



# GREATER MOHAWK VALLEY LAND BANK

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## GREATER MOHAWK VALLEY LAND BANK – GMVLB

### MEMBERSHIP MEETING

Minutes from: Thursday, March 4, 2021 @ 1:00 PM

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

#### In Attendance:

\*Meg Kennedy – Chair; \*Karl Gustafson - Director; \*Brian Thomas - Director; \*Mark Domenico – Director; \*Alicia Terry – Director; \*Steve Yearly – Director; \*Bob Burmaster – Director; Tolga Morawski - Executive Director; John Mazarella - Project Manager; \* David Dardzinski – Main Street First; \*Chris Brown; \*Janine Thompson – MVEDD; Cabryn Gurdo

\*Via Video Conference or Telephone

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- The documents provided for the meeting were;
  - Agenda
  - Meeting Minutes – 11/5/2020; 12/10/2020; 12/31/2020; 01/07/2021; 02/04/2021
  - Staff Report – John Mazarella
  - GMVLB Profit & Loss statement
  - GMVLB Balance Sheet
  - Certificate Regarding Conflict of Interest
  - Renovation: 27-29 Ann St., Little Falls, NY
  - Renovation: 102 Fort Stanwix Park North, Rome, NY
  - Renovation: 219 Canal St., Fort Plain, NY
  - Mechanical Installation: 219 Canal St., Fort Plain, NY
  - GMVLB Funding Plan
  - Barton & Loguidice: Strategic Plan Phase II – Focus Group Workshop Schedule
  - Siding Proposals: 1128 Hammond Ave., Utica, NY
  - GMVLB summary of accounting issues
  - Enterprise Project Spreadsheets

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 Alicia Terry, seconded by Karl Gustafson, and carried unanimously.

**Minutes:** Minutes were provided for the 11/5/20, 12/10/20, 12/31/20 Special meeting & the 1/7/21 meetings. No vote was held at this time.

\*Meg Kennedy brought up the LISC monthly call. Discussion was held on the status of the last call.

**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, with just a little progress since last meeting. Discussion was held with just a few questions. A motion was made by Karl Gustafson to approve the Financial Reports with the knowledge that they are still being worked on with the accountant. The motion was seconded by Alicia Terry and so carried.

**Staff Reports:** John Mazzarella'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.
- Adirondack Bank:
  - Steve Smith successfully added as Treasurer and signatory on all accounts.
  - PPP 2<sup>nd</sup> round application: in-progress reflecting YoY loss > 25%
- Audit Updates (2019 & 2020):
  - Cooper Financial: close to completion of work closing out 2019
  - Auditor Selection: RFP 2019 & 2020 Audits – will reissue the RFP's again
  - ABO/PARIS Reporting – due 3/31/2021
- Gustafson & Wargo – outstanding bills, scheduling follow-up meeting with Ron. Also need to do an exit interview. Karl would like a punch list of items for the call emailed to him to review prior to the meeting.
- Montgomery County Taxes – meet with Legislator Roy Dimond in regards to the interest, penalties and fees. Tolga spoke to them to set up a meeting with finance, head of legislature, Meg Kennedy and Karl Gustafson.
- Pending Property Sales vs. Expenses – The spreadsheet was provided in the meeting packet. John Mazzarella explained the information within the spreadsheets. Mark Domenico stated that this information is extremely valuable and along with Meg Kennedy stated they are very pleased we are getting so far with these properties and this information is great.
- National Land Bank Act – Tolga to have a meeting with them to discuss foreclosed properties due to COVID. Tolga also will be meeting with Gilibrand's staff.
- Strategic Plan – remaining breakout groups: 3/11 – Residential Blight and 3/18 – Region-wide Strategic Planning & Collaboration. Everyone should plan on attending if possible.
- Grants:
  - LISC CRI III funding status and next steps:
    - Review LISC project Gantt chart
    - Grant Extension Agreement through 6/30/2021 agreement – pending
    - 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 3/15 @ 3:30 pm – BOD participation
  - LISC Zombie 2.0 Grant:
    - 4<sup>th</sup> quarter report for 2020 – Tolga is working on the submission.
    - Next disbursement received from Town of Herkimer, \$24,500.
    - Next draw from LISC to Town of Herkimer \$75K is pending
    - Center for Community Progress Technical Assistance proposal has been executed.
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- Our new Zombie Quarterback will be starting on March 16<sup>th</sup>. Her name is Allysa Dupont-Rader.
- Enterprise CRI IV Grant: disbursement for Q4 actuals & Q1 projected have been received.
- NYS HCR POTF contract has been executed, first disbursement of \$67,454 is pending, include in \$40K to cover Herkimer County tax liability for MHP predevelopment.
- NYS HCR Main Street – grant extension to June 30, 2020 has been executed. Discussion was held.
- Community Foundation Grant for 27-29 Ann Street – our report is overdue; John and Chris Brown are working on this and will have it out by the middle of next week.

**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 ZQB's new-hire
- H.R. 7103 National Land Bank Network Act of 2020, advocacy update
- 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:**

- New Admin Assistant position: MVEDD has resumed providing support for Admin & Bookkeeping tasks, hiring for the position is on hold until new ZQB starts
- Admin Assistant Position: posted Indeed, newspaper ads paused.
- New Zombie Quarterback (ZQB) – Allysa Dupont-Rader starts on March 16, 2021.

**Space Committee:**

- 27/29 Ann Street, Little Falls – renovation bid – asbestos has been completed, proposals on renovations have been received. We will have a shortfall on the renovation funds of about \$70-75K. The construction company can start in 30 days after the contract is approved and will complete construction in 90 days. Average rental income could be \$800.00 per unit per month. The low bid was \$145,960 from Rock City Construction and was recommended by John Mazarella. If we are concerned with the cash flow maybe just do the office and upstairs first and do the back rental and exterior in May/June when we might have more funds. A motion was made by Alicia Terry to proceed with the low bid, contingent on formally receiving the 2<sup>nd</sup> grant of \$50,000 from the Community Foundation. The motion was seconded by Bob Burmaster and carried unanimously.

**Project Disposition Committee (PDC):**

- SONYMA NRP Mortgage, no updates
- Utica, 1201 Nielson St. – applications received and reviewed. \$4,000 for the purchase, expansion to his parking lot for turnarounds. Karl Gustafson made a motion to accept this offer, Mark Domenico seconded the motion and it carried unanimously.

**Project Selection Committee (PSC):**

- Schoharie County:
  - Town of Summit:
    - 2882 NY-10 – Hazmat testing results revealed very little asbestos
    - 1618 Charlotte Valley Road – BPSC & PSC discussion
  - Town of Wright: 946 State Route 443 – clean-up in the spring

- City of Rome:
  - \$1,000 - 2020 Budget Contribution?
  - 102 Fort Stanwix Park North – one bid was received for \$131,000 from Vasid Construction. A motion was made by Karl Gustafson to accept this bid. Motion was seconded by Alicia Terry and so carried.
  - 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. – two estimates have been received that are for work on the exterior of the property using different types of materials. The estimates were for \$18K to put vinyl siding on & \$23K for repair & repainting. Both estimates were from RMB Construction. Karl Gustafson made a motion to go with the low estimate of \$18,000, Alicia Terry seconded the motion and it carried unanimously.
- 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:
    - 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 – 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
- Montgomery County:
  - Montgomery County Taxes – pending
  - Canajoharie: 153 Erie Blvd – sale issues, one person who put in offer has now rescinded it due to tax issues. John is working on another offer.
  - Fort Plain:
    - 51 Mohawk Street – redevelopment update
    - 224 Main Street – sale pending
  - 219 Canal Street – two bids have been received for the installation of mechanical equipment with the low bid being \$10,426 from Mattice Mechanical. A motion was made by Karl Gustafson to accept this bid. Motion was seconded by Alicia Terry and so carried. Two bids were also received for the renovation with the low bid being \$95,000 from New Amsterdam Contracting. A motion was made by Karl Gustafson to accept this bid. Motion was seconded by Alicia Terry and so carried.
  - 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 – Tolga is working on this
- Confirm date and time for next meeting; April 1<sup>st</sup>, 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 3:10 pm by Karl Gustafson, seconded by Alicia Terry and so carried.

Respectively submitted by Janine Thompson