



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB

Minutes from: Thursday, June 7, 2018 @ 1:00 PM

In Attendance:

Karl Gustafson -Chairman, Mark Domenico - Director, Meg Kennedy - Director, Judy Pangman - Director, John Stephens – Director, Brian Thomas - Director, Steven Wilson – Director, Tolga Morawski - Interim Executive Director, John Mazzarella - Project Manager, Christine Cadle – Administrative Assistant, Robert Albrecht - Community Outreach Coordinator, Christina Brown - Community Advisory Board, Jocelyn Mosher – Administrative Assistant temp., Shane Nickle – Schoharie County, David Dardzinski - Main Street First LF, Janine Thompson - MVEDD

**Conference Call: Joe Marino - Director

Karl Gustafson called the meeting to order @ 1:13 pm.

Introductions were then made.

Adopt Meeting Agenda: motion to accept the agenda as presented was made by John Stephens, seconded by Mark Domenico and so moved.

- The documents provided for the meeting were;
 - Agenda
 - Minutes – May 3rd, 2018 – rev.1
 - Staff Report – Bob Albrecht
 - Staff Report – John Mazzarella
 - GMVLB Proposed Strategic Plan, June 4, 2018
 - MOU – Oneida Square Projects Cornerstone Church
 - How to Engage the GMVLB
 - FGU Outreach & Engagement Spreadsheet
 - Matt VanSlyke resume
 - Beech-Nut Administrative Building Stabilization RFP
 - E-Property Plus, startup program
 - Potential donation of 177 Main St., Richfield Springs, Otsego County
 - MVEDD invoice & Janine’s time sheet for May 2018

Karl then proceeded with the introductions of all those present at the meeting.

- Steve Wilson announced that he is stepping down from the Land Bank board and is recommending Shane Nickle, who he introduced, as his replacement. The Schoharie County Board of Supervisors will be voting on this next Tuesday, 6/12. Karl stated that we valued Steve’s presence and THANK YOU for your time served & WELCOME to Shane Nickle.
- Tolga will coordinate with Steve, Shane & SC on ABO training, etc. before July.
- Karl then welcomed Christine Cadle as the LB’s new Administrative Assistant

Minutes: April minutes not yet available, will have April & May’s submitted for June meeting.

Karl then moved the meeting to the items that needed John Stephens' input as he needs to leave early.

Old Business:

- **Required ABO (Authorities Budget Office) training for BOD members** – John S. mentioned that he has attempted to do this but is always full. Tolga will send the information to Shane Nickle also.
- **Space Committee:**
 - **562-64 East Main St., Little Falls** - John S. mentioned that this was a better option than where we will currently be going. Chris mentioned that the building is still available and she has contacted the owner. John S. will reach out to the codes officer in LF. The 3rd floor is attic space – David looked at the building and drew up a layout. There have been other people looking at the building so we should make a decision to purchase. The owner said to bring him an offer. He had previous offers on the property at \$40K & \$60K. Chris would like the board to give the Space Committee the authority to make an offer. No appraisal has been done, however we have numerous comps from the prior appraisals of Hannah's and the adjacent building. We have a good feel on the value. Partial funding would come from the Community Foundation for rehabilitation. John S. stated to put a cap at \$80K but offer \$60K. Parking is on Main Street – maybe leasing a spot or two from Price Chopper. Renters would need a parking spot. The Project Selection Committee & Space Committee have both reviewed and approved this property. A motion was made by John Stephens to place a bid with a cap at \$80,000.00 contingent on financing; Meg Kennedy seconded the motion and motion passed unanimously.
 - discussion was then held: parking would be an issue; John S. stated there may be 2 parking spots available behind the building. It is on the bus line. John S. and David Dardzinski offered to look into to gather a committee to work with the City of LF & Price Chopper on options. Municipal lot for overnight spots.
 - Karl was wondering if there was an urgency to do an offer at this time before we figure out the parking issue or do we need to act now? Chris stated that the owner does have other people looking at the building and she feels we should act shortly rather than later. Tolga stated that as long as we pursue the parking options at the same time we are making the offer then we could have a solution at the same time. Judy was wondering if we needed flood insurance for this building and both John S. and David D. stated that we did not. Brian wanted to make sure that we still have the Community Foundation funds available and yes we do, with possibly \$25K from Wells Fargo and other funds along with LISC.
 - John S. will follow up with the Mayor, Mark Blask and LF Codes, Phil Green regarding parking for the building.
 - **Adirondack Bank Bldg. – office space:**
 - Jocelyn has been able to get the phone & internet installed, working on getting outlets working & HVAC vents and flooring. It was brought up if the flooring issue was something that was our responsibility or the bank's? Joe & Chris mentioned that they were to provide a commercially prepared floor whether concrete polishing or carpeting. The floor is currently rough, not level and there are pipes sticking up above the floor. Jocelyn did mention that a flooring vendor did mention that the floor should be sanded at least to install carpet. Joe was going to talk to Joanne & the building manager, Nathaniel, to see what can be done. Suggestions were made for both a polished floor and carpet/carpet tiles. If we went with a polished floor, it could be echo-y – suggestion was made that area rugs and carpeting in at least the conference room would help. Was mentioned that if carpet was installed it would cut down on noise level versus concrete. Jocelyn & David to send information to Joe prior to his talk to Adirondack Bank.
 - Furniture: need desks, desk chairs, cabinets, conference room table & chairs. Karl asked if we have a budget line for this. Bob mentioned that he has been researching used versus new and

new would be approx. \$20,000 vs \$7500 to \$10,000 refurbished or used. Joe mentioned that in overhead & other we have budgeted \$135K and have only spent approx. \$3,000 to date. It was asked that the board provide the Space Committee the opportunity to spend up to a certain amount for the purchase of office furniture. A motion was made to allow the Space Committee to spend up to \$10,000, motion made by Meg Kennedy, seconded by Mark Domenico, and so carried. Mark mentioned that he is working with a place in Oneida (former Oneida Silverware) that is chock full of office type furniture and Brian also mentioned he has office furniture in a building in Utica that we could look at too. Tolga suggested that the “free” or low cost furniture be looked at prior to any purchase.

- **Project Selection Review Committee:**

- **Herkimer County:**

- Tolga is still waiting for the Herkimer County Attorney’s office for the deeds for 7 properties from Herkimer County, may need to order certified copies from the clerk
- 20-22 West Avenue, Ilion – John S. mentioned that the neighboring property was being demoed by Abscope and that we should proceed with this property in conjunction with them. Have gone out for bids on the demo, Abscope was \$25,700, Sullivan Contracting quoted \$5,500 just for abatement, and the 3rd one they reached out to has not replied yet. The standard procedure is to procure three quotes, John S. would like to make a motion to accept the quotes as solicited even though the 3rd quote was not received, Meg Kennedy seconded the motion and it was so carried. John M. stated that we still need the deed to proceed and he will work with Tolga on getting this resolved.
- 1347 Top Notch Drive, Little Falls – discussed whether to build to suit for interested buyer or to put out scope for bids and interest, consensus was the later.
- 503 Clapson Circle, West Winfield Property – the people did leave the property but the locks were cut, things were taken, and a lot of damage was done. This will be handled as a burglary case and the damage is a civil case. Tolga talked with attorney Tallent and it may be hard to arrest but we do need to pursue to set a precedent.
- 459 East Main St, West Winfield, 156 Main Rd and 135 North Main St in Herkimer are clean-outs.
- John M. and David D. are exploring two remaining properties from the “pre-limbo” list for final determination; 55 Glen Ave & 208 Loomis St. in Little Falls.
- Tolga asked for a motion to pay all tax bills upon receipt. There is a bill in the NYS Assembly now but in the mean-time we need to pay them. Motion made by Meg Kennedy, seconded by Judy Pangman and so carried. Steve asked that we keep a report on all taxes and Tolga stated that with QuickBooks we can get a printed report.

Herkimer County Board Replacement: John S. stated that the Herkimer County Board of Supervisors has made the appointment of John Piseck, Director of the Herkimer County IDA to fill the seat vacated by Ray Johnson. A resolution should be coming from Herkimer County.

Karl turned the meeting back to follow the agenda.

Old Business:

- **Staff Reports –**

- **John Mazarella** – included in the meeting packet was John’s update
 - John M. brought up the property at 177 Main St., Richfield Springs, Otsego County. He stated that the property owner is considering this for a donation – a handout with information was provided.
 - 108 Union Street in Sharon Springs – John M. recommends saying thank you but no thank you at this time. A response letter to that affect will be drafted and sent to Mayor Plummer.

- John M. mentioned that we are waiting for a response from LISC for approval as there is a HUD environmental assessment/review that could save us money over a full ESA Phase I review.
- **Bob Albrecht** – included in the meeting packet was Bob's update
- Bob mentioned the outreach & engagement spreadsheet that was handed out as an initial tracking for Outreach, Engagement Resolutions, 5/50, Worthy Partners, MOU's, etc. that he has created with the assistance of Chris & Jocelyn. This will be a means of tracking this information within each FGU. Bob will reach out to the municipalities to make sure we have the required paperwork. Tolga suggested adding Little Falls & Fort Plain school districts to the chart.
- Bob brought up the handout "How to Engage the GMVLB" this lists the step by step process for an FGU. Karl asked if we have reached out to the other FGU's to see if they want to come on board – such as Oneida, St. Johnsville and Fulton County? Bob & Tolga will reach out to them to see if they are interested. Also, Tolga has asked MVEDD to speak at their next BOD meeting and will bring this up.
- Bob provided an update on the 1st Worthy Partner – Oneida Square Projects (OSP) Cornerstone Community Church. They have signed an agreement and will be mailing a resolution. He was wondering if the BOD needs to approve the MOU. He described the type of work that will be performed, which is stated in his report. By engaging a worthy partner we still need to follow; a maintenance contract as this is separate than the MOU for their geographic area. Tolga has asked Bob to put the information together and provide this prior to Monday's call with LISC.
- **Strategic Planning Process -**
 - Bob mentioned that he needs help on and assistance from the BOD. At this point this is as far as he can go. Ryan White called Bob this am and stated he needed to reformat this document and this was the first time Bob had heard from him since February. Motion to approve the draft as presented for today's meeting was made by Mark Domenico, seconded by Steve Wilson and so carried. This can be modified later as needed. All thanked Bob for all his effort on this project. The next step is getting this out to the public. Action steps – benchmarks – milestones to move forward. Tolga stated that we do the initial leg work and Ryan White would polish it up. It was asked that the BOD review the document and that by the July meeting the BOD would vote on the final document. David mentioned that the Project Selection Committee was not listed and that the historical review of the properties be considered.
- **Report of Committees:**
 - **Executive Committee:** Karl stated that the calls with LISC are improving. Tolga & John M. will need to put together a list by Monday for the call with LISC.
 - **Finance & Audit Committee:**
 - Line-of-credit – not getting anywhere with Adirondack Bank. Maybe we should reach out to another financial institution. Joe asked John M to get with him and put together a list of projects and a budget spreadsheet. Trying to be a full partner with the bank but maybe we should explore other banks. Suggestion was made to try NBT Bank as they are in each FGU location. Steve mentioned Cossackie Bank.
 - Tolga mentioned that he will work with Joe on the next version of the spreadsheet needed for the next disbursement of funds from LISC.
 - Corporate Credit Card – Tolga have Joe apply for a card, it was suggested that Tolga, Janine & team work on the policy and Joe has a few thoughts to add/change on this too.
- **Hiring/Search Committee:**

- Tolga mentioned that he had been utilizing Sarah Eyre as a bookkeeper but she is currently too busy, can anyone recommend someone. It was stated that we need a wish list or RFQ for a bookkeeper, Joe & Tolga will work on this.
- **Policies & Procedures/Legal:**
 - ABO PARIS Reporting/Annual Audit progress, Tolga stated that this would be complete next week.
 - Remaining policy – Credit Card Policy – already discussed earlier in the meeting.
 - Tolga mentioned that he is waiting for sign-off from LISC on the 2017/2018 expenses and the breakdown of 2016 expenses mentioned in the audit report.
- **Project Selection Review Committee:**
 - **Herkimer County:**
 - Tolga and John M. are working with the HC attorney's office for the deeds on the 6 properties.
 - **Montgomery County:**
 - 2018 Tax Foreclosure List Released, Tolga is assessing these properties.
 - Beech Nut stabilization: enclosed in the meeting packet was an RFP for the preliminary stabilization project. Tolga briefly provided an update and has included the changes that were recommended from the May board meeting.
 - Village of Fort Plain
 - 21 State Street has been acquired and there is a side lot available next to this property, they are asking \$3,000. The side lot was not attached to the property prior to the purchase. A motion was made to purchase this lot by Brian Thomas, seconded by Steve Wilson and so carried.
 - **Otsego County:**
 - John M. has been working with Judy on the properties in consideration. Judy stated that 12 foreclosure letters had been sent out and so far there has been no reply. Tolga asked Judy to take a look at any purchases as possibilities.
 - John mentioned 20 Lake Street, Richfield, tax foreclosure, as it was passed yesterday for a County donation.
 - John M. stated that the 26 Canadarago St., Richfield Springs property will be signed over to the LB, waiting for the deed to be sent.
 - **City of Rome:**
 - Transfer complete, scans of resolutions and other documents received from the City (Diane Kelly), need originals/certified copies.
 - Jocelyn & Chris will work on quotes for the Signage for properties.
 - Tolga to pay outstanding bills
 - **Schoharie County:**
 - 108 Union Street, Sharon Springs; John M. recommends that we pass on this property as he feels it is a demo and they feel it could be restored. A motion was made to draft a letter to the mayor, etc. that we feel this is not in a position to restore so we are not interested in this property at this time. If they decide to demo the property then we can re-discuss. Motion made by Steve Wilson, seconded by Mark Domenico and so carried.
 - **City of Utica:**
 - No new Updates
- **Conference Updates:**

- NYS: Leadership in Advancing Clean Energy Solutions or Low-Income Residents & Communities, Albany, May 22-23. Tolga and John attended.

New Business:

- Lead Free Mohawk Valley – LISC requires us to identify if the property has any lead in it. The Community Foundation in Little Falls is looking for partners to share the costs involved in; testing, identifying, disclosure, abatement or encapsulation, remediation. A motion was made to sign on to Lead Free Mohawk Valley with the Little Falls Community Foundation to support the program and the LB board will implement policies & procedures. The motion was made by Mark Domenico, seconded by Meg Kennedy and so carried.
 - E-Property Plus: this is a computer program that would assist in keeping track of the properties. Tolga stated the cost is \$15K per year or \$10k per year for smaller LB. It would be \$5,000 for the 1st year and a scale up to the 3rd year. GSA minimum 10K on books and would open up a can of worms. Tolga offered \$5,000 for 2018 as we are already ½ ways through the year. Normally it would be \$9K to \$15K for set-up but they are offering this for free and the training would be free also. This computer program has already been reviewed by the property disposition committee & staff. A motion was made to acquire the program for \$5,000. Motion made by Mark Domenico, seconded by Brian Thomas and so carried. Karl asked – what if this is not working for us – do we have the opportunity to pull out at the end of the year – Tolga said we could. This will be a great marketing tool and being able to have the public part. Everything is exportable to other files for ownership – if we need to get rid of it. They would be on-site for a week once installed.
 - Office Keys – Jocelyn has made up keys to the office and will create a sheet to control the distribution of them.
 - Tolga brought up the receipt of the MVEDD invoice for May and wanted to know if he needed the Boards approval to pay it. Yes it is okay to pay and Tolga does not need approval if it falls below his approval limit.
 - Tolga mentioned the Adaptive Reuse Developers were going to be coming to the area to visit potential sites in Utica/Rome, Beech Nut, old Duofold plant, etc. He wanted to know if anyone had any other properties that they should view. Oneonta – theater.
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- Next meeting to be determined: Jocelyn will send out a poll for the July meeting as it falls on the day after the Fourth of July.
 - For the Little Falls property @ 562-64 East Main St., work with our attorney, Tallent, on a purchase offer and follow-up with the board.
 - Motion to Adjourn to Executive Session to discuss personnel at 3:22 pm was made by Meg Kennedy seconded by Brian Thomas and so carried.
 - Motions during Executive Session were regarding John Mazarella's hours:
 - Brian Thomas made a motion approve small overages in his allotted time to date, Meg Kennedy seconded and the motion passed unanimously
 - Steve Wilson made a second motion to raise his weekly hours allotment 10hrs a week to 30, which was seconded by Meg Kennedy and passed unanimously.
 - Brian Thomas made a motion to approve Jocelyn Mosher for 15hrs for another 2 weeks then to 10hrs a week there after for bookkeeping assistance, Steve Wilson seconded, and the motion passed unanimously.