



# Mohawk Valley Economic Development District, Inc.

26 West Main Street, PO Box 69, Mohawk, NY 13407-0069  
Phone: 315-866-4671      Web: [mvedd.org](http://mvedd.org)      Email: [info@mvedd.org](mailto:info@mvedd.org)  
*Serving Counties of: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie*

## **GREATER MOHAWK VALLEY LAND BANK - GMVLB** **minutes from: Tuesday, October 25<sup>th</sup>, 2016 @ 1:00 PM**

### **In Attendance:**

Tolga Morawski, Chair KMVB Land Bank Committee  
Dan Sullivan, KMVB Chair  
Bob Albrecht, KMVB Past-Chair  
Christina Brown, KMVB LBC  
Mark Blask, City of Little Falls Mayor  
Tammie Harris, Otsego County Planning Dept.  
Karl Gustafson, Montgomery County  
Mark Domenico, City of Rome, Director of Codes  
Joseph Caruso, Exec. Director MVEDD  
Janine Thompson, Administrative Director MVEDD

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Tolga Morawski called the meeting to order @ 1:12 pm followed by an introduction of those present.

- The documents provided for the meeting were;
  - ❖ Agenda
  - ❖ Minutes from GMVLB meeting held Tuesday, September 20<sup>th</sup>, 2016
  - ❖ DRAFT – By-Laws of Greater Mohawk Valley Land Bank Corporation
- The meeting was started with a **“TOAST”** to the approval of the **GREATER MOHAWK VALLEY LAND BANK CORPORATION** and becoming **“CERTIFIED”** by NYS Empire State Development (ESD) on Thursday, October 20<sup>th</sup>, 2016.
- Tolga asked everyone to review the minutes from the previous meeting held on September 20<sup>th</sup> and if there was any discussion. The minutes were approved on a motion made by Karl Gustafson, seconded by Dan Sullivan. The motion passed unanimously.

### **Old Business:**

- Discuss progress on Greater Mohawk Valley Land Bank (GMVLB) effort since the last meeting, including:
  - Passage of forming resolutions in Montgomery, Otsego, Herkimer, Schoharie Counties and the Cities of Utica and Rome, followed by the signing of the IMA by each of those FGUs.
  - Submission of our official NYS Land Bank application on 10/14/16
  - Approval of our application by NYS Empire State Development (ESD) on 10/20, *Certifying* the Greater Mohawk Valley Land Bank. We can now go on & form the Corporation
- Next steps in the process towards formation
  - Receive ESD Resolution and Certification of the GMVLB
  - Consent of the NYS Department of Financial Services to use the work "bank" in our Corporate name (already requested by ESD)
  - Revise and approve GMVLB By-Laws

- Tolga asked everyone to look over the By-Laws and provide any feedback, revisions prior to the next meeting so that they can provide them to Rob Malone & Christine Brown for final review.
- Need to have something in place by the next meeting because we have to have the AmeriCorps positions in place by the end of November.
- Incorporate with NYS Dept. of State. – Need to become incorporated in 2016 in order to receive the first \$150,000 from LISC.
- Nomination/Election of Officers. We will need to elect our Board & Officers. At the next meeting we need to have all Board members present so that we can nominate the officers.
- Executive Director Position. Tolga also expressed interest in being considered for the Executive Director of the GMVLB, but felt a full search should be conducted.
- Processes for GMVLB going forward:
  - GMVLB Meeting frequency was discussed and agreed should meet monthly until we are established. Also we may want to look into Video Conferencing so that we can involve more people from the different counties. Meetings will need to be public. We should compile a listing of newspapers where to post meeting announcements within each area and contacts at each one.
  - Adherence to NYS public meeting laws
  - Reporting back to Legislative Bodies of each FGU, following each meeting with a document (letter, minutes, etc. after each meeting?). Visiting the bodies to discuss. Could send the information after each meeting to the Clerks of the Legislative Bodies and have them notify us with any changes.
- Growing the membership of the GMVLB in the future and the process of adding FGUs:
  - Fulton County and the City of Johnstown
  - Oneida County
    - Fulton County was very close to joining
    - Discussion held on how we should treat other FGU's that did not initially join and it was decided that we need to get "organized" first and then have them contact the Land Bank and ask/inquire about joining when they are ready. All agreed.
- Funding opportunities, grants, costs, etc.
  - Process for receiving \$150K from LISC for start-up and capacity building, MOUs.
    - Talked about Herkimer or Schoharie Counties being the funnel through which the grant funds will transfer. Discussions have been held with both and we are trying to go through Schoharie County. We would need a Memorandum of Understanding (MOU) put in place so that there would be no issues. Schoharie County will put this to their Financial Services Committee in November and there would be no charges associated with this agreement.
  - Discussion re costs for travel, grant writing, and other time spent working on forming the land bank. The \$150,000 funding that is to be received goes back to January 1<sup>st</sup>, 2016 so any expenses incurred could be paid out once approved for reimbursing.
  - Finalizing FGU project lists, need any outstanding project packets/lists/proposals. Still waiting on City of Utica to provide their list. Deadline is Monday, 10/31. Little Falls Mayor, Mark Blask mentioned that they are working on tax incentives with properties in their area.
  - Procurement process for attorney, accountant, bookkeeping, etc. for current needs, incorporation, 501c3, etc.
  - Hiring; Executive Director, building/property managers, bookkeeping/administrative staff

- Office Space, MVEDD, FGU's, etc. It was suggested that we have a desk/computer for the land bank at each FGU.
  - We should also consider working on an MOU agreement between the Land Bank & MVEDD
- Document review and discussion
  - Discussion of the GMVLB Bylaws, process to ratify them
  - Need official Resumes and Bios for Craig Gelbsman & Meg Kennedy

**New Business:**

- NYS Land Bank Association (NYLBA)
  - Membership for 2016 (\$1500/annually, the balance of the year \$250[pro-rated])
  - Annual Conference, Oct. 27-28 in Syracuse, agenda, attendance, costs (meals), etc. NYLBA agreed to waive the costs for the conference for GMVLB attendees (over \$300) if we commit to the \$250 membership above.
  - The Committee in attendance at this meeting, voted to approve the expense and Tolga to see if they can invoice MVEDD for the membership/conference
- AmeriCorps positions – we are approved for three (3) and they will need to be hired by 11/28 as there are 2 days of training prior to their start date of 12/1/2016. We need to have the selection done by 11/21.
  - A hand out was provided by Tolga that states what the AmeriCorps Member will be required to do and the requirements for the position
  - It was discussed that Joe Caruso, Dan Sullivan, Bob Albrecht and Ray Johnson would be the interviewers with Joe being the lead.
  - Bob Albrecht will post the job positions on the KMVB Facebook page and Janine will add the information to the MVEDD website.
- A question was raised to find out if there would be a requirement for Directors & Officers Insurance. Tolga said that we would definitely need to get D&O Insurance once the capacity building grant funds arrive.
- FGU system for tax auctions – discussion was held regarding the procedure to request properties to be turned over prior to a public tax auction.
- The next meeting will be held on Tuesday, November 15<sup>th</sup> @ 1:00 pm @ the MVEDD office with a follow up meeting with the board on November 22<sup>nd</sup> to discuss the Bylaws.

The meeting adjourned at 2:45pm.