



# GREATER MOHAWK VALLEY LAND BANK

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## GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, March 1, 2018 @ 1:00 PM, rev.1

### In Attendance:

Karl Gustafson – Chairman, Mark Domenico - Director, Tolga Morawski - Interim Executive Director, Steven Wilson – Director, Meg Kennedy – Director, Judy Pangman – Director, John Stephens – Director, Robert Albrecht – Community Outreach Coordinator, John Mazzarella – Project Manager, David Dardzinski – Main Street First LF, Janine Thompson – MVEDD & Cabryn Gurdo - MVEDD

\*Conference Phone: Joe Marino – Treasurer

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Karl Gustafson called the meeting to order @ 1:03 pm.

**Adopt Meeting Agenda:** motion to accept the agenda as presented was made by Mark Domenico, seconded by John Stephens and so moved.

- The documents provided for the meeting were;
  - Agenda
  - Minutes from GMVLB meeting held Thursday, February 1, 2018
  - Report on Community Outreach & Engagement Activities – Bob Albrecht
  - Strategic Plan Steering Committee Update – Bob Albrecht
  - Community Outreach & Engagement Coordinator job description
  - Memorandum of Understanding (MOU) for Worthy Community Partners
  - Progress Report – John Mazzarella III
  - GMVLB Trial Balance
  - GMVLB Planner job description
  - Letter/Voucher for Petty Cash request

**Minutes:** February 1<sup>st</sup>, 2018, the minutes that were sent out had a minor revision; updated the attendees list & added the motion to the executive session per Karl. A motion to accept the minutes as provided was made by Steve Wilson, seconded by Mark Domenico and so carried.

### **Old Business:**

- **Required ABO (Authorities Budget Office) training for BOD members** – as a new director, John Stephens will need to have the information sent to him, Tolga will do this. Judy was working on getting her Certification to Tolga.
- **Letters to FGUS regarding Appointments for seats that expired in 2017:**
  - Herkimer – John Stephens has been appointed as replacement of Kurt Ackerman, still need response on the 2<sup>nd</sup> seat for Ray Johnson. Karl will speak to Ray first.
  - Rome – Mark stated this was completed and sent to Tolga
- **Staff Reports –**
  - **Bob Albrecht** – included in the meeting packet was Bob's update
    - He commented on the Dolgeville Village Board meeting and he will go back to their meeting next month to see about the support resolution and the 5/50 resolution.

- For the Town of Little Falls, he will return to the town board March meeting with the resolution of support and the 5/50 resolution.
- Bob developed a job description for the Community Outreach and Engagement position
- Bob worked with David Dardzinski on the MOU for the Worthy Partners
- **John Mazzarella** – John has been familiarizing himself with the inventory that the LB has and visiting potential sites that the LB is considering. The Ilion sites are in bad shape but the Little Falls properties are good.
  - John Stephens asked for a list of the properties for his information purposes, John M. will provide that to him after the meeting
- **Videoconferencing update** – Tolga has reviewed information he has received and will need another meeting with each FGU to see what equipment is available and what will be needed. We should get approx. \$18,000 from LISC for the Wagner House Demo that will go back into or capacity building funds.
- **Strategic Planning Process** – Bob mentioned that he has obtained a lot of information. The survey will go out next. He needs to know who the LB would like it sent to. It was discussed and it should go out to anyone that might be able to provide input on where the LB should go. Janine will use her lists that she uses for MVEDD distribution of information. Steve mentioned that we might want to share the survey with the Schoharie County blighted property committee, possibly code enforcement as well. Also, maybe community organizations. David mentioned Little Falls coalitions. Bob hopes to get the survey out in the next couple of weeks then it will go to the steering committee to review and that will take a couple of weeks and he hopes to be able to report back to the board by June 1<sup>st</sup>.
  - The steering committee will meet in the next 2 weeks to put together an outline/flow of properties that we take on and come up with a structure going forward.
- **Report of Committees:**
  - **Executive Committee:** Karl mentioned that they have been meeting with LISC every other week. Helene has liked the progress that we have been showing. Tolga stated that the last meeting went well. The 2<sup>nd</sup> disbursement request should be done shortly.
  - **Finance & Audit Committee:**
    - Karl mentioned that he had not had a chance to work with Tolga on an agreement for hiring Tolga for the Executive Director position. He will meet with Tolga and report back at the April meeting of the Executive Committee.
    - ABO PARIS Reporting/Annual Audit progress – Tolga stated that there are three auditors from the Bonadio group working on the data entries. The PARIS 2018 Budget still needs to be finalized. Karl stated that he knows Joe is working on it and we will do an electronic motion for it.
    - Karl has asked Tolga for a tickler for year 2 for the requirements so we know & have everything ready by the specified dates.
    - We need an update from the Auditors for the April meeting.
    - Joe and Tolga are waiting on staff at the City of Utica for several key counter-signed grant documents.
    - How to proceed with Payroll – does anyone have any recommendations? Do we need a resolution for Tolga to engage Paychecks or ADP to process payroll? Joe uses ADP easy pay; this is good for small companies. This would show LISC that we are moving forward. In the 2018 Budget it would go under “Contract & Services”. A motion was made to go with ADP Easy Pay by Meg Kennedy, seconded by Steve Wilson and motion so carried.
    - Tolga mentioned that we are now waiting for the reimbursement of \$18,190 for Wagner House demolition paid out of Capacity Building funds from LISC CRI “Project” funds, so they can be reallocated to video-conferencing, strategic plan, software, and other start-up costs. Mark Harris at LISC was on vacation this week so more than likely it will be processed next week.

- Tolga has updated the spreadsheet of the projected projects from each FGU. Tolga stated the he would like feedback from the Project Selection Committee and others. Time frame request in by next week, worse case scenario go with what is on there.
- Tolga stated that the Bonadio Group will take in all the information and see where we are at and will advise on if they can do anything with the cost of the GMVLB audit. They will come back with a proposal.
- GMVLB Line of Credit – Joe Marino has met with Adirondack bank and Tolga has answered all the questions they had. They will get together again next week.
- Petty Cash – Tolga had a sample letter provided for the meeting. He wanted to know if anyone had any comments or changes. This will be for Bill.com as you need a paper bill/invoice for them. All agreed the letter was fine.
- Tolga will show John M. how to use the website for “forced place” building, insurance is good to the day, all prorated inventory once a month.
- Community Foundation of Herkimer & Oneida Counties, Inc. – the grant interim report is due on March 19<sup>th</sup> and Bob is working on this and will talk to Tolga and Chris Brown prior to finishing it.
- **Hiring & Search Committee:**
  - **Administrative Assistant** – Brian mentioned there have been 100+ resumes submitted – trying to cut them down and they plan to hold interviews and have a one/two selections available for the April meeting.
  - **Project Manager** – need to establish payroll process so that John M. can get paid
  - **Executive Director** – Karl to discuss position with Tolga
  - **Planner/Grant Writer** - Comprehensive Planning, CBDG administration. Ilion is interested. Need to decide if this will be full or part time based on how many partners. Wanted to utilize these services. Fort Plain is committed, Ilion is interested. Seeking input on the job description so that everyone can agree upon and approve so we can go out to other communities to make this happen. Bob & Tolga come back on the need and then the board would see if it was feasible to approve the position. Would the payment come from the communities based on the use of the person if they use more time than others. Up front \$7,500 start-up to \$10,000 and track the time. Have something in an MOU that states cost. Also have a quarterly progress report so they know what has been worked on. Tolga has talked to Paul Beyer – State – independently come up with a grant to fund a similar Planner Position for land banks. Tolga will re-circulate this job description today and would like everyone’s comments. Grant writing & planning to work on geared toward our mission statement. This will be added as an agenda item at next month’s meeting.
  - **Organization Chart** - discussion on Community Outreach position description. This was sent out in the meeting packet but no one had the opportunity to read and review it. We will move to vote on this next month. Joe – need to know where in the budget this is included, if at all.
  - Tolga mentioned that the community groups suggested has been updated. Tolga will send out for review prior to the next board meeting so that it can be voted on in April.
- **Space Committee:**
  - For the 3<sup>rd</sup> member for the committee, John Stephens has volunteered. He will need to be brought up to speed on all the information though.
  - It was brought up that 48-54 West Main Street, Little Falls was back on the market.
  - 50-60 Main St., Little Falls – Tolga stated he was still waiting on a structural engineer. It was mentioned that Tolga should involve John M. with this property.

- Adirondack Bank office space: Joe mentioned that Joanne Grande at Adirondack Bank was out until March 5<sup>th</sup>. She will work on a lease agreement and will provide this to Joe upon her return. This will be for the 2<sup>nd</sup> floor. It was discussed that we would be looking at April 1<sup>st</sup> for occupancy. This would potentially need an electronic vote.
- The bank is looking to sign 5 year lease instead of 1 or 2, which the GMVLB would prefer. See what they come back with and maybe make a counter offer. Bob needs a description of the furniture that will be needed and he will then look for discounted furniture and provide pricing and availability at the April meeting. (4-5 desk lamps, 30 chairs, conference table) Will look at surplus from municipalities, look at HCCC, etc. Will compare these prices to new.
- **Policy & Procedures/Legal:**
  - Meg mentioned that they have not met since the previous month as Chris was traveling.
- **Project Selection Review Committee:**
  - Donation Letter Template status update – still working on this.
  - MOU review & Discussion – The sample MOU was provided in the meeting packet. Bob stated that we would use the standard GMVLB heading at the top of the page and customization of the options on the bottom. David suggested that we should draft an explanation sheet to go with this. Once the letter is done, send out for board review and vote at the April meeting.
  - It was brought up as an inquiry as to whether we had to follow the Property Tax Extension Limitation Law (PTELL) for public authorities. Tolga stated that as a NYS Certified Land Bank, under the Land Bank statute, we do not have to file. Tolga was going to draft a letter to town assessors with a list of properties with the tax lot number that was owned by the LB as we should be exempt and not include on their tax rolls. It was asked how often we would need to send out such a letter and it was stated by Tolga that once a year was ample, ahead of the annual March 1<sup>st</sup> status change date. We are also exempt from recording fees when buying or transferring a property.
- **Herkimer County:**
  - The 7 County tax foreclosed properties have transferred successfully to the Land Bank. Tolga has reached out to the County Attorney's office on the deeds as they were recorded but we have not received them yet. Our auditors have asked to see proof of these properties. Tolga to follow up with Attorney's office.
  - 1347 Top Notch Drive, Little Falls (fire damaged 1970's ranch house): the closing is largely done and then we should receive the \$25,000. John M. thinks that we can salvage the property. He will bring this before the project selection committee at their next meeting.
  - West Winfield, 503 Clapson Circle: the eviction process has been started. They received an initial notice and they will have 30 days before it goes to court.
  - 135 North Main Street Herkimer: John has been providing access for the clean-out quotes.
  - Ilion meetings, MOU: Tolga stated that Attorney Rose has a meeting next week for the Ilion Village Board to discuss an MOU with the land bank for the Lester Ave. properties.
  - 55 Glen Ave: John has visited the property and states it could possibly be a rehab. He will provide information to the project selection committee.
  - 208 Loomis Street: John states that this site is more than likely a demo.
- **Montgomery County:**
  - Beech Nut: 160-180 stabilization cost, clean out, roof repair, developer. Commitment from the County as a partner, county is waiting on a restore grant.
  - Village of Fort Plain:
    - Final offer for 21 State Street for \$12,500 was accepted by Castle Rock REO, the closing is scheduled for mid-March. The motion was for up to \$15,900, we started at \$9,000.

- 58 Center Street, they are asking \$14,500. John M. stated that it had good structure. Motion to acquire 58 Center Street in the Village of Fort Plain with an offer not to exceed \$14,500. The project selection committee has already approved and it is in the target area. A motion was made by John Stephens, seconded by Mark Domenico and so carried.
- **Otsego County:**
  - City of Oneonta Properties/Project, working with the City on report re ~8 properties for consideration. Will work with Judy on expediting these. Letters going out next week to blighted property owners. John M. and Tolga will be meeting with Judy and the codes officer to view the properties to narrow down the list of properties.
  - There is a potential donation on 26 Canadarago St., Richfield Springs; Meg stated that she sent an email to Tolga & Allen Ruffles – Deputy Treasurer to set up a meeting to discuss. Allen was away. Owners may donate, the County Treasurer confirmed it is a foreclosed property; they are willing to let it go and participate in the process.
- **City of Rome:**
  - Waiting on the City Council to get the properties transferred to the LB. Mark will follow up with the City Clerk tomorrow.
  - Mark asked Tolga to meet with the Common Council to update them on the Land Bank on the 5/50 resolution. Tolga agreed and said we would schedule presentations to all FGUs once audit is completed.
  - Resolution to purchase the Signs for the properties was discussed. Everyone liked the signs that David came up with and it was decided to get 15 signs. It will be a good public advertisement. A motion was made by Meg Kennedy, seconded by Mark Domenico and so passed.
- **Schoharie County:**
  - Steve mentioned they are looking into blighted properties in Cobleskill, Wright, Schoharie and Sharon Springs.
  - Karl asked for a press release to be issued regarding efforts in Schoharie County. Bob will connect with Jerrine Corallo @ SALT. Use Schenectady papers, website, and press.
  - Wright property: the Town is looking to demo. The GMVLB is getting estimates and it could be more salvage.
- **City of Utica:**
  - Clean-out of 613 Columbia Street is done. Possible additional post-demo salvage. Salvage reduced by 30 tons, a lot did not go to the landfill, recycled a lot of stuff.
  - 1163 Mohawk Street: owned by Benderson Properties, should be a demo. Utica Codes department has been applying pressure re numerous violations to get them resolved or sell property to someone that will.
  - 1125 Hammond Ave: John M. stated that this could be a restoration. Was originally \$29,900. Trying to get them to make a deal. A motion was made to make a purchase offer for \$19,900, motion made by John Stephens, seconded by Steve Wilson and so carried.

### **New Business:**

- Utica YWCA/Women's Housing Conversion: Senator Griffo's office asked Tolga to look into it. Joe & Tolga will talk to Brian offline. Also looking for partner non-profits in Utica.
- Tolga mentioned a training opportunity in Albany on March 27<sup>th</sup> for "Introduction to Affordable & Supportive Housing Development" for John, Tolga, others. This is a free training offered by NYS HCR.
- Tolga mentioned that several Adaptive Reuse Developers are interested in a couple of sites in Utica, Rome and Montgomery County including Beech Nut. Looking at them for "Factory to Housing" They are out of Virginia and NYC.

- Next meeting will be Thursday, April 5<sup>th</sup>, 2018 @ 1:00 pm
- Motion to Adjourn Board Meeting to go into Executive Session @ 2:53 pm made by Meg Kennedy seconded by Steve Wilson and so carried.
  
- Enter Executive Session @ 2:55 pm
  - A motion was made to acquire 48-54 West Main Street, Little Falls if back on the market (prior sale may have fallen through) at a cost not to exceed the appraisal amount. Motion made by Meg Kennedy, seconded by Steve Wilson and so carried.
- Motion to adjourn Executive Session @ 3:10 pm was made by John Stephens, seconded by Meg Kennedy, so carried.

Respectively submitted by Janine Thompson