HERKIMER COUNTY LAND BANK
"Revitalizing Herkimer County One Property at a Time"

109 Mary Street, Suite 1310, Herkimer, New York 13350
Phone: 315-867-1650
Email: hclb@herkimercountyny.gov

TO: Herkimer County Land Bank Board of Directors

FROM: Michael L. Edwards

SUBJECT: Land Bank Meeting Minutes

Meeting Date: Wednesday January 21, 2026 at 10AM

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

1. Introduction/Sign In Mr. Wallace
2. Call Meeting to Order: James Wallace
3. Roll Call: Mr. Wallace X Mr. Campione X Mr. Donley X
   Ms. Bennett X Mr. Bono X Ms. Enea X Mr. Paul
   Other Present: Mr. Edwards, Mr. Lucenti and Mr, Malta – Director Bono came in mid meeting
4. Stand for Pledge of Allegiance: Ms. Enea lead us
5. Previous Meeting Minutes from November 19, 2025: Discussion: None

Motion By, to accept: Mr. Campione 2nd Mr. Donely

As printed or anyone have changes: None

For 5 Against 0

6. Treasurer - Financial Report: Discussion: Kim Enea

Motion to accept Treasurer's report: Mr. Donely 2nd Ms. Bennett

For 5 Against 0

7. Organizational Meeting Land Bank Officers

- **Nomination/Vote for Land Bank Officers (Chairman):** Discussion:

Chairman Nomination(s): Nomination for Mr. Wallace to continue as Chairman of the Land Bank

Nominated By: Ms. Enea 2nd By: Mr. Donely

For 5 Against 0

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Peter J. Campione, Vice Chairman
Kimberlee Enea, Treasurer
Cynthia Bennett, Director
Raymond Donley, Director
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- **Nomination/Vote for Land Bank Officers (Vice Chariman):** Discussion:_____

Vice Chairman Nomination(s): Nomination for Mr. Campione to continue as the Land Bank Vice Chairman

Nominated By: Mr. Donley 2nd By: Ms. Bennett

For 5 Against 0

- **Nomination/Vote for Land Bank Officers (Secretary):** Discussion:_____

Secretary Nomination(s): **Ms. Bennett**

Nominated By: Mr. Donley 2nd By: Mr. Campione

For 5 Against 0

- **Nomination/Vote for Land Bank Officers (Treasurer):** Discussion:_____

Treasurer Nomination(s): Nomination for Ms. Enea to continue as the Land Bank Treasurer

Nominated By: Ms. Bennett 2nd By: Mr. Campione

For 5 Against 0

- **Land Bank Committee Assignments set by the Chairman:**

a. Audit and Finance Committee: Chairman Wallace, Vice Chairman Campione and Treasurer Enea
b. Property Committee: Director Donley, Treasurer Enea, Director Paul
c. Governance Committee: Chairman Wallace, Vice Chairman Campione, Director Bennett, Director Bono

8. Demolition Projects Update-Invoice-Discussion: All Demolitions are fully completed. Notices were sent to all adjoining owners offering the lots via the side lot program. Payment reimbursement was submitted to HCR and is being processed. The WMBE was corrected and resubmitted.
   - Potential demolitions in 2026? City of Little Falls, other?
   - The Board will look into potential demolition projects and submit by the March meeting.

9. Rehabilitation Projects Update: Discussion: Mr. Edwards stated the redevelopment of 161-163 E. Main St. Property in Ilion and the 116 S. Washington St. properties are proceeding forward. I spoke with a Village of Mohawk trustee about 25 Michigan St. and the stop work order and an unsafe structure posting on the house. He was going to discuss the issue with the mayor.
   - Properties that were taken this past year via In Rem have been posted for redevelopment.
   - A form has been posted on our web page for any contractor interested in doing redevelopment projects for the land bank.
   - Starting the process for redevelopment of three land bank properties that we will oversee. Paperwork being prepared for HCR's approval.
   - Preparing paperwork for an extension of redevelopment funds
   - Once title is received for the Route 5S property, I will start the process of eviction.
   - Other

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10. Vacant Lots – Side Lot Program: Discussion-Sales: Still waiting for paperwork for the Pullman Street lot. All bids for the Side Lot Program have been received and are as follows:
    - 104 Zoller Ave., Herkimer and adjoining lot: _____
    - 216 Bellinger Ave., Herkimer: _____
    - 3 Webster St., Little Falls: _____
    - 41 Casler St., Little Falls: _____
    - 10 Maple Pl., Ilion: _____
    - 106 Lock St., Frankfort: _____

    Motion to approve the bids and sale of the side lots:

    Any further discussion: None

    Motion By: Mr. Donely 2nd Mr. Campione

    For 5 Against 0

11. 900 State Route 5S property. Mr. Edwards discussed the County turning over to the Land Bank for sale or redevelopment. First thing will be the eviction of the current tenants. Once the property is clear an evaluation will be done to see exactly what can be done with the property.

Motion to start the eviction process once we have title to the property:

Motion By: Mr. Donley 2nd Mr. Bono

For 6 Against 0

12. Appraiser Update: Discussion: Mr. Edwards reported that the Appraiser should have all the appraisals done and reports to us by the end of January.

13. Properties listed for redevelopment: Mr. Edwards reported that all properties have been posted and that they are returnable by February 17, 2026. I may call for a special meeting in March to accept or reject the bids.

14. Contractors Discussion (For Land Bank Rehab Projects): Mr. Edwards asked if you know contractors let them know we have work and putting a list together. There is a form on our website for contractors to sign up.

15. City of Little Falls request for a demolition: Discussion: Mr. Edwards said he had received a request from the City Codes Officer for assistance with the demolition of 80-82 Furnace Street, Little Falls. Mr. Edwards stated that the property was still in the owner's name and that nothing could be done until title was attained. Mr. Edwards stated that he has explained a couple of times that the methods to get title are an Article 19 proceeding, the homeowner may donate the property or the County In Rem process. Mr. Campione and Ms. Enea will follow up with the mayor.

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16. Hire an Auditor to complete the required Annual Land Bank Audit: D'Arcangelo has submitted a proposal

Motion To: Mr. Wallace and Ms. Enea recommended we hire D'Arcangelo & Co. to complete the Land Bank Audit:

Motion By: Ms. Enea 2nd Mr. Bono

For 6 Against 0

17. Adopt a Land Bank Property Donation Policy: Discussion:

Motion To: Adopt the Land Bank Property Donation Policy

Motion By: Ms. Enea 2nd Ms. Bennett

For 6 Against 0

18. Other Business: 1. Mr. Edwards said he will get the information for the ABO Training to Director Robert Paul 2. Mr. Edwards stated that MVEDD is working on our Sales Tax exemption. 3. Mr. Wallace stated that Herkimer County budgeted $100,000 toward our 2026budget. 4. Mr. Edwards discussed hiring a surveyor to divide a parcel on Newport Road and give a portion to the Schuyler Fire Department.; Discussion: Mr. Donley stated that we should check with the planning board of the town to make sure we can do this. Mr. Edwards and Ms. Enea will meet with the Town of Schuyler Planning Board regarding the proposal. 5. Mr. Wallace asked about the maintenance person to assist with basic tasks for the Land Bank properties. Mr. Edwards stated the board has previously approved hiring a person but we are just now going to do it. Mr. Edwards said that he has a proposal from RTC Paving to do basic maintenance task as requested, the rate is $50 per hour and they are available 24/7.

Motion To: Hire a Land Surveyor (Emrich Land Surveying) to divide a parcel at a cost of $2000 pending Town of Schuyler Planning Board approval.

Motion By: 2nd

*****Motion tabled until we have approval from the Town of Schuyler**

Motion To: Hire RTC Paving as on call maintenance at a rate of $50 per hour

Motion By: Ms. Enea 2nd Ms. Bono

For 6 Against 0

Any other business:

19. Motion to close meeting, next meeting scheduled is Wednesday March 18, 2026– 10AM in the Herkimer County Legislature Chambers.

Motion to close by: Mr. Campione 2nd Mr. Donley

For 6 Against 0

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