.
- Montgomery County:
 - Montgomery County Taxes – pending
 - Canajoharie: 153 Erie Blvd – sale issues
 - Fort Plain:
 - 51 Mohawk Street – redevelopment update
 - 63 Center Street - offer
 - 219 Canal Street – mechanical and renovation bids have been awarded and work has begun
 - 224 Main Street – should close on the sale in the next week
 - St. Johnsville: 3 W Main Street – rear roof work is in progress

New Business:

- Creating calendar events for subsequent 2021 GMVLB Board of Directors Meetings – everyone should have received emails to add the dates to their calendar
- Confirm date and time for next meeting; May 6th, 2021 @ 1:00 pm, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office.
- Motion to adjourn the meeting was made at 2:29 pm by Alicia Terry, seconded by Meg Kennedy and so carried.

Respectively submitted by Janine Thompson