



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, June 4, 2020 @ 1:00 PM

Held via Video/Telephone Conference due to COVID-19

In Attendance:

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

*Via Video Conference

**Via Teleconference

- The documents provided for the meeting were;
 - Agenda
 - Minutes – May 7th, 2020
 - Staff Report – John Mazzarella
 - Staff Report – Rob Albrecht
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Rehab Proforma: 212 West Bloomfield St., Rome, NY
 - Rehab Proforma: 762 Schoharie Hill Rd., Schoharie, NY
 - Rehab Proforma: 219 Canal St., Fort Plain, NY
 - Rehab Proforma: 3 West Main St., St. Johnsville, NY
 - Rehab Proforma: 81 S. Third Ave., Ilion, NY
 - John Mazzarella’s recommendation to proceed with Gold Star Roofing for roof replacement of 219 Canal St., Fort Plain
 - 27-29 Ann St., Little Falls, NY; existing floor plan & proposed floor plan
 - NYS HCR COVID-19 Construction Guidance
 - NYS DOH – Protect yourself poster – COVID-19
 - NYS DOH Construction Master Guidance – COVID-19
 - NYS Construction Short Guidelines – COVID-19
 - Certificate Regarding No Conflict of Interest
 - MVEDD Invoice for May 2020

Meg Kennedy called the ANNUAL MEETING to order @ 1:05 pm.

Adopt Meeting Agenda: we will be making an adjustment in the agenda as Judy Pangman needs to depart the meeting prior to 2:00 pm so we will skip to items needing the director’s vote. A motion was made by Karl Gustafson, seconded by Brian Thomas, and carried unanimously.

Minutes: Janine has provided DRAFT minutes for the last 8-9 months of meetings, rather than adopt them now, please take some time to review and update them from your meeting notes, as you see gaps ahead of the next meeting. Alternately you can share your notes with Janine to help her fill in those gaps.

Financial Reports: The profit & loss along with the balance sheet were provided in the packet for the meeting. Karl Gustafson made a motion to accept these as presented, seconded by Mark Domenico and carried unanimously. Tolga did mention that the negatives will be adjusted on the grants.

Project Selection Committee:

- Property Maintenance Update – John stated that the lawn mowing crew started on & off, they are undependable, now has hired a new company and they are playing catch-up.
- City of Rome: *212 West Bloomfield Street – Rehab Proforma, Enterprise, Karl Gustafson made a motion to accept the rehab proforma has provided by John Mazzarella, seconded by Mark Domenico and so carried.
- Schoharie County: *762 Schoharie Hill Road, Schoharie – Rehab Proforma, Project Selection Committee will send to Enterprise, Karl Gustafson made a motion to accept the rehab proforma has provided by John Mazzarella, seconded by Brian Thomas and so carried.
- Schoharie County: *2854 NY-10, Summit, tax foreclosure has been delayed. Between \$25-30,000, acquire with the intent to demo, engage with County to acquire. Karl Gustafson made a motion to engage with the County to acquire, motion seconded by Mark Domenico and so carried.
- Montgomery County; Fort Plain; 219 Canal Street – Rehab Proforma. 2 recommendations; 1st rehab proforma, approved with Enterprise, motion made by Karl Gustafson accept the rehab proforma has provided by John Mazzarella, seconded by Mark Domenico and so carried. 2nd roof replacement - Karl Gustafson made a motion to accept the bid by Gold Star as recommended by John Mazzarella, seconded by Judy Pangman and so carried. Enterprise has already approved a portion of this expense.
- Montgomery County; St. Johnsville; *3 West Main Street – Rehab Proforma, rear of this property has asbestos. Enterprise has approved and has already provided a portion of the expense. Karl Gustafson made a motion to approve the rehab proforma as presented, motion seconded by Mark Domenico and so carried.
- Herkimer County IMA: Tolga will set up a meeting with the HC attorney to discuss their participation. When working with Jim Bono we seemed to have a positive indication of approval.
- Herkimer County; Dolgeville; *156 South Main Street – Demolition, begin Article 19A. Was on hold, restart the process. Karl Gustafson made a motion to continue the work on Article 19A, seconded by Brian Thomas and carried unanimously.
- Herkimer County; Ilion; *81 South Third Avenue – Rehab Proforma, donated NCST \$20,000 given as well. Sale of Scope – Enterprise to approve demo part. Karl Gustafson made a motion to accept the Rehab proforma as presented by John Mazzarella; motion was seconded by Mark Domenico and so carried.

Old Business:

- Essential Services Designation – the Land Banks have been deemed an essential service so we are able to continue working and holding meetings. Included in the packet were the COVID-19 notice re Construction and the NYS HCR in this regard.
- Staff Reports were included in the handouts for the meeting.

Executive and Finance/Audit Committee:

- Regular meetings with LISC, Enterprise, etc. (held every 2nd Monday of the month) – Updates
 - Status of LISC CRI III and other LISC funding, next steps
 - Next LISC disbursement request for Rehabs pending
 - BOD participants for bi-weekly LISC Calls going forward?
 - Zombie 2.0 Grant Update (Hans Draws, new Zombie Quarterback)
 - Zombie Webinar at 1:30pm today (Hans, Rob)
 - Status of Enterprise CRI IV Grant: Admin & Project funding for Q2 pending
 - Line-of-credit payment(S), discussion with LISC
- Meeting 6/2 with Gustafson & Wargo on specific issues to be address (Tolga) including closing out 2019 and audit, also discuss separate checking accounts. The meeting was really productive. Discussion was held on the varying of the hourly charge on Todd's work after the contract was signed. Varies from \$85/hr to \$110/hr.
- CARES Act – SBA Payroll Protection Program (PPP) preparing for reporting. Convert from a loan to a grant. Karl mentioned we should send out letters of appreciation on behalf of the board.

Policies Committee: met on 05/05/2020

- Zombie 2.0 Grant
 - Agreement with Town of Herkimer, submitted to Town for their review of Attorney Sidd's revisions ahead of signing.
 - IMA for sharing of Code Enforcement Officers, awaiting revisions, working with the attorney
- Vacation time/calculation for John M (pending review by J. Sidd) – schedule combined Personnel/Policies meeting to discuss. Will do a Doodle Poll for a meeting within the next 2 weeks.
- Discussion of Membership fee for participating municipalities (ongoing), no update. Received \$1,000 from Otsego County, send a Thank You letter.
- 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 providing ongoing support for Admin/Bookkeeping tasks, as far as hiring for this position, Brian has nothing new to report
- Establishment of a hiring process for Zombie Grant Code Enforcement Officers that incl. reps of Town of Herkimer & co-applicants (Ilion/Oneonta), and Counties involved. Question was raised as to who would do the hiring and it was discussed that a Committee will be formed to review applicants, one from HC, Otsego Co., Oneonta and counties that would be hiring the person. Mark Domenico has two job descriptions that he will share with Tolga. Mark volunteered to help on the committee. Meg reminded to make it clear that this is a Grant Funded position.

Space Committee:

- 27-29 Ann Street, Little Falls – Consideration of draft redesign plan this was included in the meeting packet. Community Foundation – upstairs & back removal of asbestos. Position of Enterprise providing toward expenses is still TBD. Christina Brown mentioned that we should do a walk-through of the office space and get it up and running sooner than later. The one year lease with Adirondack will end on May 2021.

Project Disposition Committee:

- SONYMA NRP Mortgage, no updates
- eProperty Plus Software billing/contract has to be renewed. Looking at disbursement on Enterprise for the \$5,000 balance of the bill (6mos)

Project Selection Committee:

- Property Maintenance Update (John)
- City of Rome (IMA Renewal Passed ✓ 2/12/20, Also Adopted 5/50 Agreement):
 - 505 West Dominick Street – RFP issued for demolition, Enterprise is on this and we expect bids next week
- City of Utica (IMA Renewal Passage 6/17/20...Pending): Still waiting for the meeting. Tolga will check with the attorney to make sure they have everything. Joe Marino did state that he could stay on as Treasurer if the City of Utica would like him to.
 - Common Council Update (Brian)
 - Also under consideration issue of Building Permit Costs
 - Appointment of new Board Member
 - Annual contribution towards Admin
 - Discussed back taxes re 1128 Hammond Avenue
 - 1128 Hammond Avenue foreclosure Update (Tolga)
 - 1201 Neilson Street – demolition scheduled
- Otsego County (IMA Renewal Passed ✓):
 - Cherry Valley: 8 Lancaster Street – demolition update (John)
 - Oneonta: 18 Cherry Street, demolition update (John)
- Montgomery County (IMA Renewal Passage Pending 6/?/20):
 - Canajoharie
 - 153 Erie Blvd, asbestos abatement update (John)
 - Charleston
 - 110 Charleston Street – Demolition (update)
 - Fort Plain
 - 70 Center Street – update on local contribution (Tolga)
 - 21 Lydius Street – offer update (John)
 - Fultonville
 - 3 Ann Street – Demolition completed, offers (John)
 - 11 Ann Street – Demolition completed, offers (John)
 - Palatine Bridge
 - Stone Lodge, 132 W Grand St, demolition(s) update (John)
 - 71 West Grand Street – Asbestos Mitigation Bid update (John)
- Herkimer County (IMA Renewal Passage Pending ?/?/20):
 - Little Falls
 - 208 Loomis Street – side-lot (update)
 - Herkimer
 - Trailer Park, 220 Main Road, Town of Herkimer Update (Tolga)
 - Payments for two Town of Herkimer Water bills made
 - Herkimer County Taxes-County Attorney meeting (Tolga)
 - Discussion with NYS HCR re: funding to date (update)
 - Response re interim budget request (pending)
 - RFI for Modular Homes, Site work, etc.
 - Ilion

- Lester Avenue Properties Update (John)

New Business:

- Reviewing Materials from NYS AHC Grant program with intent to apply
 - Any other items?
 - Confirm date and time for next meeting, July 2nd, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office. Will move the meeting to Thursday, July 9th due to the Fourth of July holiday. If we meet in person, Tolga suggested that we take a walk through the property @ 27-29 Ann Street, Little Falls.
 - Tolga has mentioned that he would like to see a separate checking account for each grant to keep them separate.
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- Motion to adjourn the meeting was made at 2:23 pm by Karl Gustafson, seconded by Mark Domenico and so carried.

Respectively submitted by Janine Thompson