

Herkimer County Land Bank

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Herkimer County Land Bank Board of Directors Meeting

Date: Thursday, December 12, 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 Chairman Wallace – Sign in sheet place on file
2. Call Meeting to Order: James Wallace
3. Roll Call: Mr. Wallace X Mr. Campione X Mr. Donley _____
Mr. Malta _____ Mr. Bono X Mr. Feane _____ Ms. Enea X

Other Present: Land Bank Director Edwards, County Legislator Ron Beach, Village of Frankfort Mayor Justin Smithson and Clerk Karlee Tamburo, County Legislator Robert Schrader, WKTV News and Rome Sentinal News Paper

4. Stand for Pledge of Allegiance: Ms. Enea lead us
5. Previous Meeting Minutes from October 7, 2024: Discussion: None
Motion By, to accept: _____ Mr. Bono 2nd Ms. Enea _____
As printed or does anyone have any Changes: None
For 4 Against 0
6. Treasurer Financial Report: Discussion: Ms. Enea presented the treasurers report
Motion By: _____ Mr. Bono 2nd Mr. Campione _____
For 4 Against 0
7. 128 West Smith Street Update: Discussion: Executive Director Edwards and Chairman Wallace
8. Reviewed the project. Everything is complete. Motion to accept bid of \$2,000 for the vacant lot created after the demolition. This was the only bid and is an adjoining owner.
Motion By: _____ Mr. Bono 2nd Mr. Campione _____
For 4 Against 0
8. Request to hire firm to do Asbestos Testing: Discussion: Executive Director explained Black River Testing Services submitted bid for 4 properties. Total bid was \$12,370. Executive Director will seek to attain some more proposals. Motion to hire firm to do asbestos testing of Land Bank properties, up to \$12,370.
Motion By: _____ Mr. Bono 2nd Mr. Campione _____
For 4 Against 0
9. RFP for Asbestos Abatement: Discussion: Executive Director to put together a plan proposal after all Asbestos Surveys are submitted. This should be available at the next meeting of the Land Bank for review discussion and approval.

10. RFP for Demolition Projects: Discussion: Executive Director Edwards and Chairman Wallace discussed the agreement with the City of Utica for Demolition Services. The hold up point in the agreement was the Administrative Fee the City wanted to charge. All parties have now agreed to a 15% Administrative fee. The City of Utica will complete the contract and submit it for signing. Motion to sign a contract with the City of Utica for Demolition Services.

Motion By: Mr. Campione 2nd Mr. Bono

For 4 Against 0

11. RFP for Rehabilitation Projects: Discussion: Director Edwards request approval to submit requests for proposal for three rehabilitation projects. The proposal is to see if there are interested contractors who would like to undertake a Land Bank property for rehabilitation. The contractor would be purchasing the property with a contract in place to rehabilitate the property within one year. The Land Bank Attorney reviewed the proposal and said everything was in order. Motion to submit RFP's for 3 Land Bank properties open to contractors to bid for rehabilitation.

Motion By: Ms. Enea 2nd Mr. Campione

For 4 Against 0

12. 2024 Budge Update: Discussion: Director Enea did a budget update with the Treasurers report

13. Land Bank Grant Update: Discussion: Executive Director Edwards stated everything that has been requested from the Grant Administrator has been submitted. We are waiting for final approval or further information.

14. MVEDD Accounting/Staff Services Update: Discussion: Executive Director Edwards reported ever thing was working very well and that MVEDD staff are great to work with.

15. Cleanout/Handyman RFP: Discussion: Executive Director requested permission to submit requests for proposal for cleanout services for Land Bank Properties. Motion to seek proposals and hire a firm to do clean out services.

Motion By: Mr. Bono 2nd Mr. Campione

For 4 Against 0

16. 2025 HCLB Budget: Discussion: Chairman Wallace presented the 2025 Land Bank budget approved by the Land Bank Finance Committee. Chairman Wallace stated that the Executive Director will be adding 7 hours more to his work week as well as a 3% pay increase. Motion to accept the 2025 Land Bank budget

Motion By: Mr. Campione 2nd Ms. Enea

For 4 Against 0

17. HCLB Policy Updates: Discussion: Executive Director Edwards requested approval for the following Policies; Directors Finance Committee Charter, Directors Audit Committee Charter, Directors Governance Committee Charter, Directors Real Property Committee Charter, Directors Training Policy, Privacy Policy, updated MWBE-VET-EEO Policy, Internal Control Policy, Freedom of Information Policy, Real Property Donation Policy, New Directors Orientation Policy, Directors Annual Evaluation Policy, Conflict of Interest Policy (completed and signed disclosure statement), Code of Ethics Policy(completed and signed statement of receipt and understanding of Code of Ethics) and Whistle Blower Policy

Motion By: Mr. Bono 2nd Mr. Campione

For 4 Against 0

18. HCLB Board of Directors Re-Appointments: Discussion: Executive Director Edwards submitted a letter to the County Legislature requesting approval for re-appointments to the Land Bank Board, that all members up for re-appointment were interested in being re-appointed. Mr. Edwards stated that this appointment will start a 3-year term. Wording was also requested to place a limit on the number of terms a director can be re-appointed to 4 terms or 12 years, at which time the Director may not be re-appointed for at least one full term (3 years). Legislator Schrader stated that the request was put for discussion and will be voted on at the January County Legislature meeting. He stated that there is discussion to raise the number on the Board of Directors to nine (9).

19. HCLB Board of Directors Meeting Schedule for 2025: Discussion: Executive Director Edwards discussed setting the Land Bank Board of Directors meetings the same day and time and set them up for all of 2025. County Legislator Schrader requested the meeting be held between 10am and 1pm, Director Enea said she preferred Wednesday mornings. The issue is tabled until the January meeting.

20. Communications/Resolutions/Requisitions and Vouchers: Discussion: Executive Director Edwards stated he has developed Vouchers and Requisitions to be used by the Land Bank for purchases and Invoices to be paid. He also discussed having communications and resolutions for meetings versus the way we have been bringing items for vote to the Land Bank Board. He would like to start using these January 1, 2025.

21. Other Business:

Discussion with the Village of Frankfort official at the meeting regarding working with the Land Bank to get some blighted properties rehabilitated or demolished in the Village.

22. Close Meeting / Next meeting Wednesday January 15, 2025 at 10:00AM in the Herkimer County Legislative Chambers: Motion to Close the Meeting:

Motion By: Ms. Enea 2nd Mr. Campione

For 4 Against 0