

# Herkimer County Land Bank

MICHAEL L. EDWARDS

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

Email: [mledwards@herkimercounty.org](mailto:mledwards@herkimercounty.org)

Phone: 315-867-1198

Fax: 315-867-1297

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## Herkimer County Land Bank Board of Directors Meeting

**Date:** Wednesday May 22, 2024 at 1:30 PM

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

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

1. Introduction/Sign In All present signed in on sign in sheet
2. Call Meeting to Order: James Wallace
3. Roll Call: Mr. Wallace   X   Mr. Campione   X   Mr. Donley \_\_\_\_\_  
Mr. Malta   X   Mr. Bono   X   Mr. Feane \_\_\_\_\_ Ms. Enea   X    
Other Present: Michael Edwards and County Attorney Lewandrowski
4. Stand for Pledge of Allegiance:   Ms. Lewandrowski   lead us
5. Previous Meeting Minutes:  
Motion By, to accept:   Mr. Campione     2<sup>nd</sup>     Mr. Bono    
As printed or does anyone have any Changes:   None    
  For     5     Against     0
6. A) Herkimer County Land Bank **Mission Statement**, Discussion/Vote:  
  Motion for 6. A, B and C    
Motion By, to accept:   Mr. Campione     2<sup>nd</sup>     Ms. Enea    
  For     5     Against     0    
B) Herkimer County Land Bank **By-Laws**, Discussion/Vote:  
Motion   Mr. Campione     2<sup>nd</sup>     Ms. Enea    
  For     5     Against     0    
C) Herkimer County Land Bank **Policies and Procedures and Guidelines**, Discussion/Vote:  
Motion By, to accept:   Mr. Campione     2<sup>nd</sup>     Ms. Enea    
  For     5     Against     0

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7. Appointment of Herkimer County Land Bank Executive Director, Discussion/Vote:

Request Mr. Edwards leave the Chambers by Chairman Wallace

Motion to appoint: (Name Michael Edwards)

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

For 5 Against 0

8. Discussion on Legal Counsel for Herkimer County Land Bank, Appointment/Vote:

Mr. Edwards recommended Attorney John Joslin as the Land Bank Attorney, he resides in

Herkimer County and has his practice in Herkimer County

Motion to appoint: (Name John Joslin)

Motion By: Mr. Campione 2<sup>nd</sup> Mr. Malta

For 5 Against 0

9. Discussion on Accounting-Bookkeeping-Payroll Firms for Herkimer County Land Bank,

Appointment/Vote:

1. Ms. Enea recommended appointing Michelle Gilbert as the Land Bank Bookkeeper

It was noted that Ms. Enea had reached out to the County Auditor to get their opinion if there is any conflict of interest. The auditor stated there was not a conflict as Ms. Gilbert would be a contract employee of the HCLB.

Motion By: Mr. Malta 2<sup>nd</sup> Mr. Bono

For 5 Against 0

2. Approve APEX Payroll Service to hand payroll for the Land Bank

Motion By: Ms. Enea 2<sup>nd</sup> Mr. Bono

For 5 Against 0

10. Appointment of Auditor for Herkimer County Land Bank, Discussion/Vote:

Motion to appoint: (Name D'Arcangelo & Co)

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

For 5 Against 0

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11. Acceptance of Funding (County, Town, City, Village, Grants, Other) for Herkimer County Land Bank,

Discussion/Vote: Chairman Wallace requested approval to accept funding from Herkimer County, Towns, Villages, City or State of New York as well as donations to the HCLB.

HCLB. Mr. Malta asked the question if there were any conflicts with Legislator who are also on the

HCLB Board voting to approve this funding. Mr. Wallace stated there was not.

Motion By: Mr. Bono 2<sup>nd</sup> Mr. Malta

For 5 Against 0

12. Approve the 2024 HCLB Budget, Discussion/Vote:  
Chairman Wallace with the acceptance of funding above requests approval of the 2024 HCLB budget.

Motion By: Mr. Bono 2<sup>nd</sup> Mr. Malta

For 5 Against 0

13. Appoint a Financial Institution (Bank) for Herkimer County Land Bank, Discussion/Vote:

Ms. Enea stated she had been in contact with Adirondack Bank as well as M&T and did not receive a

Reply from Bank of Utica. Ms. Enea recommended appointing Adirondack Bank as the designated

Financial Institution for the HCLB.

Motion By: Mr. Malta 2<sup>nd</sup> Mr. Campione

For 5 Against 0

14. Acceptance of In-Kind Services (office space, furniture, internet, computer, phone, mail, legal and other) from Herkimer County for Herkimer County Land Bank, Discussion/Vote:

Chairman Wallace discussed some of the in-kind services from Herkimer County including; office

Space, office furniture, computer, telephone, internet, mail, legal and other as requested.

Motion By: Mr. Bono 2<sup>nd</sup> Mr. Malta

For 5 Against 0

15. Acceptance of Properties from Herkimer County (In-Rem and Other), Discussion/Vote:

Ms. Enea reviewed a list of properties left off the County In-Rem list to be turned over to the HCLB.

Ms. Enea gave each board member a copy of the list of properties. Mr. Bono asked about a specific

property stating the property owner is willing follow any requirements set by the HCLB. Mr. Edwards

explained that at this time the HCLB initial focus would be on the In-Rem properties. The property

Mr. Bono is talking about is on the Zombie list. Mr. Edwards did explain that in the next few months

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he would sit down with the HCLB properties committed and start the process of going through the  
Zombie property list to see any projects that could be started.

Motion By: Mr. Bono 2<sup>nd</sup> Ms. Enea

For 5 Against 0

16. Land Bank Insurance Requirements (Liability, Directors and Officers, Other) Discussion/Vote:

Mr. Edwards stated he had spoken with Sherri Ferdula, County Budget Officer who would contact  
Mang Insurance (Mr. VanGorder) for a quote.

This was tabled until the next meeting to review the policy/quote

17. Other Business, Discussion/Vote:

1. Mr. Edwards requested that the HCLB join the NYS Land Bank Association at \$2000/ year

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

For 5 Against 0

2. Mr. Edwards requested permission to apply/request any grants or New York State Funding

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

For 5 Against 0

3. Ms Enea handed out a list of vendors for appraisal services and requested any property to be  
Taken will need to immediately need to have an appraisal done.

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

For 5 Against 0

4. Ms. Enea explained getting a debit card through Adirondack Bank. Authorized users will be  
Chairman Wallae, Ms. Enea and Mr. Edwards. Ms. Enea also explained that there is a two person  
Authorization for all purchases.

Motion(s) By: 2<sup>nd</sup>

For Against

18. Close Meeting / Next meeting To be announced, Legislature Chambers, Vote:

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

For 5 Against 0