

# Herkimer County Land Bank

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## Herkimer County Land Bank Board of Directors Meeting

**Date: Monday October 7, 2024 at 10AM**

**Location: Herkimer County Office Building, 109 Mary Street, Legislature Chambers**

### Meeting of the Herkimer County Land Bank (HCLB)

1. Introduction/Sign In X
2. Call Meeting to Order: James Wallace
3. Roll Call: Mr. Wallace X Mr. Campione X Mr. Donley X  
Mr. Malta X Mr. Bono X Mr. Feane \_\_\_\_\_ Ms. Enea X  
Other Present: Executive Director Michael Edwards and County Legislator Robert Schrader
4. Stand for Pledge of Allegiance: Mr. Campione lead us
5. Previous Meeting Minutes from September 4, 2024: Discussion: None  
Motion By, to accept: Mr. Malta 2<sup>nd</sup> Mr. Campione  
As printed or does anyone have any Changes: None  
For 6 Against 0
6. Treasurer Financial Report: Discussion: Ms. Enea presented a Financial Report  
Motion to accept Treasurer's report: \_\_\_\_\_  
Motion By: Mr. Donley 2<sup>nd</sup> Mr. Campione  
For 6 Against 0
7. Demolition at 128 West Smith Street Update: Discussion: Mr. Edwards stated the Demolition has been Completed and everything went very well. The vacant lot was posted for sale with bids due by October 31, 2024. Bid openings will be November 1, 2024 at 1PM in the County Legislature Chambers. Mr. Edwards will have signs made up to post on properties for sale as well as signs designating HCLB Owned properties.
8. RFP for Demolition and Rehabilitation Projects Update: Discussion: Mr. Edwards stated that we Still working with the City of Utica to get a Demolition contract with them.
9. Budget/Grant Update: Discussion: All LBI grant paperwork has been submitted  
\_\_\_\_\_  
\_\_\_\_\_

10. MVEDD Accounting/Staff Services Agreement Update: Discussion: Mr. Wallace, Mr. Edwards and Ms. Enea met with MVEDD Director and staff to discuss MVEDD doing bookkeeping, payroll and reporting Services for the HCLB. All parties are in agreement

Motion to contract with MVEDD for Bookkeeping, Payroll and Reporting Services: \_\_\_\_\_

Motion By: \_\_\_\_\_ Mr. Bono \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Mr. Campione \_\_\_\_\_

For \_\_\_\_\_ 6 \_\_\_\_\_ Against \_\_\_\_\_ 0 \_\_\_\_\_

11. Maintenance/Handyman RFP: Discussion: Mr. Edwards to check with other Land Banks

12. Engineer RFP: Discussion: Mr. Wallace discussed getting a MOU with the City of Little Falls to Utilize the City engineer when the HCLB needs and engineer. Mr. Edwards to reach out to the City for Further discussions.

13. MWBE Policy: Discussion: Mr. Edwards to review and bring recommendations next meeting

14. Web Page Design/Set Up/Maintenance Contract: Discussion: Mr. Edwards recommended using 3 Zero Creative to set up the HCLB Webpage. Only one other company submitted a proposal. The bids were Similar for the set up but one was quite higher for the annual fees.

Motion to hire 3 Zero Creative to develop HCLB Webpage:

Motion By: \_\_\_\_\_ Ms. Enea \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Mr. Campione \_\_\_\_\_

For \_\_\_\_\_ 6 \_\_\_\_\_ Against \_\_\_\_\_ 0 \_\_\_\_\_

14. Other Business: Mr Edwards discussed the following purchases: 1. Purchase some construction tools – estimate \$2000 2. Purchase Laptop/Tablet Computer for in office and field work – Estimate \$3000 3. Purchase Office Supplies - Estimate \$1000. Mr. Donley stated he had some contacts and would Get me their information. He also stated to make sure we get “good” tools.

9. Close Meeting / Next meeting To be determined Motion To Close the Meeting:

Motion By: \_\_\_\_\_ Mr. Campione \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Mr. Wallace \_\_\_\_\_

For \_\_\_\_\_ 6 \_\_\_\_\_ Against \_\_\_\_\_ 0 \_\_\_\_\_