



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Thursday, April 4th, 2019 @ 12 PM

In Attendance:

Karl Gustafson – Chair, Margaret Kennedy – Vice Chair, Brian Thomas – Secretary, Mark Domenico – Director, Shane Nickle – Director, Judy Pangman – Director, John Piseck – Director, Tolga Morawski - Executive Director, David Dardzinski – Little Falls Main Street First, John Mazzarella – Project Manager, Jocelyn Mosher – Administrative Assistant, Jeff Gressler (Guest), Sam Russo (Guest), Helene Caloir (Guest), David Hunter (Guest), Jennifer Casey (Guest), Kim Enea (Guest), Wade Beltramo (Guest), Chris Brown – (Called In)

Karl Gustafson called the meeting to order @ 12:02 PM.

- Pledge of Allegiance
- Roll Call
- Financial Reports

Adopt Meeting Agenda:

- The documents provided for the meeting were;
 - Agenda
 - Minutes
 - Financial Statements
 - Staff reports from John Mazzarella, Robert Albrecht, and Jocelyn Mosher
 - Outreach and Engagement Spreadsheet
 - John Mazzarella's Proformas
 - Dental Insurance Information
 - Verizon Phone Plan and Pricing
 - Survey Results
 - Property Purchase Application
 - Donation Agreement – 220 Main Rd., Herkimer

Draft minutes have been posted on the website

- March 7, 2019
 - **Meg K. made a motion to adopt the minutes as written, Brian T. seconded, and the motion passed unanimously**

Financial Statements:

- Provided at the meeting
- Joe M. was not present to give updates on the financial reports
 - **Mark D. made a motion to adopt the Financial Reports as written, John P. seconded, and the motion passed unanimously**

Time for Visitors:

- Sam R. from Keep Mohawk Valley Beautiful noted their cleanup tomorrow at 10am
- Jeff G., Little Falls Alderman, noted that another alderman is concerned with progress in Little Falls despite that being our home base
 - o Noted a property on Loomis Street in Little Falls that was fire damaged and in need of being addressed
 - o Bob A. to follow-up and set-up a meeting

Presentations:

- o None

Staff Reports:

- Included in packet

Old Business:

- Outreach and Engagement Update
 - o 75 Encounters with municipalities to date
 - o 18 signed 5/50 agreements
 - 2 pending
- **Committee Reports:**
- **Executive, Finance & Audit Committee (Officers):**
 - o Acceptance of Enterprise Grant
 - **Mark D. made a motion to accept the CRI round IV funding from Enterprise contingent on receipt of the contract, Judy P. seconded, and the motion passed unanimously**
 - o Audit update
 - Auditors concerned with the amount of administrative costs
 - o All of the land bank's funding is currently coming from LISC
 - No municipal contributions
 - o Close to wrapping up audit, however the 3/31 deadline was missed
- **Hiring & Search Committee:** Brian Thomas, Chris Brown & Karl Gustafson
 - o Meeting Needed
 - To meet before next Board Meeting
- **Space Committee:** John Stephens, Chris Brown, John Piseck & Karl Gustafson
 - o Quarterly Report submitted to the Community Foundation
 - o They are on board with the land bank using funds for 76-78 Furnace Street considering the land bank has not yet found a permanent office space
 - **Mark D. made a motion to confirm the transfer of funds committed to the land bank's office space to the renovation of 76-78 Furnace Street located in Little Falls, NY. John P. seconded, and the motion passed unanimously**
- **Policy & Procedures Committee:** Meg Kennedy, Chris Brown & Shane Nickle
 - o Capitalization Policy
 - o Recommended policy provided at meeting
 - **Shane made a motion to adopt the language of the Capitalization Policy with a threshold of \$1,500, Meg K. seconded, and the motion passed unanimously**
- **Project Selection Review Committee (PSC):** Brian Thomas, Mark Domenico and Chris Brown

- Disposition Committee discussion
 - Shane N. has agreed to chair the committee
 - Judy P. and Chris B. have volunteered to serve on the committee as well
 - To discuss properties available for sale
- The May 2019 Board Meeting will also be the Annual Meeting
 - Electing new officers
 - Mark D. has volunteered to chair the “Nominating Committee” to determine who is interested in serving on the Board as an officer and to put forth nominations
- **City of Utica**
 - 1128 Hammond Avenue, Utica
 - Updated proforma provided
 - Approved at PSC
 - **Brian T. made a motion to adopt the updated proforma, Meg K. seconded, and the motion passed unanimously**
- **Herkimer**
 - 330 North Prospect Street, Herkimer
 - Updated proforma provided
 - Approved at PSC
 - **Mark D. made a motion to adopt the updated proforma, Brian T. seconded, and the motion passed unanimously**
 - 220 Main Road, Herkimer – Trailer Park
 - Owner, Andrew Owen, has signed the donation agreement
 - County to waive part of the taxes
 - HCR to pay the remaining amounts and water fees
 - HCR, County, and tenants are in support of the land bank taking ownership
 - Meeting on April 10th with HCR and Herkimer officials to discuss plans
 - Land Bank not encumbering any loans or existing fees
 - End goal would be to create a Home Owners Association (HOA) that the tenants own and manage or to sell at a later date
 - Meg K. noted that the land bank is putting a lot of faith into HCR that they will keep their end of the arrangement
 - **Brian T. made a motion to accept the trailer park located at 220 Main Road in Herkimer, NY as a donation from the owner, Mark D. seconded, and the motion passed unanimously**
- **Otsego County:**
 - 18 Cherry Street, Oneonta
 - Foreclosure
 - 1 property of focus
 - New strategy for Otsego County
 - Passed in PSC
 - **Meg K. made a motion to pursue acquisition of this property as a transfer from the County, Mark D. seconded, and the motion passed unanimously**
- **Montgomery County:**
 - Fort Plain
 - Tingué Building, 42-50 Canal St., Fort Plain

- To stabilize
 - Main Street Grant and National Grid funds potentially available to rehab and stabilize
 - To sell with scope if these funds cannot be obtained
- **Brian T. made a motion to accept this property as a transfer from Montgomery County, Judy P. seconded, and the motion passed unanimously****
- Words from Wade Beltramo
 - He commented on gap financing and incentive programs for redevelopment
 - Discussed the need for land banks
 - **Schoharie County**
 - NCST Property, 762 Schoharie Hill Road, Schoharie
 - Time limited
 - Has not gone through PSC yet
 - Located outside of the village
 - 1.7 acres of land
 - Single family
 - Nice view
 - John M. estimates approximately \$80K to rehab
- **Shane N. made a motion to make an offer to acquire the property for no more than \$40K, Meg K. seconded, and the motion passed unanimously****

New Business:

- There being no further business before the Board, the meeting adjourned at 1:22PM.

Respectively submitted by:
Jocelyn Mosher