



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK – GMVLB

MEMBERSHIP MEETING

Minutes from: Thursday, September 3, 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; *Shane Nickle - Director; *Robert Burmaster – Director; Tolga Morawski - Executive Director; John Mazarella - Project Manager; **Christina Brown; *Steve Smith - Community Advisory Board; Rob Albrecht – Outreach & Engagement Coordinator; Hans Drews – Zombie Quarterback; **David Darzenski; Janine Thompson – MVEDD

*Via Video Conference

**Via Teleconference

- The documents provided for the meeting were;
 - Agenda
 - Minutes – 8/6/20
 - NYS Committee on Open Government, AdvisoryOpinion, Videoconferencing dated 1/31/17
 - NYS Committee on Open Government, AdvisoryOpinion, Videoconferencing dated 3/6/18
 - Staff Report – John Mazarella
 - Staff Report – Hans Drews
 - Staff Report – Rob Albrecht
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet
 - Certificate Regarding No Conflict of Interest
 - 2016-2020 GMVLB Board Meeting Attendance spreadsheet (draft)
 - Asbestos Abatement: 212 W Bloomfield St, Rome, NY
 - Asbestos Abatement: 762 Schoharie Hill Rd, Schoharie, NY
 - Mechanical Systems Replacement: 762 Schoharie Hill Rd, Schoharie, NY
 - Demolition: 153 Erie Blvd, Canajoharie, NY
 - Removal of Large Trees: 11 Ann St., Fultonville, NY
 - Land Survey: 132 West Grand St., Palatine Bridge, NY
 - Demolition: 71 W Grand St, Palatine Bridge, NY
 - MVEDD Invoice for July 2020

Meg Kennedy called the meeting to order @ 1:03 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: The minutes for the August 6th, 2020 meeting was included in the meeting packet. Items to revise are: Shane's spelling of last name, spelling of Dominick Street in Rome and spelling of David Dardzenski's name. A motion was made to approve the minutes with these revisions by Karl Gustafson, seconded by Brian Thomas and so carried.

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 noting that there still needs to be adjustments on the totals as working with Gustafson & Wargo on corrections, seconded by Brian Thomas and carried unanimously. Tolga did mention that we are waiting on Enterprise disbursement which should come in the next couple of weeks and one from LISC also.

Presentations: Just an introduction for everyone for the Code Enforcement Officers that have been hired; Tim Carter & Thomas Murray. They each gave a brief introduction of themselves.

Staff Reports: John Mazzarella's, Hans Drews' and Rob Albrecht's reports are included in the packet.

Committee Meeting Schedule: Tolga mentioned that with the end of busy summer schedules and with fall coming, we need to get back on schedule with having committee meetings on a timelier schedule.

Executive and Finance/Audit Committee:

- Electing new Treasurer – Tolga reached out to Bob Burmaster to see if he was interested and is waiting for him to get back with him.
- Annual contributions towards Admin – FGU's tentatively or had to agree to a \$1,000 annual contribution. Was tabled due to COVID.
- LISC CRI III and Zombie 2.0 funding, status and next steps:
 - Next LISC CRI III disbursement request (#3) for Rehabs have been completed. Tier 1 & 2, \$22,000 total contractor payments.
 - Bi-weekly LISC call Reminder: BOD participants needed, next is 9/8 @4pm
 - Set-aside for LISC CRI III "Tier 3" Projects, account created, transfers, to be set aside for tier 3 & 4 projects.
 - Line-of-credit payment(s), interest, discussion with LISC in paying this down.
 - Zombie 2.0 Grant – Hans stated that LISC is to amend budget based on some savings due to funds used for line item for mileage. Request a listing of them, work with them to create one. Helene allowed including mileage due to the size of our coverage area. Karl stated that he spoke with Attny Sidd: 1) Zombie 2.0 are services and can be done in places that are not participating with Landbank, 2) any issues, agreement with grant can be transferred to lead agency to another FGU. Currently this is the Town of Herkimer.
- Status of Enterprise CRI IV Grant: Admin & Project funding for Q3 operating budget, \$174,000 should be receiving \$119,000 for Q3.
- Adirondack Bank: Tolga is working with them to get another employee assigned to work with us since the departure of banker. Tolga established additional checking accounts after the last BOD meeting.
- CARES Act: SBA Payroll Protection Program (PPP) awaiting reporting docs

Policies Committee:

- Zombie 2.0 Grant, contract with Town of Herkimer will be reviewed and signed at the next meeting.
- IMA for sharing of Code Enforcement Officers, this is still being worked on.
- Consideration of new Syracuse Land Bank Personnel Policy (ongoing)
- Strategic Plan – Tolga to send out to the board for review prior to the next board meeting

- Need to clean-up and conform all policies, create a policy book, etc. (ongoing)

Space Committee:

- 27-29 Ann Street, Little Falls – draft redesign plan, Historic Tax Credit (HTC) application. Is on hold due to the IMA with Herkimer County. Go ahead with contacting the Community Foundation with their okay to continue. Tolga will contact them.

Project Selection Committee (PSC):

- City of Rome:
 - 505 West Dominick Street – demolition, need to do RFP for bids
 - 212 West Bloomfield Street – quote for completing Asbestos Abatement – bid from Two Brothers Contracting (TBC) was for \$3,200. Enterprise approved the project. Karl Gustafson made a motion to accept, seconded by Brian Thomas and so carried.
- City of Utica:
 - Look into government exemptions of Building Permit Costs (pending)
 - 1128 Hammond Avenue tax foreclosure, next steps (Tolga)
 - 1201 Neilson Street – demolition will be scheduled
- Schoharie County:
 - 2882 & 2854 NY-10, Summit – tax foreclosures pulled from County Auction
 - 762 Schoharie Hill Rd in Schoharie – quote for completing Asbestos Abatement – three bids received with \$11,000 being the lowest bid from Sullivan Contracting. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
 - 762 Schoharie Hill Rd in Schoharie – quote for completing Mechanical System Replacement – two bids received with \$15,577 being the lowest bid from Mattice Mechanical. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
- Otsego County:
 - IMA Update: Meg Kennedy stated that the IMA was initially approved on November 22, 2019 and is due to come up again for approval on the October agenda.
 - Oneonta: 18 Cherry Street – demolition is being done today
- Montgomery County:
 - Canajoharie: 153 Erie Blvd – quote for demolition – five bids received with \$12,628 being the lowest bid from Spruce Ridge. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
 - Fultonville: 11 Ann Street – quote for tree removal – three bids received with \$2,200 being the lowest bid from Dale Reese Tree Service. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
 - Palatine Bridge
 - Stone Lodge, 132 W Grand Street – quote for land survey – five bids received with \$900 being the lowest bid from Ferguson & Foss. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
 - 71 West Grand Street – quote for demolition – three bids received with \$17,950 being the lowest bid from KEK Excavators. Karl Gustafson made a motion to accept the lowest bid, seconded by Brian Thomas and so carried.
- Herkimer County:
 - Herkimer
 - 330 North Prospect Street, Herkimer – this is a LISC tier 3 project, Helene recommends selling to developer
 - Trailer Park, 220 Main Road, Town of Herkimer – no updates due to IMA, spreadsheet was included with a breakdown of tax costs incurred to date, \$46,126.61
 - 156 Main Road – Easement re sewer – no updates due to IMA

New Business: none

- Confirm date and time for next meeting, October 1st, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office
 - Motion to adjourn to Executive Session was made at 2:52 pm by Karl Gustafson, seconded by Brian Thomas and so carried to discuss legal, litigation, contractors.
 - Motion to adjourn Executive Session was made at 3:06 pm by Karl Gustafson, seconded by Meg Kennedy and so carried.
- 1) Discussion was held in Exec. Session on the taxes on 1128 Hammond Ave., Utica in the amount of \$8,716.67 from 2018 through 2021. For the time the Land Bank has held the property the tax amounts to \$3,566.96. A motion was made to approve up to \$3,566.96 and try to negotiate on the remainder of the taxes due. Motion was made by Karl Gustafson, seconded by Meg Kennedy and carried unanimously.
 - 2) Discussion was held in Exec. Session on the tax amount due to Montgomery County. We currently owe \$79,838.76 but the tax discussion is currently still being worked out and could be more like \$87,000. A motion was made to approve the payment of taxes up to a maximum of \$87,000 by Brian Thomas, seconded by Meg Kennedy, motion carried unanimously.
 - 3) Discussion was held in regards to Herkimer County and the IMA. A motion was made to proceed to execute a contract with HCR for the trailer park at 220 Main Road, Town of Herkimer. A motion was made by Meg Kennedy, seconded by Brian Thomas and carried unanimously.
- Motion to adjourn the meeting was made at 3:09 pm by Karl Gustafson, seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson