



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, February 13, 2020 @ 1:30 PM

In Attendance:

Karl Gustafson –Chairman; Mark Domenico – Director; Shane Nickle – Director; Brian Thomas - Director; Meg Kennedy – Director; John Mazarella - Project Manager; Christina Brown - Community Advisory Board; Bob Albrecht – Outreach & Engagement Coordinator; Janine Thompson – MVEDD

Via Telephone - Tolga Morawski - Executive Director & Cabryn Gurdo

- The documents provided for the meeting were;
 - Agenda
 - Minutes – January 9, 2020
 - Staff Report – John Mazarella
 - GMVLB Profit & Loss statement
 - GMVLB Balance Sheet

Karl Gustafson called the meeting to order @ 1:35 pm.

-Pledge of Allegiance

-Introduction of all in attendance

- Karl then introduced Hans Drews. The Personnel Committee had interviewed him in the past and we now feel he would be a good candidate for the Zombie Quarterback position. Hans gave an introduction of his past personal and professional experiences and stated that he would be interested in working for the Land bank.

Adopt Meeting Agenda: go with what is in the packet – no changes.

Minutes: The minutes for the January 9th, 2020 meeting were provided. Shane Nickle made a motion to accept the minutes with one correction; under Financial Statements, page 2, “Karl stated that we will review the budget quarterly”. Motion was seconded by Mark Domenico. Christina Brown provided Janine with her copies of prior meeting minutes. Janine will work on these and send back around for corrections/additions.

Old Business: none

Executive and Finance/Audit Committee:

Financial Statements:

- Karl Gustafson stated that the P&L and Balance Sheet were included in the packet. Enterprise is in the process of paying \$120,000 for 2019 Q4. A motion to accept the financials as provided was made by Brian Thomas and seconded by Shane Nickle. All present agreed unanimously.

LISC, Enterprise & NYS OAG:

- John Mazarella mentioned that paperwork had to be submitted for the second time to LISC and they are currently in the process of submitting the wire transfer. These funds will go directly to the Line of Credit.
- Karl stated that there will be a LISC call this coming Monday, 2/17. Tolga will contact them as Monday is a holiday and not certain if the call will take place.
- Things are moving forward in getting the funds to cover John & Tolga.
- Tolga stated that next Tuesday, 2/18, the next round of grant funding is due for 2021. We can & will apply for up to one-million dollars in funding.

Appointment of Treasurer:

- Tolga stated he has met with Michael Galime and they are working on an appointment to cover the loss of Joe Marino

Hiring/Personnel:

- Brian Thomas stated that he met a few weeks ago with Tolga to do his performance review. Brian will put together the information and forward to the Board members for their review prior to the next meeting.
- Karl advised that he & Tolga have been in contact with Steve Smith & Janine to see about the use of Janine's services for some clerical duties until such time as an administrative person is hired. Discussion needs to be held in regards to how many hours would be needed and what MVEDD will charge for the services.
- Karl then brought up the vacation time payout for Jocelyn Moser. This should be taken care of based on past voting. John asked the question as to what the policy is for vacation time. The board stated that the time off should be scheduled through the Executive Director and he should be the one to keep track of time available & taken.
- Had received a test message that Brian Thomas was going to send out a notice to the Personnel Committee tomorrow for a meeting to discuss the job search for the Administrative position.

Policies Committee:

- Christina Brown mentioned that a meeting will be scheduled to review the personnel policy & others that are yearly review s.

Space Committee:

- 27/29 Ann Street, Little Falls - working on part 1 of a Historic Tax Credit; board gave John the go ahead to proceed with bids for surveys. (lead, environmental & asbestos)

Disposition Committee:

- 21 Lydius St., Fort Plain – the Land Bank has received an offer on the property, we countered and settled on the final amount. Brian Thomas made a motion to accept the offer and sell to the bidder; the motion was seconded by Meg Kennedy and carried unanimously.
- Webster Wagner House – we have received an offer for 23 pallets of limestone. The owner is planning on using it for landscaping purposes. The owner will pay for the transportation costs. A motion was made by Brian Thomas to sell the 23 pallets at \$3,500; motion was seconded by Mark Domenico and carried unanimously.
- Property taxes & feel – John mentioned that anything prior to 2018 the costs will be passed onto the buyer and anything after 2018 we should not be receiving any bills. John is working with the municipalities to get the tax bills straightened out.

Project Selection Review Committee: next meeting will be Tuesday, 2/25

- **City of Rome:**
 - Mark confirmed that the IMA Renewal & the 5/50 agreement was approved last night.
 - 505 West Dominick Street – working on access consent to be able to complete the asbestos survey.
 - Rome Clean & Green property & Glesmann House – site visits were completed, potential of a rental with purchase to be discussed in committee
- **City of Utica:**
 - Met with the Council President on an IMA Renewal, appointment of new Board member and building permit costs. We now have to do a presentation to the full Common Council.
 - 1201 Neilson Street – approved to demo
- **Schoharie County:**
 - IMA Renewal Passed
- **Otsego County:**
 - IMA Renewal Passed
 - 8 Lancaster Street, Cherry Valley – approved to demolish, Enterprise will take on this project, need to go out for bid on demolition. John stated that the construction costs may increase. A motion was made by Brian Thomas, seconded by Meg Kennedy to allow an increase not to exceed \$2,800. Motion carried unanimously.
- **Montgomery County:**
 - 110 Charleston Street – there is no asbestos, Enterprise will take on this project so we need to go back out for bid on demolition
 - Fort Plain, 219 Canal Street – Tolga signed off yesterday, the purchasers are coming in tomorrow for the closing
 - Fort Plain, 70 Center Street – Enterprise will take on this project, need to go out for bid on demolition
 - Fultonville, 3 Ann Street – John mentioned that this property is being occupied; the Village will be turning off the water to the property soon. Codes had asked CPS to find safe homes for occupants.
 - Palatine Bridge, Stone Lodge – a thank you card is being circulated for everyone to sign for the NYMS-TA Grant. Breaking the construction out in small pieces. Funding is still up in the air. The grant is for the feasibility study.
 - Palatine Bridge, 71 West Grand Street – this is a demo project, approved to go out to bid for asbestos survey. Enterprise will take on this project and has okayed to proceed with the bid.
- **Herkimer County:**
 - IMA Renewal pending, there will be an upcoming meeting with the new County Legislative Chair which will be attended by Karl, Brian & Meg.
 - Trailer Park, 220 Main Road, Town of Herkimer – Meetings were held with NYC HCR & MHP on the property. Discussions were held with NYS HCR on funding to date to include; water bills, back taxes and interim budget for acquisition and stabilization.
 - Ilion, Lester Avenue – John stated that OHSWA did an assessment on the utility lines and capacity concerns in light of the Hospital demos. We will continue to work on asbestos and revisit in November/December.
 - Ilion, 81 South Third Avenue – go out to bid for asbestos survey, lead & environmental
 - Little Falls, 1347 Top Notch – John is working with LISC to see which way we should go; demo or reconstruction.

- Little Falls, 201 Loomis Street – a neighbor has submitted an off and will be completing an application soon.
- Motion to Adjourn to Executive Session was made at 2:31 pm made by Meg Kennedy, seconded by Brian Thomas so carried.
- Motion to Exit Executive Session was made at 2:49 pm made by Mark Domenico, seconded by Meg Kennedy so carried.
- Following Executive Session:
 - Discussion was then held on the Fort Plain properties and allowing John to negotiate on 3 properties as long as work with the contractor on 3 tiers, one per property to finalize approved scope of work by LISC and not to exceed the funds provided. A motion was made by Brian Thomas, seconded by Meg Kennedy and so carried.
- The next meeting will be Thursday, March 5th @ 1:00 pm. Discussion was held on where to hold the meeting, in Little Falls or in Cooperstown. It was decided to try again to hold the meeting at 140 County Highway 33 W, Cooperstown. Tolga to see if this is available.
- Motion to adjourn meeting was made at 2:54 pm by Brian Thomas, seconded by Mark Domenico and so carried

Respectively submitted by Janine Thompson, Executive Session completed by Karl Gustafson