



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB

Minutes from: Thursday, May 3, 2018 @ 1:00 PM

In Attendance:

Karl Gustafson -Chairman, Mark Domenico - Director, Meg Kennedy - Director, Joe Marino - Director, Judy Pangman - Director, Brian Thomas - Director, Tolga Morawski - Interim Executive Director, Robert Albrecht - Community Outreach Coordinator, Christina Brown - Community Advisory Board, John Mazzarella - Project Manager, David Dardzinski - Main Street First LF, Janine Thompson - MVEDD

Karl Gustafson called the Annual Meeting to order @ 1:12 pm.

As per Article V, Section 1 of the BYLAWS of GMVLB, The Corporation Directors shall select annually from among themselves a Chairperson; a Treasurer; a Vice Chairperson; a Secretary; and such other officers as may be determined. The offices of Chairperson and Secretary shall not be held by the same person. The offices of Chairperson and Treasurer shall not be held by the same person. Nominations for officers may be made by any current members of the GMVLB Board of Directors.

- Nominations for Secretary of the GMVLB – Brian Thomas
A motion was made by Joe Marino, seconded by Karl Gustafson, motion passed unanimously.
- Nominations for Treasurer of the GMVLB – Joseph Marino
A motion was made by Brian Thomas, seconded by Meg Kennedy, motion passed unanimously.
- Nominations for Vice Chairman of the GMVLB – Margaret Kennedy
A motion was made by Karl Gustafson, seconded by Brian Thomas, motion passed unanimously.
- Nominations for Chairman of the GMVLB – Karl Gustafson
A motion was made by Joe Marino, seconded by Brian Thomas, motion passed unanimously.

The Board of Directors recommends the following SLATE OF OFFICERS for a ONE-YEAR TERM:

Chair:	Karl Gustafson Sr.
Vice Chair:	Margaret Kennedy
Secretary:	Brian Thomas
Treasurer:	Joseph Marino

The EXECUTIVE COMMITTEE recommends the following DESIGNATIONS for the coming year:

1. **Official Newspapers:**
Herkimer County: Herkimer Times Telegram
Montgomery County: Amsterdam Recorder
Otsego County: Oneonta Daily Star
City of Rome: Observer-Dispatch
Schoharie County: Schoharie Times-Journal
City of Utica: Observer-Dispatch

2. **Official Bank for land bank accounts:** Adirondack Bank

As there were no other nominations for these Designations, a motion was made by Mark Domenico, seconded by Meg Kennedy and carried unanimously.

The FINANCE COMMITTEE recommends the following ADOPTIONS for the coming year:

1. **Standard Rules of Accounting:** Joe Marino mentioned there was one amendment made to include G.A.A.P.

A motion to accept this ADOPTION was made by Joe Marino, seconded by Mark Domenico and carried unanimously.

2. Re-adopt membership of Standing Committees:

Executive Committee	Karl Gustafson, Margaret Kennedy, Brian Thomas, Joe Marino
Finance/Audit Committee	Joe Marino, Steve Wilson, Tolga Morawski & the Executive Board
Policies/Governance Committee	Meg Kennedy, Chris Brown, Steve Wilson, Tolga Morawski
Hiring/Search Committee	Brian Thomas, Chris Brown, Karl Gustafson, Tolga Morawski
Project Selection Committee	Brian Thomas, Mark Domenico, Chris Brown, Tolga Morawski, Bob Albrecht, John Mazarella, David Dardzinski, Sam Russo, Cabryn Gurdo, Jerrine Corrallo, Michael Brown
Space Committee	John Stephens, Chris Brown, Karl Gustafson, David Dardzinski, John Mazarella, Tolga Morawski, Bob Albrecht
IT/Technology Committee	Judy Pangman, Brian Thomas, Mark Domenico, Joe Marino

A motion to accept this RE-ADOPTION was made by Brian Thomas, seconded by Meg Kennedy and carried unanimously.

Establish Petty Cash Fund of one-hundred dollars (\$100):

A motion to establish the Petty Cash Fund and have it administered by Tolga Morawski until the hiring of an Administrative Assistant, was made by Mark Domenico, seconded by Joe Marino and carried unanimously.

Authorized signatory for State and Federal Grants:

A motion for Tolga Morawski or Joe Marino to be authorized signatories for State and Federal Grants was made by Meg Kennedy, seconded by Brian Thomas and carried unanimously.

Re-adopt Policies of the Greater Mohawk Valley Land Bank:

A motion to accept the RE-ADOPTION of all Policies of the GMVLB was made by Joe Marino, seconded by Brian Thomas and carried unanimously.

A motion to adjourn the Annual Meeting was made by Joe Marino, seconded by Mark Domenico and carried unanimously.

The Annual Meeting was adjourned at 1:24 pm.

Meeting of the Board of Directors

Karl Gustafson called the meeting to order @ 1:25 pm.

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

- The documents provided for the meeting were;
 - Agenda
 - Staff Report – Bob Albrecht
 - Staff Report – John Mazarella
 - GMVLB Strategic Plan Steering – draft – Bob Albrecht
 - Lease Agreement – draft
 - Planner Position - draft
 - Personnel Policy – draft
 - Investment Policy – draft
 - Internal Control Policy – draft
 - GMVLB Temporary Assistant job description – draft
 - Bargain and Sale Deed
 - Donation Agreement
 - List of GMVLB Board Meetings through December 2018

Minutes: April minutes not yet available, will be submitted for June meeting.

Old Business:

- **Required ABO (Authorities Budget Office) training for BOD members** – last one is John Stephens and Tolga will follow-up with him.
- **Staff Reports –**
 - **Bob Albrecht** – included in the meeting packet was Bob's update
 - He has been communicating with Kuyahoor Valley Rotary in Newport and Habitat for Humanity on a property to rehab.
 - It was suggested for Bob to reach out to Diane Shoemaker on the worthy partner agreement.
 - Dolgeville elected a new mayor and they have approved resolutions and will have a property list by the end of the month.
 - David Dardzinski mentioned a work group to take over for property not just one person
 - **John Mazarella** – included in the meeting packet was John's update
 - He has been working with Steve Wilson and Judy Pangman to look at properties
 - He has received the results on the asbestos on the Ilion property and it was asbestos free
- **Strategic Planning Process -**
 - Bob Albrecht briefly went over the report included in the meeting packet
 - He stated that the LB needs to OWN this document so he would like everyone to review it carefully and provide all comments by the end of next week. He would like to have a polished draft by the June meeting and he cannot do this without input from everyone.
 - Bob also mentioned that the 5/50 remittances need a policy and Tolga stated that it is being
 - Bob also wanted to thank Janine for all her help with setting up the Google Poll and her assistance with this project
 - John M., Mark, Brian and Tolga will meet on May 15th to flesh out discussion of how to incentivize reinvestment of property sales revenues into FGU's and the flowchart.

- **Report of Committees:**

- **Executive Committee:** Karl reviewed the Exec. Comm. report from the May 2nd meeting.
 - He mentioned that the audit is cyclical and that we should have Bonadio report on the audit at the June meeting.
 - There will be a meeting next week on the Line Of Credit as they are speaking with the Department of State on what Land Banks do and the importance of having one and explaining this to Adirondack Bank.
 - The Paris Report still needs to be completed and Jack Spaeth is going to assist with this
 - Need to do/update the Budget but we will wait until we have the Admin. Assistant hired, will target this to be done by the July meeting
 - Lease for the Adirondack Bank office space was discussed and will bring up later in the meeting
 - Tolga's contract was mentioned and it was decided to hold off until after the Admin. Assistant was hired and will target this by the July meeting
 - LISC payments – when we request the funds, there should now be a 7 to 10 day turnaround for the payment
 - Discussion was held on a Grant Writer position and working with Mark Blask, City of Little Falls. We are waiting to hear from Mark on the cost share of a person for this position. It was also mentioned that we could share this position with Ilion also. Karl will get back with Mark on this.
- **Finance & Audit Committee:**
 - The 2nd CRI Project Funds disbursement request has been made and Mark Harris at LISC said we should receive the payment next week. We are waiting for the funds to our pay bills
 - We should get a letter to LISC stating how the model is set up on our process and possibly get a press release out to the public
 - Tolga asked if the budget spreadsheet (v8) is on track with what they expect – Karl asked if everyone has had a chance to review it and if they have any issues – no one had any issues.
 - Line-of-credit – the board had approved up to \$100K. Joe mentioned that he was sent to a commercial lender at Adirondack Bank and they were not equipped to make the decision so now he has to meet with another person so he is now just waiting for the meeting date. Hopefully next week.
 - How to proceed with Payroll – does anyone have any recommendations? Do we need a resolution for Tolga to engage Paychecks or ADP to process payroll? Joe uses ADP easy pay; this is good for small companies. In the 2018 Budget it would go under "Contract & Services". A motion was made to go with ADP Easy Pay by Meg Kennedy, seconded by Steve Wilson and motion so carried.
 - Corporate Credit Card – Tolga has requested a credit card to be used for travel, online & other purchases requiring a credit card, other reimbursable expenses (currently using personal cards). We need to get a policy put together before we can approve obtaining a credit card. The Policy & Procedures Committee will work on a policy and Janine will forward the one that MVEDD currently has in place
 - Petty Cash – Tolga stated that the check for \$100 has been received and established for small reimbursements

A motion was made at this time to move to Executive Session to discuss Personnel. Motion made by Meg Kennedy, seconded by Joe Marino and so moved.

Moved to Executive Session at 1:56 pm

Board Meeting resumed 2:20 pm

Board Meeting

- **Hiring/Search Committee:**
 - **Administrative Assistant** – the board voted to delegate the Hiring Committee to hire an Administrative Assistant at a salary not to exceed \$35,000.00 per year and delegate the hiring of a Temporary Administrative Assistant for no more than 20 hours per week for a maximum of 60 days from start date. A motion was made by Brian Thomas and seconded by Meg Kennedy and passed unanimously.
 - **Planner/Grant Writer** – the board voted to authorize Tolga to write up an RFP to search for a person and this would be on an hourly basis. A motion was made by Joe Marino and seconded by Brian Thomas and so carried
- **Space Committee:**
 - Update re *purchase of* Office Location: Pursuit of 56-60 West Main Street or other buildings in Little Falls as both an exercise in improving the response time of the GMVLB, and to build a proposal for LISC/other partners to support. Report progress on:
 - **COMPLETED** Get appraisal
 - **COMPLETED** Seek estimates for required rehabilitation work
 - **PENDING** Structural Engineering Assessment of back wall (4/11/18)
 - Consider Commercial Loan (towards any building of the type)
 - Request portion of purchase price from LISC
 - **Adirondack Bank Office Space, Little Falls** – The lease has been sent back to the bank for their final approval. A motion was made by Joe Marino, seconded by Brian Thomas to rent the 2nd floor office space from Adirondack Bank. Motion carried unanimously. Discussion was held: the bank proposed a 5 year lease; we proposed a 3 year lease or 2 years with 6 month notice if we found another office space or a 3 year with a 30 day out.
 - Christine will negotiate to the bank, prefer a take it or leave it basis. She had talked to our attorney and he feels this is very reasonable. She has also talked to others and thinks this is very good. Karl asked “what if” they don’t like this with any flexibility to go to the 3 year.
 - Joe stated he was working directly with Joanne Grande on the 5 year lease, he does not think they are expecting the length of time we are talking about. This is more of a relationship based on that they are only charging \$1,000 a month for rent. This is going to be a good thing for them as far as advertising, etc. Joe feels we should go with a 3 year 30 day out as the option.
 - The bank was not willing to go with a 2 year 60 day out, she was stating that a bare minimum of a 3 year lease. Joe’s opinion is they are bending over for us with this lease. Presentation of 2-1/2 years will cause another go around of negotiations.
 - A motion was made to offer a three year lease with the option two, one year renewals. A motion was made by Joe Marino, seconded by Meg Kennedy and so carried.
 - **562-564 Main Street, Little Falls** – Chris mentioned that there is currently a closed diner and a consignment shop in there. This would be a much better development. The owner stated that it was flooded previously but they had gone through it from front to back. Tolga will work with John Stephens and Chris to do a cost comparison of purchase and renovations before we vote on acquisition. In order to get financing first we would need costs. He will plan on doing this and get all the information together by the June meeting. Tolga would like a motion to get an appraisal if needed. Motion made by Mark Domenico to obtain an appraisal up to \$1,500.00, seconded by Meg Kennedy and so carried.

- **Policies & Procedures/Legal**
 - ABO PARIS Reporting/Annual Audit progress, Tolga submitted ABO Board self-evaluations, which are all in. Bonadio, waiting for information from LISC, may be in to present at the June meeting. Tolga had been working with Jack Spaeth, should send a letter to him thanking him for his assistance.
 - 2018 Budget adoption, Annual Budget Deadline. A motion to approve the budget as presented by the committee was made by Brian Thomas, seconded by Meg Kennedy and so carried.
- **Project Selection Review Committee:**
 - Simple Deed & Contract for donation of properties – this was included in your packet of information, Tolga would like everyone to review it and would like to vote on it at the June meeting as we have the property in the Town of Wright, Richfield and Clapson Circle in West Winfield. Tolga will have attorney Talent review also. A motion was made for these instances by Brian Thomas, seconded by Mark Domenico and so carried.
- **Herkimer County:**
 - Tolga is still waiting for the Herkimer County Attorney's office for the deeds on the 6 properties, may need to order certified copies
 - 20-22 West Avenue, Ilion – need a motion to demolition, not to exceed #30K possibly at the same time as Abscope FEMA demolition next door. Motion was made by Brian Thomas, seconded by Meg Kennedy and so carried
 - 52 Lewis Street, Little Falls – there is a house and trailer on the property that are abandoned. This property is on the LIMBO list and the mayor is anxious to deal with attorney on fast tracking this.
 - 330 North Prospect Street, Herkimer – we need to pay the 2017 school & 2018 Town & County taxes to get the title insurance policy. Tolga states it will be approx. \$3,000 but would like approval up to \$5,000 to pay these prior to transfer.
 - 76-78 Furnace Street, Little Falls - sent notice to mortgagor that still thinks they own the property following in rem process
 - 1347 Top Notch Drive, Little Falls - closing completed, \$25K in funds received, David Dardzinski is working with John on scope and possible redesign
 - Occupied West Winfield Property, Eviction process started, notice sent
 - 459 East Main St, West Winfield, 126 Main Rd and 135 North Main St, Herkimer - John is providing access for additional clean-out quotes
 - John is exploring two remaining properties from “pre-limbo” list for final determination
 - 55 Glen Ave – this property has foundation issues and should be gutted. Would like a motion to acquire if with parking space. Motion made by Mark Domenico, seconded by Brian Thomas and so carried.
 - 208 Loomis Street – would like a motion to acquire and demo contingent on offer to purchase lot. The neighbor would like to purchase for \$5,000. Tolga stated that we would get the property free and he believes the demo would be approx. 20K-30K. Bob mentioned that we should do a public notice of sale in case there are other offers and we could possibly get more than the \$5,000. Motion was made by Mark Domenico, seconded by Brian Thomas and so carried.

- **Montgomery County:**

- 2018 Tax Foreclosure List Released, Tolga is assessing these properties. Beech Nut stabilization, resolution to enter in MOA and move forward with the first phase of clean-out and roof repairs as per County estimates. The county is working on an RFP. Attorney Tallent has reviewed. A motion to enter into an MOA with Montgomery County for stabilization efforts at a cost not to exceed \$200,000 for this project. Will work with the county on the project as far as insurance, etc. The county will retain ownership and the MOA will include that if the property is sold the LB will get money back. The MOA would include maintenance, clean-out, roof repair, stabilization. Motion was made by Meg Kennedy, seconded by Brian Thomas and so carried. A question was raised that if we spend \$200,000 and do our part and the selected developer comes in and opts to knock the building down we have nothing? We will be involved in the office plant which was going to stay and be saved. The office would be the significant part of downtown and should be saved & utilized. The total project would be 14 to 30 million. LISC is aware and approves.
- County Demo Team (asbestos/hazmat trained): discuss grants, mutual aid
- Village of Fort Plain
 - 21 State Street acquired for \$12,500
 - 58 Center Street acquired for \$10,000
 - 148 Canal Street, motion to proceed with Phase I Environmental and Hazmat assessment. A motion to obtain quotes at an expense not to exceed \$2,500 for an assessment was made by Brian Thomas, seconded by Mark Domenico and so carried.
 - 15 Douglas Street, pending more information/assessment

- **Otsego County:**

- City of Oneonta Properties/Project, John has looked at 12 properties and has contacted 7, the county has 2 properties. Will reach out to the other property owners. Will have more information next month.
- Private donation: 26 Canadarago St, Richfield Springs, demolition, Meg will reach out to the owner to sign off
- 20 Lake Street, Richfield, tax foreclosure, potential County donation. This property has 10 apartments, 2 floors, 3rd floor has a big dance floor. The roof leaks, old & ugly, the structure and foundation is sound. Recommendation is to take possession. This property would be free from the county. The only occupants are pigeons. A motion to acquire the property was made by Meg Kennedy, seconded by Mark Domenico and so carried.
- Property in Cherry Valley suffered a fire, needs to be demolished
- 503 Clapson – did vacate but they demolished & stripped all the piping, gutted the walls, etc.

- **City of Rome:**

- City Council has moved forward on sending the 4 properties we've discussed to the land bank.
- Transfer complete, scans of resolutions and other documents received from the City (Diane Kelly), need originals/certified copies.
- The Signage for properties has not been completed yet.
- Tolga needs to do a presentation to the City on the 5/50 Resolution.

- **Schoharie County:**

- 934 State Route 443, Town of Wright – we will accept as a donation deed, county will help with the demo cost. Motion to accept the property from Schoharie County was made by Brian Thomas, seconded by Mark Domenico and so carried.
- 108 Union Street, Sharon Springs, acquire from Village to rehab. This is a tax foreclosure – give it to the village, village will give it to the LB free. An estimated cost for rehab might be

\$60,000. A motion to accept the property from the Village of Sharon Springs was made by Brian Thomas, seconded by Meg Kennedy and so carried.

- **City of Utica:**

- Utica YWCA/Women's Housing Conversion/Claudette George, Tolga will follow-up with Brian after the meeting
- 1163 Mohawk Street, look into acquisition from Benderson (John)
- 1128 Hammond Ave acquisition from Castle Rock REO, previous resolution up to \$19.9K, ended up to be \$22K
- Update on 613 Columbia Street, demo status, possible additional post-demo salvage

- **Conference Updates:**

- Regional Zombie Grantee Training, Albany, Tues 4/17, LISC asked us to send two people (free)
- NY Statewide Preservation Conference, Albany, April 26-27th, Tolga went in hopes of looking at how to do the model. Pay the LB a fee.
- NYS: Leadership in Advancing Clean Energy Solutions or Low-Income Residents & Communities, Albany, May 22-23 at a cost of \$300/person but scholarships are available. Received one scholarship. Tolga and John are planning on attending and John will ask for one more scholarship to cover the cost.

New Business:

- Meet with several Adaptive Reuse Developers interested in potential Utica/Rome projects (recently made site visit to Oneida Mfg.), Beech Nut, etc. Also, old Duofold plant in Ilion? Developer Tom Casper would like to do a day in mid-June to see other sites. If anyone has any possible sites in mind to let Tolga know.
- The Policy & Procedures committee was wondering if we needed to have a Residency Sheet for the board members and/or an IMA for the FGU's appointing a board member in the county. This is because Judy does not reside in the county but works in the county. A lot of boards have members that work within the county/municipality but may not reside there and they are fine. There are no objections to her current service to the Land Bank representing Otsego County. A motion to leave Judy Pangman on the Board was made by Meg Kennedy, seconded by Mark Domenico and so carried
 - Meg asked going forward how the LB is going to handle the situation if a person resigns from the board? The person would sit on the board until such time as a replacement can be appointed by the FGU. Karl will reach out to John Stephens to assist in finding a replacement for Ray Johnson for Herkimer County.
- Next meeting will be Thursday, June 7th, 2018 @ 1:00 pm
- Motion to Adjourn Board Meeting at 3:50 pm was made by Meg Kennedy seconded by Brian Thomas and so carried.

Respectively submitted by Janine Thompson