



GREATER MOHAWK VALLEY LAND BANK

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GREATER MOHAWK VALLEY LAND BANK - GMVLB Minutes from: Tuesday, October 10, 2019 @ 1:00 PM Revision 1

In Attendance:

Karl Gustafson –Chairman; Judy Pangman – Director; Brian Thomas - Director; Meg Kennedy – Director; Joe Marino – Director; John Piseck – Director; Tolga Morawski - Executive Director; John Mazzarella - Project Manager

Guests: Jake DiBari

- Karl Gustafson called the meeting to order @ 1:00 pm
- Pledge of Allegiance
- Introduction of all in attendance
- Adopt Meeting Agenda

- The documents provided for the meeting were;
 - Agenda
 - Staff Report – John Mazzarella
 - Staff Report – Rob Albrecht
 - GMVLB Interim Financials
 - IMA – Final
 - Admin. Asst. Job Description, rev6 draft
 - MOU, final
 - Bonadio – Keeley Hines, formal communication
 - Gustafson & Wargo, Todd Steele Admin. Asst. hiring recommendation
 - Utica properties chart
 - P&L, 220 Main Road, Herkimer
 - NYCON Document Retention Policy Example
 - 13 Lower Prospect notice

Minutes: none provided

Presentation: Jake DiBari of Rome Clean and Green, provided information on the Glesmann House. Karl asked Brian and PSC pursue negotiations, make more research on a deal.

Old Business:

Staff Reports:

- Included in the packet

Executive and Finance/Audit Committee:

- John Stephens appointment renewed
- 2020 Budget: Joe M. will produce a draft document by roughly mid-week 10/16/19.
- Auditor Billing Issue, RFP for a new auditor for the Land Bank

- ADK Line-of-Credit increase
- LISC Site Visit, Tuesday, September 17th: next Friday is the deadline for Helene to sort out, ask her to sign off.
- Enterprise CRI IV project funding
- Zombie 2.0 Grant (\$200K) update, grant contract, hiring, next steps, committee: \$72K first disbursement. Zombies grant bullets to be provided to Judy P. Draft a letter to heads of each FGU to pay contribution. Revise policy to cover proper notice requirement.

Policies & Procedures/Legal

- Draft Fiscal, Document Retention Policies in packet for consideration (from Sept.)
- IMA establishing land bank expires 10/21/19, re-adopt with corrections for minor errors
- committee will meet again either Wednesday or Thursday next week

Hiring/Personnel:

- Admin Assistant Position Search Update, next steps
- Zombie Grant position search, a motion was made to go forward with this search was made by Joe Marino, seconded by Meg Kennedy and carried unanimously. Subject to funding being in place.

Space Committee:

- 27/29 Ann Street, Little Falls

Project Selection Committee

- Building Permit Costs, share assessors manual pages with the board
- Summary Abatement Update, Wade Beltramo of NYCOM & Attorney Hyde Clarke
- City of Rome:
 - Rome Clean & Green Property, Glesmann House
- City of Utica:
 - Chart of follow-up on problem/abandoned properties
- Otsego County:
 - 8 Lancaster Street, Cherry Valley, demolition MOU, a motion was made by John Piseck to proceed with the MOU provided, seconded by Meg Kennedy and carried unanimously.
 - 18 Cherry Street, Oneonta acquisition, next steps follow up with Ellen & Andrew
- Montgomery County:
 - Insurance claim for tree damage
- Herkimer County:
 - Herkimer
 - Trailer Park, 220 Main Road, Town of Herkimer Update (Tolga)
 - Park-of-the-Future Grant Application; closing details, motion made by John Piseck, seconded by Joe Marino and so carried
- Ilion
 - NCST Property, 81 South Third Avenue
 - Duofold, 7 Spruce Street asbestos survey & MOU, a motion to accept the MOU provided was made by John Piseck, seconded by Meg Kennedy and so carried.
- Little Falls
 - 208 Loomis Street, Little Falls Demo Complete

New Business

- LISC site visit, BOD emails in response re number of GMVLB projects, capacity, etc.
- NYS HCR, SONYMA, CF and other meetings re potential "Gap" Funding
- Cornell Conference on vacant and abandoned properties, October 23-24, 2019, in Ithaca

- Confirm date and time for next meeting, November 7, 2019 @ 1PM
- Motion to adjourn to executive session was made by Meg Kennedy, seconded by Brian Thomas @ 2:08 pm, so carried.
- Motion to adjourn made Joe Marino, seconded by Brian Thomas @ 2:24 pm, so carried.

Respectively submitted by Janine Thompson