



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Monday, May 2nd, 2019 @ 11:30 AM

In Attendance:

Karl Gustafson – Chair, Margaret Kennedy – Vice Chair, Brian Thomas – Secretary, Shane Nickle – Director, Judy Pangman – Director, John Piseck – Director, John Stephens – Director, Chris Brown – Director, Tolga Morawski - Executive Director, John Mazarella – Project Manager, Bob Albrecht – Outreach and Engagement Coordinator, Jocelyn Mosher – Administrative Assistant, Bernie Peplinski (Guest), Elaine Sperbeck (Guest), Jeff Gressler (Guest), David Dardzinski (Guest), John Hoffman (Guest), Mark Domenico (Call), Kristy Barhite (Call), Cabryn Gurdo (Call)

Karl Gustafson called the meeting to order @ 1:20 PM.

-Pledge of Allegiance

-Roll Call

-Financial Reports

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff Reports
 - Demo Recommendations
 - Updated MOU
 - 219 Canal St. Fort Plain Purchase Application Additions

Draft minutes have been posted on the website

– April 15, 2019

John P. made a motion to adopt the minutes as written, John S. seconded, and the motion passed unanimously

Financial Statements:

– Provided at the meeting

– Joe M. was not present to give updates on the financial reports

– Discussed how the budgets project a loss

○ Need to sell projects and leverage more grant funds

John P. made a motion to adopt the financial statements, John S. seconded, and the motion passed unanimously

Time for Visitors:

○ None

Presentations:

○ None

Staff Reports:

- Included in the packet
 - o No additional questions

Old Business:

- Outreach and Engagement Update
 - o 5/50 Resolutions Passed
 - Oppenheim-Ephratah-St. Johnsville School District
 - Richfield Springs School District
 - o New Worthy Partners
 - Town of Roseboom
 - Town of Summit
 - o Potential partnership with the South Utica Neighborhood Association

- Committee Reports:**• Executive, Finance & Audit Committee (Officers):**

- o Meg K. to be added as an approver on Bill.com and as a signatory at Adirondack Bank
John P. made a motion to add Meg K. to Bill.com as an approver and a signatory at Adirondack Bank, John S. seconded, and the motion passed unanimously
- o ABO/PARIS
 - o All but the Audit Report portion of the 2018 PARIS report is completed
 - o Karl G. to approve and submit the completed portions
 - o Auditors should be aware of due dates
 - No further payments until the audit is complete
 - Karl G. to follow-up
- o Enterprise Grant
 - o Tolga and John M. working on program budget
 - To discuss at the next meeting
- o Email from Community Member
 - o Karl G. cc'd on an email from a disgruntled member of the community who had some concerns regarding the Land Bank
 - o Karl G. responded to the email and plans to meet with the individual to address the questions and concerns in person

• Hiring & Search Committee: Brian Thomas, Chris Brown & Karl Gustafson

- o Personal Retirement Account
 - o Pending
 - o Discussed effective date
 - Date of hire
 - o Discussed state or private retirement options
 - Private is preferred
 - o Discussed potential opt-in issues
 - o Discussed potential budget/accounting issues
 - Retirement was included for the 2019 budget
 - o Discussion tabled for next meeting pending more information from Tolga which is to be presented at the June 2019 meeting
- o Cellphone reimbursement
 - o Retroactive?
 - To date of hire

- Approximately \$2,500
 - **John P. made a motion to use the funds from the Americorps reimbursement to be applied towards the expense, Meg K. seconded, and the motion passed unanimously**
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - Sexual harassment training scheduled for the August 2019 meeting
- **Disposition Committee:** Shane Nickle, Chris Brown & Judy Pangman
 - No updates
- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown
- **Herkimer**
 - 506 Clapson Circle, West Winfield demo recommendation provided by John M.
 - **Meg K. made a motion to accept John M.'s recommendation, John P. seconded, and the motion passed unanimously**
 - MOU's
 - Auditor had some issues with the language included in the MOU which restricted the reimbursement from the municipalities for demolitions to the project
 - Revised MOU provided
 - Funds from Municipalities moving forward will be unrestricted as demolitions are generally costly and don't create revenue when sold
 - To use this template moving forward without having to re-vote each time so long as the language doesn't change
 - Reimbursement amounts may vary, but everything else should remain the same
 - 459 East Main Street, West Winfield
 - Amish Insurance discussion
 - Amish company has submitted proposals for some of the land bank's projects
 - Their insurance is handled through their church
 - Our attorney and insurance company has noted this as a risk regardless of their quality of work or likelihood of having a claim
 - A bill has been proposed which would exempt religious insurance
 - Smaller, more rural areas can be difficult to get bids for projects
 - Lower bids are generally from the Amish
 - Discussed if this could be seen as an unfair advantage
 - To test with one small project and see how it goes - **John P. made a motion to move forward with Eagle Exteriors, the Amish contracting company, with one project to see how it goes before agreeing to contract with similar companies on future projects, Meg K. seconded, and the motion passed unanimously**
 - 220 Main Road, Herkimer – Trailer Park
 - Bob A. provided a written report
 - Tolga spoke with Madeline from Homes and Community Renewal (HCR).
 - HCR is finalizing their RFP which is being created specifically for this project

- Includes Department of Environmental Conservation, NYSERDA, and HCR
- Should be completed within the next week
- The land bank has begun receiving rent from the tenants
 - Discussed setting up a separate account for these funds
 - **John P. made a motion to create two new, separate bank accounts for rental income (checking) and any security deposits which may be incurred in the future (savings), John S. seconded, and the motion passed unanimously**
- Andrew Owen, former trailer park owner, to pay water bills in arrears
- All of the tenants that Bob A. and David D. have met with so far are interested in cooperating with the Land Bank's plans
 - To meet with the last tenant on Saturday
- **City of Rome**
 - 505 West Dominick Street, Rome
 - Demo
 - \$3,500 to perform an asbestos survey
 - To gather more information and bring to PSC
- **Montgomery County:**
 - 39 Monroe Street, Saint Johnsville
 - John M. provided a recommendation for demolition for D&S Excavating to perform the work
 - **John S. made a motion to accept John M.'s recommendation, Brian T. seconded, and the motion passed unanimously**
- **City of Utica**
- **Schoharie County**
- **Otsego County:**

New Business:

- Videoconferencing Equipment
 - Discussed ownership of the equipment
 - To be owned by the FGU and used for their use with the land bank
 - **Meg K. made a motion for the land bank to purchase videoconferencing equipment for each FGU and for the ownership to be retained by the FGU, John S. seconded, and the motion passed unanimously**
- Grant Writer RFQ
 - Chautauqua Land Bank template circulated
 - Tolga wants to reuse RFP from last year from CFA for this year's CFA
 - Then use a larger RFP for full-time staff member
 - 3 CFAs to be applied for this year
 - **Meg K. made a motion to re-use last year's RFP to complete this year's CFA's and then to create a larger RFQ for a full-time Grant writer to be hired for the long-term, John P seconded, and the motion passed unanimously**
- There being no further business before the Board, the meeting adjourned at 2:28 PM by a motion made by John S. and seconded by Brian T.

Respectively submitted by:
Jocelyn Mosher