

# 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

---

## Herkimer County Land Bank Board of Directors Meeting

**Date:** Thursday August 8, 2024 at 10 am

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

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

1. Introduction/Sign In: Everyone present signed in
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 X Ms. Enea X  
Other Present: HCLB Executive Director, Michael Edwards, Herkimer County Legislator Robert Schrader and Attorney John Joslin
4. Stand for Pledge of Allegiance: Mr. Bono lead us
5. Previous Meeting Minutes:  
Motion By, to accept: Mr. Bono 2<sup>nd</sup> Mr. Malta  
As printed or does anyone have any Changes: No Changes  
For 6 Against 0
6. Introduction of Land Bank Attorney: John Joslin  
Contract signed by Chairman Wallace and Attorney John Joslin
7. Treasurer Financial Report  
Ms. Enea submitted and presented the financial report. No further discussion  
Motion to accept Treasurers Financial report:  
Motion By: Mr. Feane 2<sup>nd</sup> Mr. Bono  
For 6 Against 0
8. Auditor Update:  
Kim Enea updated the board that we still have not received contract from D'Arangelo Auditors
9. Discussion on Accounting-Bookkeeping-Payroll Firms for Herkimer County Land Bank,  
The Land Bank Bookkeeper Michelle Gilbert has resigned her position. Discussion among Board members to reach out with names of possible bookkeepers for the Land Bank. Mr. Edwards stated he would fill in until one is found. He stated we may have to use the firm in Syracuse if no one is found by the September meeting.

# 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

---

10. Properties turned over to Land Bank update:  
Kim Enea stated that all 12 properties have been turned over to the Land Bank.

11. Officers liability insurance update: Insurance on properties:

Kim Enea stated that she was not the one handling the insurance. Mr. Wallace stated that Ms. Ferdulla, the County budget officer had been in contact with Mang Insurance and that we had liability coverage on all of the properties as officers and directors. Mr. Edwards requested a follow up to see where the policy and bill are at.

12. Demolition Contract update: Discussion- RFP

Mr. Edwards stated we are still in talks with the City of Utica. We hope to have a contract by the  
Next board meeting. If not than we should put out an RFP. Mr. Edwards will have the paperwork ready  
If we do not end up contracting with the City of Utica. Discussion on the emergency demolition of  
128 West Smith Street. Mr. Edwards to meet with the Village Codes Official for documentation regarding  
The property, specifically that it is an unsafe structure and needs to be demolished. Attorney Joslin will  
Do research as to the legal requirement for emergency demolition. The Board did take a motion and vote to  
Do the emergency demolition if all legal requirements and documentation is in place. Mr. Wallace stated  
We will need to get three bids.

Motion was made by Mr. Campione and Mr. Malta and seconded by Mr. Bono

No further discussion

Motion for: 6 yes      Motion against: 0

13. Website Discussion:

Mike Edwards discussed getting our website moving forward. He has a meeting with Roser Communication In the morning. He also asked the board members if they know anyone who does web page set up and Design to let him know.

14. NY Land Bank Association update:

Mr. Edwards updated the board that we are now members of the New York Land Bank Association. With The membership there are many documents available for use for members.

15. Other Business, Discussion/Vote:

1. Mr. Edwards discussed getting a handyman to do very basic services as requested. He asked if anyone had Someone in mind to let him know.

2. Discussion on Workers Compensation Insurance. Ms. Enea finally received a quote and a motion was made to go with the quote by Mr. Bono seconded by Mr. Malta. All in favor none opposed.

3. Mr. Edwards discussed getting RFP's for hourly engineering services as needed. To be discussed further At the next meeting.

4. Mr. Edwards discussed getting a fire proof safe or filing cabinet. Mr. Bono suggested seeing if there was an area in the County Vault that we can use. Mr. Edwards will look into that.

5. Mr. discussed the need to make sure we are following MWBE requirements.

16. Close Meeting / Next meeting To Be Determined

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

For                      6                      Against                      0