

Herkimer County Land Bank

MICHAEL L. EDWARDS

320 North Main Street-Suite 3500, Herkimer, New York 13350

Email: mledwards@herkimercounty.org

Phone: 315-867-1198

Fax: 315-867-1297

TO: Herkimer County Land Bank Board of Directors

FROM: Michael L. Edwards

DATE: April 29, 2024

SUBJECT: Land Bank Meeting

There will be a meeting of the Herkimer County Land Bank Board of Directors on Wednesday May 22, 2024 at 1:30 PM at the Herkimer County Office Building, County Legislature Chambers 109 Mary Street, Herkimer, NY 13350

Meeting of the Herkimer County Land Bank Board of Directors

A G E N D A

1. Introduction/Sign In
2. Call Meeting to Order: Chairman James Wallace
3. Roll Call of Herkimer County Land Bank Board of Directors
4. Pledge of Allegiance
5. Accept the previous meeting minutes
6. Discussion and Vote to accept Herkimer County Land Bank (HCLB)
 - a) Mission Statement
 - b) By-Laws
 - c) Policies and Procedures, and Guideline
 - Defense and Indemnification Policy
 - Real Property Acquisition Guidelines
 - Procurement of Goods and Services Policy
 - Disposition of Real and Personal Property Policy
 - Personnel Policies
 - Investment Policy
 - Credit Card Policy
 - Reimbursement and Attendance Policy
 - Sexual Harassment Policy
7. HCLB Executive Director, Discussion/Appointment/Vote
8. Legal Counsel for the HCLB, Discussion/Appointment/Vote
9. Accounting-Bookkeeping/Payroll firm for the HCLB, Discussion/Appointment/Vote
10. Auditor for the HCLB, Discussion/Appointment/Vote
11. Request and Accept funding for the HCLB, Discussion/Vote
12. 2024 HCLB Budget – Discussion/Vote
13. Financial Institution (Bank) for the HCLB, Discussion/Vote
14. Request In kind services from Herkimer County, Discussion/Vote
15. Request properties from Herkimer County and other, Discussion/Vote
16. Insurance for the HCLB (Liability, Directors and Officers, Other) Discussion/Vote
17. Other Business (NYS Land Bank Association)
18. Close Meeting
- * Next meeting to be determined