



# GREATER MOHAWK VALLEY LAND BANK

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**GREATER MOHAWK VALLEY LAND BANK – GMVLB  
MEMBERSHIP MEETING  
Minutes from: Thursday, August 6, 2020 @ 1:00 PM  
Held via In Person/Video/Telephone Conference due to COVID-19**

**In Attendance:**

Meg Kennedy – Chair; Karl Gustafson - Director; Mark Domenico – Director; \*Judy Pangman – Director; \*Brian Thomas - Director; \*Shane Nickel - Director; \*Robert Burmaster – Director; Tolga Morawski - Executive Director; John Mazzarella - Project Manager; \*\*Christina Brown; \*Steve Smith - Community Advisory Board; \*Rob Albrecht – Outreach & Engagement Coordinator; Hans Drews – Zombie Quarterback; \*David Darzenski; \*Cabryn Gurdo; \*Janine Thompson – MVEDD

\*Via Video Conference

\*\*Via Teleconference

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- The documents provided for the meeting were;
  - Agenda
  - Minutes – 7/9/19; 9/5/19; 10/10/19; 11/7/19; 11/20/19; 12/5/19; 2/13/20; 3/5/20; 4/9/20; 5/7/20; 6/4/20
  - Staff Report – John Mazzarella
  - Staff Report – Hans Drews
  - GMVLB Profit & Loss statement
  - GMVLB Balance Sheet
  - Certificate Regarding No Conflict of Interest
  - Demolition RFP: 505 West Dominic St., Rome, NY
  - Rehab Proforma: 762 Schoharie Hill Rd., Schoharie, NY
  - Mold Abatement Bids: 102 Fort Stanwix Park North, Rome, NY
  - Termination of Water & Sewer: 1201 Neilson St., Utica, NY
  - Termination of Water & Sewer: 18 Cherry St., Oneonta, NY
  - Asbestos Abatement: 71 West Grand St., Palatine Bridge, NY
  - Land Survey: 132 West Grand St., Palatine Bridge, NY
  - Comparison of eProperty Plus vs Tolemi's BuildingBlocks
  - Zombie Code Enforcement Officer candidates
  - 2020\_07\_24-GMVLB-Enterprise-Program\_Budget-EXTERNAL
  - 2020\_07\_24-GMVLB-Enterprise-Q2\_2020\_\_Q3\_2020-Report\_FINAL
  - 2020\_07\_24-GMVLB-Enterprise\_Project\_Spreadsheet-rev9
  - Letter – Meg Kennedy
  - 2020\_08\_04-GMVLB-Herkimer\_County-Exec-IMA\_Response\_Letter-rev1
  - GMVLB – Board meeting attendance
  - MVEDD Invoice for July 2020

Meg Kennedy called the ANNUAL MEETING to order @ 1:05 pm with the Pledge of Allegiance immediately following.

**Roll Call of all present & attending via conference call or video**

**Conflict of Interest Form:** Meg stated that here in the office we are circulating the form to be signed by everyone and for those on the phone or the zoom meeting to please print, sign and return the form to the office.

**Adopt Meeting Agenda:** A motion was made by Karl Gustafson, seconded by Mark Domenico, and carried unanimously.

**Minutes:** The minutes for the following meeting have been included in your meeting packet:  
- 7/9/19; 9/5/19; 10/10/19; 11/7/19; 11/20/19; 12/5/19; 2/13/20; 3/5/20; 4/9/20; 5/7/20; 6/4/20 -  
A motion was made to approve all above mentioned meeting minutes with editorial changes (no content changes) by Tolga, Mark Domenico made the motion, seconded by Karl Gustafson and passed unanimously.

**Financial Reports:** The profit & loss along with the balance sheet were provided in the packet for the meeting. Karl Gustafson made a motion to accept these as presented noting that there still needs to be adjustments on the totals as working with Gustafson & Wargo on corrections, seconded by Mark Domenico and carried unanimously. Tolga did mention that the negatives will be adjusted on the grants.

**Presentations:** Just an introduction for everyone for City of Utica Common Council Member Robert Burmaster as the new representative for the City of Utica. Robert stated that he is very interested in the Land Bank and to see what is to come.

**Staff Reports:** John Mazzarella's & Hans Drews' reports are included in the packet.

**Committee Meeting Schedule:** Tolga mentioned that with the end of busy summer schedules and with fall coming, we need to get back on schedule with having committee meetings on a timelier schedule.

**Executive and Finance/Audit Committee:**

- Regular meetings with LISC, Enterprise, updates
  - Next LISC disbursement request (#3) for Rehabs pending; Helene & David Hunter working very well on disbursement #3. Just a reminder that we need to have BOD participants on the LISC calls. The meetings are the 1<sup>st</sup> & 3<sup>rd</sup> Mondays of the month at 3:30 pm.
  - need to work on recouping funds from Enterprise to go back to the LISC projects, approx. \$80,0000
- Zombie 2.0 Grant Update – Hans started the discussion on the software that the Land Bank could use for future tracking on the properties; Tolemi BuildingBlocks or E-Properties Plus. The Land Bank is currently using E-Properties Plus. Discussion was then held on the pros and cons of each of the software packages and the costs associated with them. Discussion will be held with Helene to apprise her of the one that gets chosen. A resolution was made to continue using E-Properties Plus, motion to approve was made by Karl Gustafson, seconded by Mark Domenico and was carried unanimously. A thank you was given to Hans & John for all they work they did to review these software packages.
- Status of Enterprise CRI IV Grant: Admin & Project funding for Q3 pending Line-of-credit payment(s), discussion with LISC. Funding disbursement is currently pending and is expected to be mid to late August for \$50 to \$60K.
- Accounting: Meeting 8/4 with Gustafson & Wargo on issues to be addressed, including closing out 2019, audit, assistance of former-Treasurer Joe Marino. Tolga had met on Tuesday with Ron Wargo, discussion of payment settlement to them with paying \$5,200 by the end of August and the balance of \$5,700 in \$1,000 monthly payments until paid in full. In the interim, Joe Marino, Tolga and Ron

Wargo will put together a bullet list to complete the 2019 Budget & Audit. Tolga will reach out to John to see what we have received and will see if there is any additional work that we may need.

- Joe Marino has agreed to finish out his duties as Treasurer to finish up the work for 2019 as he was the one working on the financials at that time. Meg had drafted a letter to Joe to state what the Land Bank would be looking for him to do. A motion was made by Karl Gustafson, seconded by Mark Domenico to move forward with the assistance of Joe Marino. Motion carried unanimously.
- When this is done, we will have to do an RFP to reach out for someone to do our Accounting
- Adirondack Bank: just a note to the board that the person we worked closely with to assist with getting the Land Bank established with Adirondack bank, Rick, has left his position with the bank.
- Tolga would like to establish additional checking accounts to separate out the funds for; LISC, Enterprise and General Grants. This would be for accounting purposes so that we can track the income and expenses separately instead of having the funds all in the general Land Bank accounts. If this is approved, Meg and Karl would need to stop down to the bank to sign the account paperwork. A motion was made to start three new accounts for the aforementioned grant funds as stated above, motion made by Karl Gustafson, seconded by Mark Domenico and so carried.
- Herkimer County IMA: discussion was held on the HC Legislatures decision to no longer support the Greater Mohawk Valley Land Bank. A draft letter for the GMVLB's response was included in the packet for review by the board.
- 1:51 Judy Pangman left the meeting.
  - CARES Act: SBA Payroll Protection Program (PPP) awaiting final reporting documents

**Policies Committee:** Met 5/5/20 to address the following:

- Zombie 2.0 Grant, Signed Contract with Town of Herkimer, Town responded with their revisions and Attorney Sidd reviewed and approved them.
- IMA for sharing of Code Enforcement Officers, this is still being worked on.
- Vacation time/calculation for hourly (non-salaried) staff—Personnel Policy revision recommendations: committee will remove “full time salaried employees” just say “employees”, will use 12 month average wages for part time employees. A motion was made by Karl Gustafson, seconded by Meg Kennedy and co carried to accept these changes.
- Discussion of Membership fee for participating municipalities (ongoing), no update at this time.
- Consideration of new Syracuse Land Bank Personnel Policy (ongoing)
- Need to clean-up and conform all policies, create a policy book, etc. (ongoing)

**Hiring/Personnel:**

- Zombie Grant Code Enforcement Officers: a report from the Hiring Committee was included in the handouts for the meeting. Hans had provided a summary of the candidates that were being considered for the position. Discussion was held on the candidates and the hiring process along with the budget coverage for the position.
- Admin Assistant position: MVEDD has been providing support for Admin & Bookkeeping tasks, discussion need for additional hours/hiring

**Space Committee:**

- 27-29 Ann Street, Little Falls – Consideration of draft redesign plan and the Historic Tax Credit (HTC) application. Tolga to do a doodle poll for a meeting to review the design plan. Need to keep this moving forward in a timely manner.

**Project Selection Committee (PSC):**

- Property Maintenance Update – John stated that the lawn mowing crew has had issues due to COVID-19. Contracted with a new lawn maintenance company.
- **City of Rome (IMA Renewal Passed ✓ 2/12/20, Also Adopted 5/50 Agreement):**
  - 505 West Dominick Street – demolition RFP bids, 6 proposals received, motion made to proceed with the lowest bid of \$34,000 by Seymour Excavating was made by Mark Domenico, seconded by Karl Gustafson and so carried.
  - 102 Fort Stanwix Park North – this is a 2 tier rehab project, and the RFP's are for the mold abatement. A motion was made to proceed with the lowest bid of \$6,000 by Sullivan Contracting by Karl Gustafson, seconded by Meg Kennedy and so carried.
- **City of Utica (IMA Renewal Passed ✓ 7/15/20):**
  - Common Council Update by Brian Thomas - IMA Renewal passed unanimously and the Council appointed Robert Burmaster as the new GMVLB Board Member to represent the City of Utica. Welcome Councilman Burmaster.
  - 1201 Neilson Street – demolition, terminate utilities that are under the road. A motion was made by Karl Gustafson to proceed with the lowest bid of \$4,500 from Jeff Klotz to terminate the water and sewer lines at the mains. Motion seconded by Mark Domenico and so carried.
- **Schoharie County (IMA Renewal Passed ✓ 1/17/20):**
  - Empire Hotel, Sharon Springs - \$1800 in costs that were not reimbursed. Enterprise has approved to cover, PSC has also approved. Meg Kennedy made a motion to accept the payment from Enterprise, seconded by Shane Nickle and so carried.
  - 2854 NY-10, Summit (tax foreclosed) – demolition, discussions were held with the County Treasurer and PSC has approved the treasurer giving us the property. Enterprise has also approved moving forward with the demolition. Motion made by Mark Domenico to accept and seconded by Meg Kennedy and so carried.
  - 2882 NY-10, Summit was a tax foreclosed property which we will be cleaning out and likely Demolition. The building might be structurally sound but will reevaluate as we clean it out.
- **Otsego County (IMA Renewal Passed ✓ / /20):**
  - Cherry Valley: 8 Lancaster Street – we received a purchase offer for this property of \$4,200 which was approved by the PSC and this would be an Article 19A. Motion to accept this offer was made by Karl Gustafson, seconded by Meg Kennedy and so carried.
  - Oneonta: 18 Cherry Street, demolition, terminate utilities – two proposals were received to complete the termination of the water and sewer lines at the mains. A motion was made by Karl Gustafson, seconded by Meg Kennedy to approve the lower bid of \$2,950.00 and the motion carried unanimously.
  - Roseboom Potential properties – Rob & Hans are working on an updated list
- **Montgomery County (IMA Renewal Passed ✓ 6/16/20):**
  - Canajoharie: 153 Erie Blvd – asbestos abatement was done last month, John is working on demolition quotes
  - Charleston: 110 Charleston Street – purchase offer received for \$4,000 from the adjacent homeowner. A motion to accept the purchase offer was made by Karl Gustafson, seconded by Mark Domenico and so carried.
  - Fort Plain:
    - 21 Lydius Street – John is still working on the property tax issue
    - 224 Main Street – purchase offer received for \$17,500, the PSC approved the offer with sale with scope. A motion was made to accept the offer by Karl Gustafson, seconded by Meg Kennedy and so carried.
    - 219 Canal Street – the roof is being replaced and Enterprise was covering the cost.

- **Fultonville:**
  - 3 Ann Street & 11 Ann Street – demolitions have been completed. Purchase offers have been received in the amount of \$8,000 and \$5,500, respectively. PSC states the developer wants to construct 2 multi-unit buildings on these properties. Conditions with a “claw-back” in place in case he does not follow through with his plans. A motion was made to accept the purchase offers, by Karl Gustafson, seconded by Meg Kennedy and so carried.
- **Palatine Bridge**
  - Stone Lodge, 132 W Grand Street – we had a Main Street grant for a land survey. A motion was made by Karl Gustafson, seconded by Meg Kennedy to go back out for new bids using a 2-week window. Motion carried unanimously.
  - 71 West Grand Street – tied bids were received for asbestos abatement. A motion was made to go with the one with the quickest timeline, Sullivan Contracting @ \$4,800. Motion made by Karl Gustafson, seconded by Mark Domenico and so carried.
- **St. Johnsville:** 3 West Main Street– asbestos abatement was completed, working on quotes for roof stabilization.
- **Herkimer County (IMA Renewal not approved):**
  - **Dolgeville:** 156 South Main Street – assistance needed on a Zombie Grant for the Article 19A, there will be approx. \$2,500 in legal fees. A motion was made to proceed with the grant by Meg Kennedy, seconded by Karl Gustafson and so carried.
    - **Frankfort:** 1131 Center Road – NCST Property/BoA Grant via LISC \$45K. \$1.00 acquisition charge. PSC approved. This is a 1 acre lot. A motion was made but then was tabled until the next board meeting. Tolga will verify with the lawyer if we have the authority to move forward or wait until the IMA issue is resolved.
  - **Little Falls:**
    - 208 Loomis Street – side-lot sale, property tax issues, John is working on this with the lawyer
    - 76-78 Furnace Street – purchase offer received for \$10,000 with sale of scope on a re-development plan. Motion to accept purchase offer was made by Meg Kennedy, seconded by Karl Gustafson and so carried.
    - 1347 Top Notch Road – OSHA demo was supposed to be done in April, tied up with COVID. The water truck equipment will not be available until the fall. Enterprise has approved.
  - **Herkimer:**
    - 330 North Prospect Street, Herkimer – this was a 3 tier 3 LISC rehab project. The developer in Utica offered \$16,000 and will convert to a multi-family house. PSC approved and with the board’s approval will get Helene’s approval. Motion was tabled until we know that Helene will approve.
    - Trailer Park, 220 Main Road, Town of Herkimer – 1.2 million is our funding from HCR. \$80,000, with the condition that Herkimer County approves the IMA. We current have \$45,000 in debt. Issues with the payments on the water bills. Supposedly the “bills” had been lost in the mail. Tolga does have documents from the Post Office. We are being accessed late fees of approx. \$250. The RFI for modular homes and site work is on hold at this time due to the IMA with Herkimer County. The tenants have inquired to the progress of the modular homes and re-development of the park. They have been notified that it is still our goal to work with Herkimer County and will be advocating on their behalf. They could reach out to their Legislator with their concerns.
  - **Ilion:** 81 South Third Avenue – garage demolition, Enterprise is reviewing; \$12,000 is the approx. cost. This is a safety hazard. A motion was made to proceed with the demolition pending Enterprise approval, by Meg Kennedy, seconded by Karl Gustafson and so carried.

**New Business:**

- Tolga mentioned that an email was received from Christina Brown announcing she was stepping down as the Community Advisory Board Representative and her replacement will be Steven Smith from MVEDD. Karl & the Board wanted to thank Chris for all her time and effort that she has provided the Land Bank.
- EPA Brownfield Grant: can be used for planning, assessment and clean-up expenses. Grant could be for up to \$800K with \$40K cost share and this could be matched against existing grants. There would be a cost of \$2K for a consultant to assist with the application. A question was asked, where in the budget would this cost come from, it would come from Enterprise. A motion to move forward with the \$2K of cost for a consultant was made by Karl Gustafson, seconded by Meg Kennedy and so carried.
  
- Confirm date and time for next meeting, September 3<sup>rd</sup>, 2020 @ 1PM, to be held via ZOOM video-conference and in-person (if possible) at GMVLB Office
- Motion to adjourn to Executive Session was made at 3:01 pm by Karl Gustafson, seconded by Meg Kennedy and so carried.
- Motion to adjourn Executive Session was made at 3:25 pm by Karl Gustafson, seconded by Meg Kennedy and so carried.
- Motion to adjourn the meeting was made at 3:25 pm by Karl Gustafson, seconded by Meg Kennedy and so carried.

Respectively submitted by Janine Thompson