

GMVLB Executive Committee Meeting Minutes

Location: 1 Kennedy Plaza, Urban Renewal Agency Office, Utica, NY
Date: **Wednesday, December 26th, 2018**
Time: **1:00PM**
Conf. Call Info: **NOTE CALL-IN #1-(563) 999-1074 with ID#756734**

Attendance: Karl Gustafson, Brian Thomas, Margaret Kennedy, Joe Marino (Call-in), Tolga Morawski, Jocelyn Mosher (note taker)

- Call to order @ 1:03:PM
- Adopt the agenda

Old Business:

- Cell Phone Reimbursement
 - Tolga looked into Verizon for cell phone service
 - To look into other companies and compare
 - Smartphones are expensive
 - \$600-1000/phone
 - Discussed possible allowance/reimbursement for Bob A. and Jocelyn M.
 - John M. wants a separate work phone
 - Tolga is indifferent regarding having a separate phone or receiving a reimbursement
 - Tolga looking into having 2 phone accounts on the same phone device
 - Tolga feels that it makes more sense for John M. to have a separate line as he is frequently in the field, he receives a lot of phone calls, and it is possible for his personal phone to be damaged with his line of work
 - Phones become obsolete quickly
 - Tolga to put together a proposal within 2 weeks
 - Feels that Verizon will likely be the best option for John M. as it has the best coverage
 - Meg K. and Brian T. to look into the policies regarding document retention and what can be FOILED pertaining to the cell phones
- Spend-down and close-out of LISC Start-Up and Capacity Grant
 - Tolga wants to close-out this grant
 - Approximately \$12-18K available
 - Previously approved video conferencing equipment
 - Tolga met with Otsego County to discuss what was needed in that county
 - They spent approximately \$3,200 for their equipment
- LISC Disbursement received
 - Once reports are received we can request the \$525K for rehabs
- Herkimer county

- 3 Properties:
 - 55 Glen Ave., Little Falls
 - 208 Loomis St., Little Falls
 - 82 Lester Ave., Ilion
 - Have to go to court to get these three properties out of foreclosure
 - Attorney Rob Malone prefers to do multiple at a time for the sake of efficiency
 - Had to go to vote with the foreclosure committee
 - Ray Johnson is the head of this committee
 - Committee did not vote to approve the property transfers to the land bank
 - Ray J. concerned with progress
 - Tolga sent him the presentation from the Executive Committee held with Herkimer County officials
 - If the land bank were to “fail” the properties would be transferred back to the respective counties
 - Properties were not being addressed previously, the land bank was attempting to provide resolutions to these Zombie properties
 - Local municipalities concerned with these properties
 - Mayor Blask of Little Falls has a good standing relationship with Kurt Ackerman, it was suggested that he could possibly aid with this situation
- Trailer Park
 - Homes and Community Renewal (HCR) has requested our help
 - Owner of trailer park located in Herkimer has not paid water or tax bills
 - 6 families currently reside in the park
 - Water is about to be shut off
 - HCR asked if we could temporarily hold and maintain the property until the situation is resolved
 - Offered financial reimbursement
 - Ray J. likely to vote this down if he isn't supportive of the other property transfers
 - Potential public relations issues if we do not help as this is a crisis situation
 - Town of Herkimer is concerned and support the Land Bank in helping with the situation

- Discussed paying water fees and having Bob assist the residents with legal aid
- Discussed needing firm cooperation between the land bank, an attorney, the Town, and the County so that everyone is on the same page
- Discussed sending a letter from Tolga and Karl G. to Bernie Peplinski and Jim Wallace discussing the progress and investments made in Herkimer County and the trailer park
- Time-off Discussion
 - Jocelyn has 127 hours of time-of remaining
 - Current Personnel Policy allows her to carry over only 5 of these days into the next year
 - Tolga has approximately 16 days remaining
 - Jocelyn didn't qualify for time-off until November 15, 2018 and had a very short period of time to use it
 - This year has been particularly busy now that the land bank has established its office in Little Falls and hired an Admin person
 - Tolga recommends a policy change rather than a one-time exception
 - Tolga to itemize suggested changes to Personnel Policy and to discuss them at the Board Meeting
 - Karl G. does not want to offer a pay-out for time-off as it discourages employees from using their time-off benefit
 - Karl G. recommends that Tolga and Jocelyn take-off as much time as possible until the end of the year until a decision is reached
- Payroll Issues
 - Jocelyn's payroll was delayed around the Christmas holiday
 - Discussed adding additional approvers/payors
 - Payroll has been a topic of discussion for months
 - Board has previously requested that the land bank use a payroll service rather than doing it in-house
 - Tolga feels that we weren't previously prepared
 - To get setup with QuickBook payroll by 1/1/19
 - NYS could request payment for payroll taxes not previously deducted from Tolga's pay
 - Back-dated to effective hire date
 - Tolga and Jocelyn to work with Gustafson & Wargo to solve this

-Adjourn @ 2:37PM by a motion made by Brian T. and seconded by Karl G.

Respectfully submitted by:
Jocelyn Mosher