



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, November 7, 2019 @ 1:00 PM

In Attendance: Brian Thomas – Secretary, Shane Nickle – Director, Judy Pangman – Director, Mark Domenico - Director, Meg Kennedy - Director, Christina Brown – Community Advisory Board, Tolga Morawski - Executive Director, John Mazzarella – Project Manager

The documents provided for the meeting were;

- Agenda
- Staff Report – John Mazzarella
- GMVLB Profit & Loss 2019 YTD statement
- GMVLB Balance Sheet 2019 YTD
- IMA - final
- Personnel Policy with client and BOD edits
- Structural Engineering Assessments: 1347 Top Notch Rd, Little Falls; 1128 Hammond Avenue, Utica; 459 East Main Street, West Winfield
- Proforma - increased scopes: 21 State Street, Fort Plain; 58 Center Street, Fort Plain; 102 Fort Stanwix Park North, Rome; 330 North Prospect Street, Herkimer; 459 East Main Street, West Winfield; 1128 Hammond Avenue, Utica; 1347 Top Notch Road, Little Falls
- Certificate regarding no conflict of interest
- FGU's IMA, 1st amendment with current officials
- NYCON Document Retention Policy example
- NYCON Financial Policies & Procedures

-Brian Thomas called the meeting to order @ 1:20 pm.

-Pledge of Allegiance

-Introduction of all in attendance

-Adopt Meeting Agenda: motion made by Mark Domenico, seconded by Brian Thomas and so carried.

-Adopt Financial Reports as presented in the meeting packet, motion made by Brian Thomas, seconded by Judy Pangman and carried unanimously.

Minutes: none presented at this time

Old Business:

Staff Reports:

- included in your packet

Executive and Finance/Audit Committee:

- Draft 2020 Budget; will see if MVEDD – Steve Smith will be able to assist us with compiling a budget, 6 year plan

- ADK Line-of-Credit increase completed
- Status of LISC CRI III project funding
- Enterprise Site Visit, Wednesday, October 16th
 - Status of Enterprise CRI IV project funding
- Meeting with NYS OAG in NYC on Friday, October 18th
- Meeting with LISC/Enterprise & NYS OAG in NYC on Wed, November 13th time tbd. Call Dina to see about getting someone higher up the chain, see if someone above Kerri would be attending.
- Zombie 2.0 Grant (\$200K) update, grant contract, hiring, next steps, committee.

Policies & Procedures/Legal

- Land bank IMA expires Oct. 2019, re-adopt with corrections for minor errors, Tolga scheduled to appear at Otsego, Schoharie Counties and will follow-up on the schedules. Oneonta needs 2-3 weeks lead-time for contract. Economic Development – Mike Galime – re: committee to send IMA.
- Updates re Personnel Policy, Conflict-of-Interest Disclosure form, etc.
- Draft Fiscal, Document Retention Policies in packet from NYCON for review

Hiring/Personnel

- Admin Assistant Position Search Update, next steps?
- Zombie Grant Searches, scheduling meeting following election with Counties

Space Committee

- Status re 27/29 Ann Street, Little Falls, closing update

Disposition Committee

- *Property Tax discussion, re failure by some assessors to provide exemptions
 - Lag years vs errors to be corrected
 - Next steps?
 - 503 Clapson Circle, will put it up for sale with a 30-Day window

Project Selection Committee

- Building Permit Costs
 - Utica?
- City of Rome:
 - Rome Clean & Green Property, Glesmann House (site visit)
- City of Utica:
 - Update re follow-up on problem/abandoned properties (Bob/John M)
- Otsego County:
 - 8 Lancaster Street, Cherry Valley, demolition
 - 18 Cherry Street, Oneonta acquisition, next steps: Meg stated that Otsego County approved at the 11/6/19 meeting
 - *26 Canadarago Street, Richfield Springs – Exemption Issue (Meg)
- Montgomery County:
 - Insurance claim for tree damage follow-up (John)
 - 3 Ann Street, Fultonville - \$7800 back taxes

- Herkimer County:
 - Herkimer
 - Trailer Park, 220 Main Road, Town of Herkimer Update, social services was inquiring about the placement of the residents. Code issues need to be resolved. The investment to date.
 - Park-of-the-Future Grant Application status
 - Water bills, due Nov. 18th
 - Ilion
 - Lester Avenue Properties – Article 19A Status (Tolga)
 - asbestos assessment done for Duofold as of last week
 - Little Falls
 - *208 Loomis Street, Little Falls Demo Complete
 - Donation from Eastern Herkimer County Industries, Inc. (David)
 - 1347 Top Notch, change from Rehab to demo

New Business

- Donation from Eastern Herkimer County Industries, Inc., mentioned that we should do a press release
- NYS HCR, SONYMA, CF and other recent meetings re potential “Gap” Funding, John Piseck would like to be included in the meeting
- Cornell Conference on vacant and abandoned properties, October 23-24, 2019, in Ithaca
- Confirm date and time for next meeting, December 5, 2019 @ 1PM
- Motion to adjourn made by John Piseck, seconded by Brian Thomas, and so carried.