

GMVLB Project Selection Committee (PSC) Meeting Minutes

Location: 1 Kennedy Plaza, Urban Renewal Agency Office, Utica, NY
Date: **Monday, November 19th, 2018**
Time: **12:30PM**
Conf. Call Info: **NOTE CALL-IN** #1-(563) 999-1074 with ID#756734

Attendance: Brian Thomas, Mark Domenico, John Mazzarella, Jocelyn Mosher, Tolga Morawski, Sam Russo, David Dardzinski, Bob Albrecht

Call-In: Cabryn Gurdo, Mike Brown, Chris Brown, Judy Pangman, and Jerrine Corallo

-Call to order @ 12:39PM

-Confirm Recording of the Minutes

-Review prior meeting minutes (August 27, 2018 and September 17, 2018)

Mark D. made a motion to adopt the minutes, David D. seconded, and the motion passed unanimously

Old Business:

- eProperties Plus Software
 - o 16 properties currently logged
 - o Need to update with newly acquired properties in Montgomery County
 - o Updated information and pictures for the properties currently included
- MOU Updates (Bob)
 - o Town of Herkimer
 - Passed Engagement and 5/50 Resolutions
 - o Richfield Springs
 - Working on 5/50 Resolution
 - o Charleson
 - 5/50 pending
 - Municipality struggling with the concept of the Land Bank
 - o Village of Ilion
 - MOU passed
- Signage
 - o Encountered an unexpected rise in price with selected vendor
 - o Re-quoting bids for larger signs

Properties:

-Schoharie County

- Jerrine C. mentioned the possibility of property work in Schoharie County for December-January
- Discussed the foreclosures in Cobleskill
- Tax foreclosure process
 - o To start working with Schoharie County to create an agreed upon process
- Town of Wright
 - o Making progress

-Otsego County:

- Judy P. to meet with the Code Enforcement Office for an update regarding properties of interest
 - Local PSC needed
 - Judy P. is currently unaware of any existing committees or organizations to involve
 - Schoharie County had created an inclusive committee with its Code Officers
 - Judy P. to follow-up with Mayor
 - 177 Main St., Richfield Springs
 - Resolution to acquire had passed at the last Board Meeting to avoid having to wait for the following meeting
 - Motion still needed for PSC
 - Building to be demolished prior to being mitigated of hazardous material
 - Unsafe and falling down
 - Sulfur springs
 - Likely to be used as a side-lot
- **Mark D. made a motion to accept 117 Main St. in Richfield Springs as a donation with no cost to the Land Bank, Brian T. seconded, and the motion passed unanimously**
- Discussion of bid process
 - Purchase procedures
 - Contractor called-in for last Board Meeting, but didn't announce themselves
 - Overheard pricing discussion for projects
 - How to handle this issue going forward?
 - Is the option available to go into executive session?
 - Chris B. to follow-up with John Sidd, the attorney

-City of Utica Properties

- 111 Hawthorne Ave
 - City of Utica trying to work with owner to address
 - Neighbor is complaining to the City
- Additional Utica Properties
 - Properties suggested by community members when Tolga and Joe M. held a public meeting in Utica
 - These meetings are not good practice as they create unclear expectations of Land Bank processes
 - Mostly Zombie properties
 - Will take a lot of work to acquire
 - Need a process for handling these types of properties
 - In-take form should be used in these situations
 - Have local representatives approve in-take forms and forward them to PSC

- Discussed creating a scoring process for FGUs to help prioritize projects, work, and focus
 - John M, Jocelyn M, and Tolga to work on scoring matrix
 - Don't want to deal with "broken teeth" or properties that are "eye sores" in nicer communities
 - Limit number of properties to consider and assess
 - Brian T. to look into setting up a local PSC for the City of Utica to assist with this
- 1441 Sunset Ave.
 - Owner interested in donating
 - Rehab
 - 2-Family home
 - Blighted area
- 1201 Nielson Street
 - Owner interested in donating
 - Demo
 - Roof issues
 - Unsafe
 - New development nearby
 - Potential interest for future development
- 1128 Hammond Ave.
 - Pending
 - Wife of neighbor deceased
 - Land Bank had been giving him time to grieve before re-entering discussions regarding the property
 - John M. to follow-up with him in the near future
- 101 Matthews
 - Beyond repair
 - Possible agreement with the City
 - Demo
 - Brian T. to follow up with Utica Housing Authority (UHA)
- 2214 Pinnacle Dr.
 - Daughter of owner called the Land Bank after receiving a donation request letter
 - Did not leave a friendly message
 - Not interested in working with the Land Bank

-City of Rome Properties

- Closings in process with Attorney
 - Our attorney is finalizing the paperwork with their attorney
 - Discussing closing fees
- 119 Turin Street
 - Our attorney forwarded settlement statement to Realtor
- 102 Fort Stanwix Park North & 115 ½ Turin Street

- Mike B. spoke with the neighbor
- Willing to work with the City and the Land Bank
- Flooding issues
 - City potentially to address plumbing issues
- Neighbors willing to pay for paving
- Need to provide ownership documents
- Potential easement going forward
- 505 West Dominic Street
 - Victorian
 - City doesn't want to demolish
 - John M. to do an assessment
 - Potential acquisition
- Oneida County
 - No response to open enrollment letter
 - Will re-send in June
 - Mike B. interested in progress with Oneida County
 - Communities interested
 - Hoping to get Oneida County to sign-on by next summer
 - Mike B. to assist with this
- Human Technologies
 - John M. performed site visits
 - They were excited about the Top Notch property
 - Excited to work with us
 - To submit bids

-Herkimer County:

- Lester Avenue resolutions to be sent
- Ilion MOU passed
- 59 Glen Avenue, Little Falls
 - Tolga followed-up with the Attorney
- Church Street Properties in Little Falls
 - Suggested by Jeff Gressler, Little Falls Alderman and member of Main Street First (MSF)
 - John M. met with Jeff G. and did an assessment of the properties
 - Local PSC needed for Little Falls
 - Can't continue to assess properties in Little Falls without a local committee
 - David D. to discuss the process at the next MSF meeting

-Montgomery County:

- Hoke House, 131 Mohawk Street, Canajoharie
 - \$12K offer accepted
- 21 Lydius Street, Fort Plain
 - Change of outcome

- Was considered to be a demo, but John M. now thinks that it could be a rehab
- Condemned in 2017
- Roof issues
- Great foundation and framing
- To clean-out and re-assess
- John M. projects a loss on this property regardless of the outcome

New Business:

- HAZMAT RFP
 - Committee to review and give feedback
 - Has been circulated several times
 - Joe M. expressed concerns at the last Board Meeting
 - Mark D. liked the matrix option rather than breaking each project out
 - To reject any bids that don't provide all of the requested information going forward
- Discussed process to approve budgets
 - Encumbering
 - John M. provided pro-forma budgets for projects required by LISC
 - Would like to have PSC vote and approve budgets for all projects moving forward
 - Mark D. liked seeing the information
 - David D. would like to see figures for AMI percentages
 - Mark D. feels projects for sales should be present and clear
 - Discussed 5/50 revenue and how to factor that into financial decisions
 - Not relevant for pro-formas
 - Not relevant for decision making as it isn't ensured and has not been passed in all municipalities
 - To include % contingency as a cushion
 - Set sale price & over expenses preemptively

-Set date and time for next meeting (12/17/18)

-Adjourn 2:35PM

Sam R. made a motion to adjourn, David D. seconded, and the motion passed unanimously

Respectfully submitted by:
Jocelyn Mosher