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To: Board of Directors; Greater Syracuse Property Development Corporation  
John Sidd  
From: Katelyn Wright  
Date: July 14, 2016  
Re: Board of Directors Meeting – July 19, 2016

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The Greater Syracuse Property Development Corporation will hold a Regular Meeting of the Board of Directors on **Tuesday, July 19, 2016 at 8:00 A.M.** in the third floor conference room at the CNY Philanthropy Center at 431 E. Fayette Street, Syracuse, NY 13202.

- I. Call to order**
- II. Roll Call**
- III. Proof of Notice**
- IV. Minutes**  
June 21, 2016
- V. Committee Reports**
  - A. Finance Committee 7/13/16 – minutes attached
- VI. Executive Summary & Financial Statements**
- VII. New Business**
  - A. Authorize the Sale of Multiple Properties
  - B. Authorize the Noncompetitive Sale of Multiple Properties
  - C. Authorize sale of 604 N McBride to Lorie Newcombe
  - D. Adopt amended Procurement Policy
  - E. Accept certain Phase XI properties from the City of Syracuse

Procurements

- F. Enter into a contract for sidewalk repair/replacement not to exceed \$23,200
- G. Enter into a contract to demolish 109 Titus Alley
- H. Pay 16-17 City/School bills
- I. Pay 2016 County bills on recent acquisitions
- J. Authorize contract for renovations at 220 Oakley
- K. Renew Workers Compensation Insurance Policy

- VIII. Discussion**
  - A. Update on 2016 Demolition Pipeline
  - B. Update on 2016/17 City funding contract
  - C. Update on 2016 County Funding

- IX. Adjournment**



**PLEASE POST**

**PLEASE POST**

**PLEASE POST**

PUBLIC MEETING NOTICE

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

HAS SCHEDULED A BOARD OF DIRECTORS MEETING

FOR

8:00 AM Tuesday, July 19, 2016

At

The CNY Philanthropy Center  
431 E. Fayette Street  
Third Floor Conference Room  
Syracuse, NY 13202

For more information, please contact Katelyn Wright at 315-422-2301 or  
[kwright@syracuselandbank.org](mailto:kwright@syracuselandbank.org)

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

CERTIFICATE REGARDING NO CONFLICT OF INTEREST

MEETING DATE: July 19, 2016

The Greater Syracuse Property Development Corporation (the “GSPDC”) has this day considered numerous business items (each a “Transaction”) including, but not limited to, the sale of real or personal property to, undertaking projects with or on behalf of, and entering contracts with, certain individuals and business entities (each a “Stakeholder”).

I, the undersigned director, officer or employee of GSPDC, **DO HEREBY CERTIFY**, as follows:

1. I do not have any interest with regard to any Transaction which would cause the Transaction to be deemed a “related party transaction” (as defined in Section 102[a][24] of the New York Not-For-Profit Corporation Law), and no Relative (as defined in Section 102[a][22] of the New York Not-For-Profit Corporation Law) of mine or entity in which I have an ownership or beneficial interest has any such interest.

A “related party” as defined under Section 102(a)(23) of the New York Not-For-Profit Corporation Law means: (a) any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; (b) any relative of any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; or (c) any entity in which any individual described in clauses (a) and (b) above has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

A “related party transaction” as defined under Section 102(a)(24) of the New York Not-For-Profit Corporation Law means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the GSPDC or any affiliate of the GSPDC is a participant.

2. I do not have any interest in, or relationship with, any Stakeholder which would violate the GSPDC’s Code of Ethics, Section 1614 of the New York Not-for-Profit Corporation Law, Sections 73 or 74 of the New York Public Officers Law, or Section 4.15 of the Intermunicipal Agreement between Onondaga County and the City of Syracuse dated March 27, 2012 or which would create a potential conflict of interest as defined pursuant to Article VIII of the Bylaws of the GSPDC.
3. The nature and extent of any interest I may have in any Stakeholder or Transaction is described in Exhibit A annexed hereto, such disclosure to be made a part of and set forth in the official minutes of the GSPDC.

**BOARD OF DIRECTORS:**

\_\_\_\_\_  
Vito Sciscioli, Chair

\_\_\_\_\_  
Daniel Barnaba, Treasurer

\_\_\_\_\_  
El-Java Williams Abdul-Qadir

\_\_\_\_\_  
James Corbett, Vice Chair

\_\_\_\_\_  
Julie Cerio

**STAFF:**

\_\_\_\_\_  
Katelyn E. Wright, Executive Director

\_\_\_\_\_  
Benjamin Gray

\_\_\_\_\_  
Patrick Stanczyk

\_\_\_\_\_  
Jake Thorsen

\_\_\_\_\_  
David Rowe

\_\_\_\_\_  
Chamar Otis



## Minutes

Greater Syracuse Property Development Corporation  
Board of Directors Meeting  
Tuesday, June 21, 2016  
431 E. Fayette Street, 3<sup>rd</sup> Floor Conference Room  
Syracuse, NY 13202

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**Board of Directors Present:** Vito Sciscioli, Daniel Barnaba, Julie Cerio, El Java Abdul-Qadir, Jim Corbett

**Others Present:** John Sidd, Katelyn Wright, Patrick Stanczyk, Ben Gray, David Rowe, Jake Thorsen, Chamar Otis, Kerry Quaglia, Laura Haley, Phil Berrigan, Bob Dougherty, Jeff Hinton, Rich Puchalski, Phyllip Martin, Paul Driscoll, Stephanie Pasquale, Dan Hoosock, Edward Napiorkowski, James Wilson

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### I. Call to order

Vito Sciscioli called the meeting to order at 8:01 AM.

### II. Roll Call

Mr. Sciscioli noted that all board members were present.

### III. Proof of Notice

Mr. Sciscioli confirmed that public notice of the meeting was adequately posted.

### IV. Minutes

Julie Cerio moved to approve the minutes of the May 17, 2016 board meeting. Jim Corbett seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE MAY 17, 2016 MEETING.**

### V. Executive Summary & Financial Statements

Patrick Stanczyk informed the board that their packet includes a current year-to-date financial statement compared to the previous year-to-date statement, noting that this report isn't typically included. Ms. Wright mentioned that a few significant shifts result from the fact that the Land Bank is no longer required to pay recording fees for deeds or mortgages and that the County's 2016 waiver of sewer unit charges has significantly reduced that expense for the 2016 year. Pat Stanczyk walked the board through a budget-to-actual comparison, as well.

### VI. New Business

#### A. Authorize the Non-Competitive Sale of Multiple Properties

Ms. Wright noted that there were several sales this month that there was only one logical buyer and in those noncompetitive sales would require separate resolutions. John Sidd suggested that in future months those could be bundled on one resolution pertaining to non-competitive sales the way competitive sales are bundled.

Ms. Wright reminded the board that the purchase of 707 North Street from Fannie Mae using County funds restricted to the purchase of bank-owned properties had been previously authorized by the board and that Home Headquarters owns 705 First North Street next-door and intends to demolish both properties to build a new residential house. Ms. Wright explained that Home Headquarters has been working with the City on this coordinated plan and is uniquely qualified because they own the property next door and have secured grant funding for the demolition and construction of a new single family home. Dan Barnaba moved to approve the sale of 707 North Street to Home Headquarters. Julie Cerio seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE SALE OF 707 NORTH ST.**

Ms. Wright explained that 629 and 637-39 Oneida Street are two industrially zoned vacant lots. The lots have been maintained by Tompkins USA for many years and are fenced in within their existing parking lot. Ms. Wright continued to explain that they're too small to provide a likely site for new construction and so due to the lots' size and location, Tompkins USA is the only logical buyer. Jim Corbett moved to approve the sale of 629 and 637-39 Oneida Street to Tompkins USA. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE SALE OF 629 AND 637-39 ONEIDA ST.**

Ms. Wright explained that 507 Hawley Avenue was slated for demolition due to its extremely deteriorated state. Ms. Wright stated that Sheldon Williams, the next door neighbor to 507 Hawley and a local architect, has found a willing investor who can cost-effectively renovate the property because he plans to sell it to his employee, who will owner-occupy, but will also complete much of the labor himself as a way to 'earn' some sweat equity in the project and reduce his purchase price. She noted that the property is structurally sound but has extensive water damage and needs to be completely gutted down to the studs and rebuilt. The buyer is uniquely qualified as the only party willing to save this demolition candidate and the unique plan to redevelop for his employee and thereby reduce the cash expense associated with the renovation. Jim Corbett moved to authorize the sale of 507 Hawley Avenue to Robert Perry. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE SALE OF 507 HAWLEY AVE.**

Ms. Wright explained that the buyer of 141 Wood Avenue was the occupant at the time of foreclosure and they are entitled to the first opportunity to purchase (noncompetitively) per the Land Bank's Tenant to Homeowner program. In this case staff further recommend that the house will be sold at less than appraised value since they can only qualify for a \$12,000 mortgage, but that it will benefit the block to have this house owner occupied and help this family remain in an affordable home. The difference of the purchase price and the appraised value will be held as a lien against the property for five years to guarantee that they remain living in this home. Julie Cerio moved to approve the sale of 141 Wood Ave. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE SALE OF 141 WOOD AVE.**

Ms. Wright informed the board that 145 East Cheltenham Road was another property that was slated for demolition. The property was listed for sale in the summer of 2015 and remained on the market for 92 days. Not finding any buyers, the Land Bank asked Home Headquarters to look at renovating the property with AG funds. HHQ recommended demolishing the house and sought financing to construct new home on the lot. Ms. Wright stated that Ultraclean was then assigned to demolish the property. After their review of the property, Dwell Equity, an entity with the same owner as Ultraclean, offered to renovate the property and sell it to an owner-occupant. The buyer has agreed to the Land Bank's minimum renovation plan and to some additional exterior work. Ms. Wright explained that this sale would facilitate a privately funded renovation and allow the Land Bank to use those demolition funds elsewhere. Jim Corbett moved to approve the sale of 145 East Cheltenham Road. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE SALE OF 145 EAST CHELTENHAM RD.**

#### **B. Authorize the Sale of Multiple Properties**

Katelyn Wright referred the board to Schedule A attached to the resolution to sell multiple properties in their agenda packet. Ms. Wright summarized the sale of multiple properties.

Ms. Wright noted that she was informed late the day before that there was a third party interested in purchasing 2520 S. Salina St. and asked whether the board would prefer to hold this item. The board discussed whether it should opt to table the sale for thirty days in order to allow this third party to submit a bid. Vito Sciscioli stated that in his opinion the nontraditional use proposed by APD Solutions would be successful at this location as opposed to a traditional multi-family residential. The board opted to move forward the proposed sale to APD Solutions and not to amend Schedule A.

Julie Cerio moved to pass a resolution to sell multiple properties. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF MULTIPLE PROPERTIES.**

**C. Authorize Entering into a Lease with The Lamar Companies for 808 W. Belden Ave**

Ms. Wright noted that the lease agreement previously discussed with the board and been finalized and that Lamar had again raised the price they were offering, now to \$10,500 per year for a 20-year lease. Jim Corbett moved to pass a resolution to authorize entering into a lease with The Lamar Companies at 808 W. Belden Ave. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING ENTERING INTO A 20 YEAR LEASE WITH THE LAMAR COMPANIES FOR 808 W. BELDEN AVE.**

**D. Authorize Acquisition of 139 Nelson Street from SURA for \$251**

Ms. Wright directed the board to a map of Nelson Street in their agenda packet, which displays that the Land Bank owns multiple properties on Nelson Street and is slated to acquire many more, including a property adjacent to this one, through the City's foreclosure process. She recommended that it would make sense to acquire as much as possible on this block for site assembly. Dan Barnaba moved to pass a resolution authorizing the acquisition of 139 Nelson Street from SURA for \$251. Jim Corbett seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION TO AUTHORIZE ACQUISITION OF 139 NELSON STREET FROM SURA FOR \$251.**

**E. Authorize Acquisition of Multiple Properties from the City of Syracuse**

Ms. Wright directed the board to a list of properties in their agenda packet, which the City of Syracuse has requested the Land Bank take title to. Ms. Wright explained that the majority of these properties are vacant lots next to properties already owned by the Land Bank and that they wished to acquire them to merge with their existing property. A few others are problem properties that neighborhood groups have requested the Land Bank acquire and remedy ASAP.

Dan Barnaba moved to pass a resolution to authorize the acquisition of multiple properties from the City of Syracuse. Julie Cerio seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZE THE ACQUISITION OF MULTIPLE PROPERTIES FROM THE CITY OF SYRACUSE.**

**F. Procure As-Built Floorplans and Cross-Section of South Presbyterian Church**

Katelyn Wright recommended that the Land Bank procure as-built floorplans and a cross-section of South Presbyterian Church. Ms. Wright explained that hiring a student would dramatically reduce the cost of these drawings as opposed to hiring an architectural firm and explained that she recommends this be a sole source procurement since this student was local and uniquely qualified to complete the work. Ms. Wright stated that it is her intention to attach these plans to an RFQ to help secure a qualified developer. Ms. Wright reminded the board that Land Bank has hired consultants to draft a nomination to get this building listed on the National Register of Historic Places so that the ultimate developer can avail themselves of historic rehabilitation tax credits. Vito Sciscioli noted that any steps like this that can be taken to make this property more attractive to private investment will be important to marketing this property for return to productive use.

Jim Corbett moved to pass a resolution to as-built drawings of South Presbyterian Church. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZE THE PROCUREMENT OF AS-BUILT DRAWINGS OF SOUTH PRESBYTERIAN CHURCH.**

**G. Procure sidewalk replacements at 130 Elmhurst and 427 Elliott**

Ms. Wright explained that Michael McConnell Concrete, Inc. was the lowest bidder for these sidewalk replacement jobs and that AG grant funds would be used to fund the sidewalk replacement at both of these locations. Jim Corbett moved to procure sidewalk replacements at 130 Elmhurst and 427 Elliott. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZE THE PROCUREMENT OF SIDEWALK REPLACEMENTS AT 130 ELMHURST AND 427 ELLIOTT.**

#### **H. Authorize Entering into a Property Preservation Services Contract with Mitchell Construction**

Ben Gray explained that the Land Bank is currently under contract with Dee's Property Maintenance for property preservation services. Mr. Gray explained that Dee's has been unable to keep up with the volume of work needed by the Land Bank and that they've asked to terminate their contract. Ms. Wright directed the board's attention to their packets, which include an excerpt from the December 2015 agenda packets that outlined responses to the Property Preservation Services RFP. She explained that the next lowest bidder had been Mitchell's Construction Solutions. She asked that since it was now mid-2016 that the contract runs through the end of the year with an option to renew through the end of 2017.

Jim Corbett moved to enter into a Property Preservation Services contract with Mitchell's Construction. El-Java Abdul-Qadir seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZED ENTERING INTO A PROPERTY PERSERVATION CONTRACT WITH MITCHELL CONSTRUCTION.**

#### **I. Authorization to Pay County Special Assessments on Select Occupied Properties**

Ms. Wright explained that the funding agreement between the Land Bank and the County calls for the waiver of sewer unit charges levied against vacant residential properties and that there were a handful of properties that they'd expected to be vacated by now, but that were still occupied and would need to be paid. She explained that she was seeking authorization to pay the specials on six properties totaling \$2,530.58.

Julie Cerio moved to pay County special assessments on select occupied properties. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZED THE PAYMENT OF COUNTY SPECIAL ASSESSMENTS ON SELECT OCCUPIED PROPERTIES.**

#### **J. Authorize Payment of Water Shut-Off Fees up to \$40,000**

Ms. Wright stated that the water department charges \$1,000 for each water service removal that is conducted prior to a demolition. She noted that given the Land Bank's procurement policy they've been issuing checks for these one at a time and it would be more efficient to have the board's authorization for up to \$40,000 in water kill fees so that payments can be bundled and since these charges are nonnegotiable and can't be competitively bid.

Jim Corbett moved to authorize staff to issue payments for up to \$40,000 in water kill fees for demolitions. Julie Cerio seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZE PAYMENT OF WATER SHUT-OFF FEES UP TO \$40,000.**

#### **K. Two Foreclosure Appeals**

Ms. Wright restate the section of the Disposition Policy that outlines criteria that should be considered when a foreclosed owner appeals to purchase their property back from the Land Bank. She informed the board that the former owners of 243 W. Borden Ave. and 124 Davis St. wished to purchase these properties back from the Land Bank. She stated that the former owner of 243 W. Borden had enough funds in hand to pay the City what was owed at the time of foreclosure, but that the former owner of 124 Davis had not demonstrated this and so she recommended that if the board opts to sell her the property back that they approve this contingent upon her being able to make the City and Land Bank whole within 30 days.

She explained that it was up to the board to decide whether or not the reasons these former owners provided for their failure to avoid foreclosure reasonably justify selling the property back to them. She reported that the owner of 243 W. Borden was hospitalized at the time the foreclosure notifications were sent out. She reports that her husband received the notices, but misplaced them due to dementia and that someone in the Finance office had verbally told her that she had more time to pay, but was then quickly foreclosed upon.

Ms. Wright stated that the former owner of 124 Davis St. stated that she was in the process of getting a loan to pay the back taxes but lost her job right before the foreclosure deadline and was denied the loan. Ms. Cruz was now gainfully

employed and states that she will be able to pay the back taxes and keep current moving forward, but hasn't provided documentation of this.

Ms. Wright stated that amount that was owed in taxes at the time of the foreclosure would be due at closing and recommended that if the board was inclined to grant these appeals they should make it contingent upon closing would be within thirty days of this decision. Jim Corbett moved to authorize the sale of 243 W. Borden Ave. and 124 Davis St. to the former owners for the amount that was due in taxes at the time of foreclosure and in an amount that would make the Land Bank whole for its costs associated with the properties. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO AUTHORIZE THE SALE OF 243 W. BORDEN AVE. AND 124 DAVIS ST. TO THE FORMER OWNERS.**

## **VII. Discussion**

- **Approach to Future Renovations**

Ms. Wright stated that she would like to call a meeting of the Finance Committee to discuss the Land Bank's procurement policy and how it could be adjusted to allow future renovations to be managed more efficiently. Ms. Wright explained that the final numbers regarding 4 Travers' project costs will be available for discussion at this meeting and that she'd like to discuss how the Land Bank will bid out and manage projects like this in the future, as well.

- **Update on Addis Building**

Ms. Sidd informed the board that the Land Bank has officially sold the Addis Building. Ms. Wright stated that excluding pending legal bills for the closing the Land Bank should net approximately \$40,000 on the sale of the building.

- **Housing Vision funded for butternut Commons and Ethel T. Chamberlain (664 W. Onondaga St.)**

Ms. Wright reported that Housing Visions has been funded for the Butternut Commons and Ethel T. Chamberlain projects at former Land Bank properties and should be able to take title to those properties later in the year.

## **VIII. Adjournment**

Julie Cerio moved to adjourn the meeting. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ADJOURN THE MEETING AT 9:07 AM.**





Minutes  
Greater Syracuse Property Development Corporation  
Finance Committee Meeting  
Wednesday, July 13, 2016 8:30 A.M.  
431 E Fayette Street, Suite 375  
Syracuse, NY 13202

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**Committee Members Present:** Dan Barnaba, Jim Corbett

**Others Present:** Katelyn Wright, Pat Stanczyk, Ben Gray

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**I. Call to order**

Dan Barnaba called the meeting to order at 8:31 AM.

**II. Roll Call**

Mr. Barnaba noted that he and Jim Corbett were present and that El Java Abdul Qadir was expected shortly.

**III. Proof of Notice**

Mr. Barnaba confirmed that the notice of the meeting had been properly posted.

**IV. New Business**

**A. Review proposed amendments to the GSPDC Procurement Policy**

Ms. Wright explained that she had reviewed the Procurement Policy with Ben, Pat, and John Sidd and all had contributed to recommended changes that would help the organization operate more efficiently. She also explained that she had been seeking board approval for all expenditures over \$1,500, but closer review of the existing policy showed that was only required for expenditures over \$3,000. She noted that she and John had looked at other land banks' policies and that influenced their recommendation to increase the level requiring board approval to \$5,000.

Ben Gray noted that he'd like to see one other change, as well, noting that competitive bidding for all jobs \$1,500 and over was sometimes difficult if bidders keep losing they don't want to keep bidding and it becomes difficult to obtain three bids. Mr. Barnaba asked whether the organization should have the discretion to accept any bid within 10% of the low bid to prevent that from happening. Ms. Wright expressed concern that there wouldn't be a clear rationale for accepting someone other than the low bidder except a desire to spread the work around. She suggested that raising the threshold at which competitive bidding is required from \$1,500 to \$3,000 may address this problem. Mr. Barnaba and Mr. Corbett agreed that sounded reasonable and stated that they were comfortable increasing the threshold for board approval to \$5,000.

Ms. Wright walked through the recommended changes one by one and there was some discussion of what was meant by each change. Mr. Corbett asked about whether any staff person other than the ED should be authorized to enter into contracts between \$3,000 and 5,000 and Ms. Wright explained that she and Mr. Sidd recommended striking that phrase because it wasn't clear whether the board approval was required of contracts in that price range or not. There was some discussion of circumstances in which the board may need to extend the authority to contract to other staff and all agreed that phrase should not be stricken.

Mr. Corbett pointed out a change to Section 5. Part b, iii where the phrase "under the circumstances" was added and asked who determines what circumstances are relevant. Ms. Wright noted that the board would make that

determination based on information provided by staff. All agreed they would seek advice from legal counsel before deciding whether to strike this edit.

After some additional discussion the committee found the recommended edits and changes recommended in the discussion to be satisfactory. Jim Corbett moved the committee recommend the full board adopt the amended Procurement Policy. Dan Barnaba seconded this motion. The motion carried.

## **V. Discussion**

### **A. Review final expense report for renovations of 4 Travers**

Ms. Wright noted since this was the Land Bank's first complete in-house renovation she wanted to make sure that this committee was fully informed of all the costs associated with the project. Mr. Gray walked them through a side-by-side comparison of the actual project costs versus anticipated expenses if the house had been sold as-is. There was some general discussion of what components may be replicated in the future and where lessons had been learned.

### **B. Options for bidding out future renovation work**

Ms. Wright explained that they hope to complete future renovations like 4 Travers and expect that it can become a revenue source for the Land Bank, but also be a way for the Land Bank to provide move-in ready housing for buyers who are not ready to tackle an extensive renovation.

Mr. Gray walked the committee through bid responses received in response to an RFP for a general contractor to fully renovate 220 Oakley. There was some discussion of whether it was preferable for the Land Bank to GC the job in-house and hire all the subs directly, reducing the total project costs, but depending on how much staff time is available to oversee the job. After some discussion the committee agreed that they would defer to staff on what approach would be best in specific circumstances. Mr. Barnaba suggested that his first preference is often to just sell these types of properties to flippers and get them off the Land Bank's books. Ms. Wright stated that if they want to build up this type of activity as a revenue generating component of the Land Bank they ought to gain some more experience with these types of projects.

Jim Corbett asked if a board vote would be required on this and Ms. Wright explained that the board would have to approve certain procurements, but that they wanted to be sure the board and staff were in agreement on how to approach bidding out and managing these types of projects.

## **VI. Adjournment**

Jim Corbett moved to adjourn the meeting. Dan Barnaba seconded this motion and the meeting was adjourned at 9:42 AM.



**Executive Summary**  
**July 19, 2016 Board of Directors Agenda**

**I. Executive Summary & Financial Statements**

Prior to the July 19 meeting, financial statements through the end of May will be distributed via email and added to this packet.

**II. New Business**

**A. Authorize the Sale of Multiple Properties**

Please see Schedule A attached on p. 17 of this packet.

**B. Authorize the Noncompetitive Sale of Multiple Properties**

Please see Schedule A attached on p. 28 of this packet.

**C. Authorize sale of 604 N McBride to Lorie Newcombe**

This property was owned by Ms. Newcombe's now-deceased mother. The City Law Department and the Land Bank's legal counsel have determined that there was a defect in the City's foreclosure process and recommend the Land Bank convey the property to Ms. Newcombe contingent upon her making the Land Bank whole and paying the City the full amount of delinquent taxes owed at the time of foreclosure.

**D. Adopt amended Procurement Policy**

See Finance Committee minutes, track changes of recommended edits (p. 31), and a clean copy incorporating recommended edits (p. 44). The Finance Committee recommends the full board adopt this amended policy.

**E. Accept certain Phase XI properties from the City of Syracuse**

Phase XI includes 321 properties that have not yet paid their taxes and are still eligible for foreclosure. Staff do not recommend the Land Bank authorize acquisition of the whole list at this time, as we are currently negotiating the terms of a contract that will govern the uses and disbursement of the \$1.5 million budgeted for the Land Bank in the City's 2016-17 budget. However, failure to approve any acquisitions today will slow down the City's foreclosure pipeline. We are recommending the board authorize acquisition of the attached list of 34 properties found on p. 57 of this packet.

**Procurements**

**F. Enter into a contract for sidewalk repair/replacement not to exceed \$23,200**

There is \$23,200 remaining in the 2016 sidewalk repair/replacement budget not already allocated to awarded jobs. We have issued an RFP and recommend contracting with Michael McConnell Concrete, Inc. for an amount not to exceed \$23,200 for to complete jobs on an as-needed basis when ordered by staff. The Request for Proposals was distributed via our email list, advertised on our social media pages, and sent directly to seven sidewalk contractors, three of whom submitted bids. The responses received are listed below:

	Per SF price single pour	Per SF price double pour
<b>Michael McConnell Concrete, Inc.</b>	<b>\$9.00</b>	<b>\$10.00</b>
R.J. Dillabough	\$13.00	\$15.00
EJ Contracting	\$12.25	\$13.40

**G. Enter into a contract to demolish 109 Titus Alley**

Since this is an unusually large structure, we solicited bids to demolish this, rather than taking it down under our bulk contract. We solicited bids from the four contractors on our qualified demo contractor list and received the following responses:

	109 Titus Alley Demo
<b>Ultraclean</b>	<b>\$23,400</b>
Scanlon	\$26,178

We are seeking the board's authorization to contract with Ultraclean for an amount not to exceed \$23,400 for the demolition of 109 Titus Alley and 109 Titus Alley Rear (two parcels, one connected structure). The total cost should be approximately \$26,400.

**H. Pay 16-17 City/School bills**

We have received 16-17 bills for Land Bank owned properties. City special assessments for bills that we are not contesting (for 616 properties) and that should be paid by the end of this month to avoid interest charges total \$28,550.65 and we are seeking authorization to pay these bills.

Bills for our remaining properties either 1) do not yet reflect our exempt status or 2) includes board-up, debris removal, or other charges for services that were incurred prior to foreclosure and we'll wait to pay those until that adjustment has been made. The City will have to verify that the services were incurred prior to foreclosure and seek Common Council approval to waive the charges before we can pay those bills.

**I. Pay 2016 County bills on recent acquisitions**

These bills include 2016 special assessments for 23 of the 91 properties acquired in Q2 2016 (we have not yet been billed for the remaining properties) and we are seeking authorization to pay \$5,152.60 at this time.

**J. Authorize contract for renovations at 220 Oakley**

The Land Bank has put the renovation of 220 Oakley out to bid and deliberated with the Finance Committee this week whether to hire out the full project to a general contractor or whether the Land Bank should function as its own GC and hire all the subs directly (estimated savings ranging between \$10,000 and \$20,000 depending on the scope of work). Staff further analyzed the options after the Finance Committee meeting and have asked the bidders to revise a few items in the scope of work and amend their bids. We expect those amended bids to be in shortly and will distribute that information to the board Monday.

**K. Renew Workers Compensation Insurance Policy**

These rates are set by the state by class code so this cannot really be competitively bid out. We estimate the annual cost for this policy will be \$6,356 for the policy year, assuming our payroll stays the same.

**III. Discussion**

- A. Update on 2016 Demolition Pipeline
- B. Update on 2016/17 City funding contract
- C. Update on 2016 Count Funding

A meeting of the Board of Directors of the Greater Syracuse Property Development Corporation ("GSPDC") was convened in public session in the third floor conference room of the Central New York Philanthropy Center located at 431 East Fayette Street Syracuse, New York 13202 on July 19, 2016 at 8:00 a.m.

The meeting was called to order by the Chairman and, upon roll being called, the following directors of the GSPDC were:

**PRESENT:**

Vito Sciscioli, Chair  
James Corbett, Vice Chair  
Daniel Barnaba, Treasurer  
Julie Cerio, Secretary  
El-Java Abdul-Qadir

**FOLLOWING PERSONS WERE ALSO PRESENT:**

Katelyn Wright	Executive Director
John P. Sidd, Esq.	GSPDC Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No.: 18 of 2016

**RESOLUTION AUTHORIZING THE SALE OF  
MULTIPLE PARCELS OF REAL PROPERTY**

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(d) authorizes the GSPDC to convey, exchange, sell, or transfer any of its interests in, upon or to real property; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1605(i)(5) requires that a sale of real property be approved a majority vote of the Board of Directors; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(f) permits the board of directors to delegate to officers and employees the authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the land bank; and

WHEREAS, Section 4(e)(i) of the GSPDC's Disposition of Real and Personal Property Policy (the "Property Disposition Policy") permits the GSPDC to dispose of real property by negotiation after listing the real property for sale with a licensed real estate broker and/or on the GSPDC's website; and

WHEREAS, Section 4(e)(i)(3) of the Property Disposition Policy permits the GSPDC to sell real property to an applicant who has not submitted the highest purchase offer for a variety of reasons consistent with the GSPDC's mission and purpose to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use; and

WHEREAS, all disposals of GSPDC property must be made to qualified buyers pursuant to Section 5 of the Property Disposition Policy; and

WHEREAS, the GSPDC owns certain parcels of real property situate in the County of Onondaga, State of New York and more particularly identified on the Properties List attached hereto as Schedule A (individually, a "Property" or collectively, the "Properties"); and

WHEREAS, the Executive Director, after evaluating all purchase offers received for the Properties in accordance with the Property Disposition Policy, has recommended that the GSPDC sell each Property to the corresponding Buyer identified on the Properties List (individually, a "Buyer" or collectively, the "Buyers") in accordance with the terms and conditions set forth therein; and

WHEREAS, the GSPDC has determined that each Buyer is a qualified buyer and that that each Buyer's offer is reasonable and consistent with the GSPDC's mission and purpose; and

WHEREAS, the GSPDC has solicited competition for the each Property in accordance with the Property Disposition Policy; and

WHEREAS, if any Property is being sold to a Buyer who has not submitted the highest purchase offer for such Property, the Board of Directors has determined that the sale is justified for the reasons set forth on the Properties List, said reasons being consistent with the GSPDC's mission and purpose to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use; and

WHEREAS, the GSPDC desires to sell each Property to the corresponding Buyer identified on the Properties List at the price set forth therein; and

WHEREAS, as may be noted on the Properties List, the GSPDC shall require certain Buyers to execute and deliver a Development Enforcement Note and Mortgage to ensure that the Buyer fulfills its development and use commitments to the GSPDC.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The recitals above are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. The Members of the Board hereby authorize the GSPDC to sell each Property to the corresponding Buyer identified on the Properties List and authorize the Executive Director to enter into a Contract to Purchase with the GSPDC as seller and the Buyer as buyer with respect to each Property. Each Contract to Purchase shall be agreeable in form and content to the Executive Director and GSPDC counsel.

Section 3. The Chairman, Vice Chairman, Secretary and Treasurer are each hereby authorized to execute all documents on behalf of the GSPDC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution. The Executive Director and the Director of Operations of the GSPDC are each also hereby authorized and directed for and in the name and on behalf of the GSPDC to execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the GSPDC.

Section 4. All other officers, employees and agents of the GSPDC are hereby authorized to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Vito Sciscioli	VOTING	___
James Corbett	VOTING	___
Daniel Barnaba	VOTING	___
Julie Cerio	VOTING	___
El-Java Abdul-Qadir	VOTING	___

The foregoing Resolution was thereupon declared and duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF ONONADAGA            ) ss.:

I, the undersigned Secretary of the Greater Syracuse Property Development Corporation (the "GSPDC"), DO HEREBY CERTIFY, that I have compared the foregoing extract of the minutes of the meeting of the directors of GSPDC, including the Resolution contained therein, held on July 19, 2016 with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of GSPDC and of such Resolution set forth therein and of the whole of said original so far as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all directors of GSPDC had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the directors of GSPDC present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of GSPDC this 16<sup>th</sup> day of August, 2016.

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Julie Cerio, Secretary





## July 19, 2016 Sales Summary

### 1) 248-50 Rockland Ave. – Vacant Two-Family House

Date Acquired: 11/25/2015      Listed: 5/10/2016  
 Current Listing Price: \$13,500      Days on Market: 57  
 Original List Price: \$13,500

Frankie Quarles plans to purchase and renovate 248-50 Rockland Ave. to operate as a rental. Mr. Quarles has owned rental properties in the past but currently does not own any. Mr. Quarles has retained Applied Property Management to manage the rental property. The buyer has agreed to the Land Bank’s mandatory renovation specifications.

Based on the Land Bank’s disposition policies staff recommend sale to Frankie Quarles subject to an enforcement mortgage to be discharged once the renovations are complete.

248-50 Rockland Ave. Purchase Offer	
Applicant	Frankie Quarles
Offer	\$15,900
Plan	Renovate and operate as a rental
Notes/Recommendations	Applicant agrees to Land Bank’s renovation specifications

### 2) 552-54 Delaware Ave. – Vacant Single-Family House

Date Acquired: 9/24/2015      Listed: 6/13/2016  
 Current Listing Price: \$19,900      Days on Market: 23  
 Original List Price: \$19,900

552-54 Delaware Ave. is a single-family house in the Near Westside neighborhood listed in the Land Bank’s Home Ownership Choice Program. Dr. Willie Reddic plans to purchase and renovate the property, which he and his wife will occupy as their primary residence. Ms. Reddic is a flight attendant for American Airlines and will be relocating the Syracuse in the fall. Ms. Reddic is originally from Syracuse and has family living nearby this property. Dr. Reddic has renovated properties in the Atlanta area and is familiar with the renovation process.

Based on the Land Bank’s disposition policies staff recommend sale to Willie Reddic subject to an enforcement mortgage to be discharged once the renovations are complete and a second enforcement mortgage ensuring the property remains owner occupied for five years.

552-54 Delaware Ave. Purchase Offer	
Applicant	Willie Reddic
Offer	\$19,900
Plan	Renovate to Owner Occupy
Notes/Recommendations	Applicant agrees to Land Bank’s renovation specifications

**3) 146 Lakeview Ave. – Vacant Two-Family House**

Date Acquired: 11/06/2015      Listed: 5/10/2016  
 Current List Price: \$14,900      Days on Market: 150  
 Original List Price: \$19,900

146 Lakeview Ave. is a two-family house on the Westside of Syracuse. Tanika Jones previously purchased 149 Lakeview Ave. from the Land Bank and currently rents that property, located across the street from her residence, to her daughter. Ms. Jones’ primary residence is at 140 Lakeview Ave and has worked hard to improve the condition of the block. Ms. Jones’ father will complete the renovations on 146 Lakeview.

Based on the Land Bank’s disposition policies, staff recommend sale Tanika Jones subject to an enforcement mortgage to be discharged once the renovations are complete.

146 Lakeview Ave. Purchase Offer	
Applicant	Tanika Jones
Offer	\$14,900
Plan	Renovate to Operate as a Rental
Notes/Recommendations	Applicant agrees to the minimum renovation specifications provided by the Land Bank

**4) 129 Elmwood Ave. – Vacant Single-Family House**

Date Acquired: 9/24/2015      Listed: 4/20/2016  
 Current List Price: \$16,900      Days on Market: 77  
 Original List Price: \$16,900

129 Elmwood Ave is a 2,148 Sq. Ft. single-family house. Henrietta Brown is an employee of the Syracuse City School District and will be purchasing the house at half-price through the Land Bank’s Public Employee Discount Program. Ms. Brown intends to complete much of the renovations with the help from family and friends and occupy the property as her primary residence.

Based on the Land Bank’s disposition policies staff recommend sale to Henrietta Brown subject to an enforcement mortgage to be discharged once the proposed improvements are complete and a second enforcement mortgage requiring that she reside here for five years.

129 Elmwood Ave. Purchase Offer	
Applicant	Henrietta Bacon
Offer	\$8,450 (Public Employee Discount)
Plan	Renovate to Owner-Occupy
Notes	Applicant agrees to Land Bank’s renovation specifications

**5) 2301 East Fayette St. – Vacant Two-Family House**

Date Acquired: 6/11/2015      Listed: 1/10/2016  
 Current List Price: \$13,500      Days on Market: 177  
 Original List Price: \$13,500      Broker: Reppi Real Estate

2301 E. Fayette St. is a large two-family house in the Salt Springs neighborhood. Abdo Alhajaj plans to renovate the house with the help of his son and to operate the property as a rental. Mr. Abdo Alhajaj has experience completing home renovations and managing rental properties in New York City.

Based on the Land Bank’s disposition policies staff recommend sale to Abdo Alhajaj subject to an enforcement mortgage to be discharged once the proposed improvements are complete.

“Schedule A”

2301 Fayette St E Purchase Offer	
Applicant	Abdo Alhajaj
Offer	\$16,000
Plan	Renovate for Rental
Notes	Applicant agrees to Land Bank’s renovation specifications

**6) 409 North Ave. – Vacant Single-Family House**

Date Acquired: 10/20/2015      Listed: 6/21/2016  
 Current List Price: \$16,900      Days on Market: 15  
 Original List Price: \$16,900

409 North Ave. is a single-family home in the Eastwood neighborhood, listed in the Home Ownership Choice Program. Gerald Workman owns several properties in the Eastwood Neighborhood including Tip A Few Tavern, Eastwood Liquors, and 401 North Ave. Mr. Workman plans to renovate the property to sell to an owner-occupant or owner-occupy the property himself. Brendan Hoxie plans to renovate the property to owner-occupy.

Based on the Land Bank’s disposition policies staff recommend sale to the highest bidder, Gerald Workman, subject to an enforcement mortgage to be discharged once the proposed improvements are complete and the home is sold to an owner-occupant and a second enforcement mortgage requiring the property remain owner occupied for five years.

406 North Ave Purchase Offer		
Applicant	Gerald Workman	Brendan Hoxie
Offer	\$20,000	\$19,000
Plan	Renovate and Re-Sell to an Owner-Occupant	Renovate to Owner-Occupy
Notes	Applicant agrees to the minimum renovation specifications provided by the Land Bank	

**7) 211 Ashworth Pl. – Vacant Multi-Family House**

Date Acquired: 4/27/2016      Listed: 6/30/2016  
 Current List Price: \$19,900      Days on Market: 6  
 Original List Price: \$19,900

211 Ashworth Pl. is a large three-family house located on the Near Eastside in close proximity to many of the new SU student housing developments.

GS1, LLC is operated by Christopher Geiger who owns many properties in the University Neighborhood and just developed a new large apartment building on E Fayette Street closer to Downtown and the Connective Corridor. Geiger currently owns 207 and 209 Ashworth Pl. and has been approved by the City’s Planning Commission to construct a four-unit townhome at this location. His application states that he would like to purchase 211 Ashworth Pl to demolish the structure and construct a similar townhome on this adjacent property, but that he may opt to renovate. It appears that he would also have to acquire 213 Ashworth from private owner to provide enough space for new construction, as all of these properties are 33’ wide. Mr. Geiger also owns 224 and 231 Ashworth Pl.

Jun Chen owns four rental properties in the university area and has completed renovations on all the properties. Mr. Chen plans to renovate this property and to operate it as a rental marketed toward Syracuse University students.

Based on the Land Bank’s disposition policies staff recommend sale to the highest bidder, Jun Chen, subject to an enforcement mortgage to be discharged once the proposed improvements are complete.

“Schedule A”

211 Ashworth Pl Purchase Offer		
Applicant	Jun Chen	GS1, LLC
Offer	\$35,400	\$25,990
Plan	Renovate for Rental	Demolish or Renovate for Rental
Notes	Applicants agree to the minimum renovation specifications provided by the Land Bank	

**8) 203 Douglas St. – Vacant Single-Family House**

Date Acquired: 2/23/2015      Listed: 6/15/2015  
 Current List Price: \$3,900      Days on Market: 386  
 Original List Price: \$5,000      Broker: Saya Realty

203 Douglas St. is a small single-family home on the Northside. Louis Geswaldo owns one other rental property at 104 Josephine St., which was completely renovated after purchase. Louis Geswaldo’s father owns Geswaldo Electric and will be assisting Louis in all aspects of the renovation.

Based on the Land Bank disposition policies staff recommend sale to Louis Geswaldo subject to an enforcement mortgage to be discharged once renovations are completed.

203 Douglas St. Purchase Offer	
Applicant	Louis Geswaldo
Offer	\$4,000
Plan	Renovate for Rental
Notes	Applicant proposed renovation plan totals \$17,350 in improvements.

**9) 304 Bishop Ave. – Vacant Single-Family House**

Date Acquired: 9/02/2015      Listed: 2/21/2016  
 Current List Price: \$7,900      Days on Market: 135  
 Original List Price: \$7,900      Broker: Willowbank

Romlyd Properties, LLC, is a newly created incorporation created by Frank Procopio and Ryan Yamini. Ryan Yamini is a real estate salesperson working for Procopio Real Estate, which is owned and operated by Mr. Procopio. Mr. Procopio has purchased numerous properties from the Land Bank and all renovations that were completed passed Land Bank’s inspection and closed out enforcement mortgages in a timely manner.

Based on the Land Bank’s disposition policies staff recommend sale to Romlyd Properties, LLC subject to an enforcement mortgage to be discharged once the proposed renovations are completed.

304 Bishop Ave. Purchase Offer	
Applicant	Romlyd Properties, LLC
Offer	\$7,900
Plan	Renovate for Rental
Notes	Applicant proposed renovation plan totals \$37,600 in improvements

**10) 1800 Lodi St. – Vacant Three-Family House**

Date Acquired: 5/07/2014      Listed: 6/09/2016  
 Current List Price: \$9,900      Days on Market: 26  
 Original List Price: \$9,900

1800 Lodi St. is a large three-unit house on the corner of Lodi and Mary St. in need of substantial renovations. Dat Huynh plans to renovate the property and operate it as a rental. Mr. Huynh has several rental properties on the

**“Schedule A”**

Northside and was recently approved by the Land Bank board to purchase 1907 Lodi, which has not yet closed. The applicant also has a background in engineering and construction. Mr. Huynh is also involved in the Northside community through the Vietnamese Community Center and the Northeast Community Center.

Based on the Land Bank’s disposition policies staff recommend stale to Day Huynh subject to an enforcement mortgage to be discharged once the proposed improvements are complete.

<b>1800 Lodi St Purchase Offer</b>	
<b>Applicant</b>	<b>Dat Huynh</b>
<b>Offer</b>	<b>\$9,900</b>
<b>Plan</b>	<b>Renovate for Rental</b>
<b>Notes</b>	<b>Applicants agree to the minimum renovation specifications provided by the Land Bank</b>

**11) 4 Travers Street, Baldwinsville – vacant, fully renovated single-family home**

Date Acquired: 2/2/16

Date Listed: 6/13/16

Days on Market: 30 to date

Asking Price: \$109,900; started at \$114,900

Staff reviewed this property with the Finance Committee on July 13 and discussed lessons learned from this first renovation. While most of our properties are sold as-is without an abstract or survey, this fully renovated house is meant to appeal to a homebuyer that might not otherwise be looking at Land Bank properties. The Land Bank is prepared to pay for an abstract and survey and to pay a standard commission for a buyers’ agent (although this is one of our internal listings). We also discussed the fact that likely buyers may not want to wait several weeks for confirmation that their offer has been accepted. Based on the Finance Committee’s recommendation, we’re proactively seeking board approval to sell this property to any qualified buyer who will agree to owner occupy the property for five years per the conditions of our Home Ownership Choice program and who offers \$90,000 or more.

**12) 1112 Park St. – Nonbuildable Vacant Lot**

Date Acquired: 3/31/2016

Dimensions: 32 x 115

Santino Crisafulli owns a three-unit rental at 1114 Park St. He would like to expand his existing property to include the lot at 1112 Park St. Mr. Crisafulli plans to fence in the yard and maintain it so that the tenant’s children can play on it.

Based on the Land Bank’s disposition policies staff recommend sale to Santino Crisafulli contingent on the applicant re-subdividing his existing parcel with the new parcel.

<b>1112 Park St. To Strand Pl Purchase Offer</b>	
<b>Applicant</b>	<b>Santino Crisafulli</b>
<b>Offer</b>	<b>\$151</b>
<b>Plan</b>	<b>Side-Lot</b>

**13) 640 Hiawatha Blvd E- Nonbuildable Vacant Lot**

Date Acquired: 8/5/2015

Dimensions: 33 X 66

Jeffrey Fenocchi owns 3137 Grant Blvd which he operates as a rental. Mr. Fenocchio plans to fence in the lot and landscape the yard. Ralph Palmisano, owner of Palmisano Warehouse, Inc., plans to purchase this property to expand his existing business located adjacent to the lot.

Based on the Land Bank’s disposition policies staff recommend sale to Palmisano Warehouse, Inc., the highest bidder.

“Schedule A”

640 East Hiawatha Blvd. Purchase Offer		
Applicant	Jeffrey Fenocchi	Palmisano Warehouse, Inc.
Offer	\$1,751	\$2,000
Plan	Green Space	Parking

**14) 1404 Spring St. – Nonbuildable Vacant Lot**

Date Acquired: 6/11/2015

Dimensions: 38 X 62

Trisuh Williams owns a rental property at 601 Bear St & Spring St. Ms. Williams plans to extend her backyard and landscape the area. Based on the Land Bank’s disposition policies staff recommend sale to Triush Williams contingent upon Ms. Williams re-subdividing and combining 601 Bear and 1404 Spring St.

1404 Spring St Purchase Offer	
Applicant	Triush Williams
Offer	\$151
Plan	Side-Lot

**15) 312 Lodi St- Non Buildable Vacant Lot**

Date Acquired: 5/7/2014

Dimensions: 33 X 99

Thomas House plans to purchase 312 Lodi to expand his existing rental property at 310 Lodi St. This lot will serve as a side lot for his tenants. Based on the Land Bank’s disposition policies staff recommend sale to Thomas House contingent upon Mr. House re-subdividing and combining 312 and 310 Lodi St.

312 Lodi St Purchase Offer	
Applicant	Thomas House
Offer	\$151
Plan	Side-Lot

**16) 828-30 Tallman St. – Nonbuildable Vacant Lot**

Date Acquired: 03/23/2015

Dimensions: 39 X 65

First Move Management of Syracuse owns 824 Tallman St. and would like to expand their yard. Based on the Land Bank’s disposition policies staff recommend sale to First Move Management of Syracuse contingent upon the buyer re-subdividing and combining 824 and 828-30 Tallman St.

828 Tallman St & Rich St Purchase Offer	
Applicant	First Move Management of Syracuse
Offer	\$151
Plan	Side-Lot

**17) 406 Boyden St. – Nonbuildable Vacant Lot**

Date Acquired: 3/32/2015

Dimensions: 33 x 118

“Schedule A”

Barbara Stinson owns and resides at 408 Boyden St. and plans to expand her yard. Based on the Land Bank’s disposition policies staff recommend sale to Barbara Stinson contingent upon the buyer re-subdividing and combining 406 and 408 Boyden St.

406 Boyden St. Purchase Offer	
Applicant	Barbara Stinson
Offer	\$151
Plan	Side-Lot

A meeting of the Board of Directors of the Greater Syracuse Property Development Corporation ("GSPDC") was convened in public session in the third floor conference room of the Central New York Philanthropy Center located at 431 East Fayette Street Syracuse, New York 13202 on July 19, 2016 at 8:00 a.m.

The meeting was called to order by the Chairman and, upon roll being called, the following directors of the GSPDC were:

**PRESENT:**

Vito Sciscioli, Chair  
James Corbett, Vice Chair  
Daniel Barnaba, Treasurer  
Julie Cerio, Secretary  
El-Java Abdul-Qadir

**ABSENT:**

**FOLLOWING PERSONS WERE ALSO PRESENT:**

Katelyn Wright	Executive Director
John P. Sidd, Esq.	GSPDC Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No.: 19 of 2016

**RESOLUTION AUTHORIZING THE  
NONCOMPETITIVE SALE OF REAL PROPERTIES**

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(d) authorizes the GSPDC to convey, exchange, sell, or transfer any of its interests in, upon or to real property; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1605(i)(5) requires that a sale of real property be approved a majority vote of the Board of Directors; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(f) permits the board of directors to delegate to officers and employees the authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the land bank; and

WHEREAS, Section 4(e) of the GSPDC's Disposition of Real and Personal Property Policy (the "Property Disposition Policy") sets forth the following methods by



which the GSPDC is permitted to dispose of its real property: negotiated sale, request for proposals, auction, and noncompetitive sale; and

WHEREAS, Section 4(e)(iv) of the Property Disposition Policy authorizes the GSPDC to sell property to a buyer without first undertaking other methods of disposition when it determines that a benefit to the community will be had by authorizing such sale without competitive procedures for reasons consistent with the GSPDC's mission and purpose and upon a demonstration that the buyer is uniquely qualified to own, develop or otherwise return the property to productive use; and

WHEREAS, all disposals of GSPDC property must be made to qualified buyers pursuant to Section 5 of the Property Disposition Policy; and

WHEREAS, the GSPDC owns certain parcels of real property situate in the County of Onondaga, State of New York and more particularly identified on the Property Sale Information Sheet attached hereto as Schedule A (the "Properties"); and

WHEREAS, the individuals or entities identified on the Property Sale Information Sheet as the buyers (the "Buyers") submitted an offer to purchase the Properties for the prices set forth therein; and

WHEREAS, the Board of Directors has determined that a benefit to the community will be had by selling the Properties to the Buyers without competitive procedures for the reasons identified in the Property Sale Information Sheet which are consistent with the GSPDC's mission and purpose; and

WHEREAS, the Board of Directors has also determined that the Buyers are uniquely qualified to return the Properties to productive use for the reasons identified in the Property Sale Information Sheet; and

WHEREAS, the Buyers are qualified buyers pursuant to Section 5 of the Property Disposition Policy; and

WHEREAS, pursuant to Section 4(e)(iv) of the Property Disposition Policy, the GSPDC is therefore permitted to sell the Properties to the Buyers without first undertaking other methods of disposition and without competitive procedures; and

WHEREAS, the GSPDC desires to sell the Properties to the Buyers identified on the Property Sale Information Sheet at the prices set forth therein; and

WHEREAS, if noted on the Property Sale Information Sheet, the GSPDC shall require the Buyers to execute and deliver a Development Enforcement Mortgage to ensure that the Buyers fulfill their development and use commitments to the GSPDC.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The recitals above are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. The Members of the Board hereby authorize the GSPDC to sell the Properties to the Buyers identified on the Property Sale Information Sheet and authorize the Executive Director to enter into Contracts to Purchase with the GSPDC as Seller and the Buyers as buyer with respect to the Properties. The Contracts to Purchase shall be agreeable in form and content to the Executive Director and GSPDC counsel.

Section 3. The Chairman, Vice Chairman, Secretary and Treasurer are each hereby authorized to execute all documents on behalf of the GSPDC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution. The Executive Director and the Director of Operations of the GSPDC are each also hereby authorized and directed for and in the name and on behalf of the GSPDC to execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the GSPDC.

Section 4. All other officers, employees and agents of the GSPDC are hereby authorized to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Vito Sciscioli	VOTING	___
James Corbett	VOTING	___
Daniel Barnaba	VOTING	___
Julie Cerio	VOTING	___
El-Java Abdul-Qadir	VOTING	___

The foregoing Resolution was thereupon declared and duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF ONONADAGA            ) ss.:

I, the undersigned Secretary of the Greater Syracuse Property Development Corporation (the "GSPDC"), DO HEREBY CERTIFY, that I have compared the foregoing extract of the minutes of the meeting of the directors of GSPDC, including the Resolution contained therein, held on July 19, 2016 with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of GSPDC and of such Resolution set forth therein and of the whole of said original so far as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all directors of GSPDC had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the directors of GSPDC present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of GSPDC this 16<sup>th</sup> day of August, 2016.

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Julie Cerio, Secretary



## PROPERTY SALE INFORMATION SHEET

July 19, 2016

### 1) 931 Kirkpatrick St. – Occupied Front and Rear Houses

Date Acquired: 11/25/2015

Parcel Number: 006.-15-22.0

#### Benefit to the Community Resulting from the Sale:

This sale will:

- Keep a large immediate family together who would otherwise have great difficulty finding a home or apartment that meets their needs,
- Make them owner-occupants giving them the opportunity in the future to borrow against this home's equity should their income improve and helping to stabilize the surrounding area, and
- Returns the property to taxable status.

#### Buyer's Unique Qualifications for Returning the Property to Productive Use:

Staff recommend this non-competitive sale based on the Land Bank's Tenant to Home Owner program outlined in section 5.d.vii of the Property Disposition Policy. This occupied single-family house was foreclosed upon by the City of Syracuse in November of 2015. The occupant has saved \$5,000 and qualifies for a \$5,000 loan from HHQ. Although the home is appraised at \$20,000, we recommend sale for \$10,000 since this is the most the family can afford. 931 Kirkpatrick St. includes two single-family homes on one parcel. Jerome Weah, his wife, and his family of 12 children reside in the front house. The purchase would allow them to spread out and utilize both properties to house their family. Land Bank staff have developed a renovation plan that the buyer has agreed to complete.

Staff recommend sale to Jerome Weah for \$10,000, subject to a residency enforcement mortgage in the amount of the \$10,000 discount from appraised value, requiring that the house remain owner occupied for at least five years and with a \$5,000 enforcement mortgage requiring the minor necessary renovations that they've agreed to complete be completed within 12 months.

931 Kirkpatrick St. Purchase Offer	
Applicant	Jerome Weah
Offer	\$10,000
Plan	Renovate for Owner-Occupancy

### 2) 148 Granger St– Vacant Two-Family House

Date Acquired: 4/27/2016

Parcel Number: 101.-19-07.0

#### Benefit to the Community Resulting from the Sale:

This sale will offset the Land Bank's cost of demolition. Removing this blighted structure will eliminate an attractive nuisance that is providing a haven for illicit activity and will improve the quality of life for residents in the recently renovated property next door at 142 Ganger St.

**Buyer’s Unique Qualifications for Returning this Property to Productive Use:**

The Land Bank sold 142 Granger to the Rescue Mission Alliance in October 2014, which they partnered with Hayner Hoyt and Corporate Volunteer Council (CVC) of Central New York to renovate and that they now operate as transitional housing for formerly homeless men. 148 Granger St was not competitively advertised for sale, because it was identified as a demolition candidate by the Land Bank and not thought to be an attractive investment for any other purchaser. The property was not marked as an emergency demo needing to come down this year. However, the Rescue Mission Alliance of Syracuse is offering \$6,500 for the property, contingent upon the Land Bank first demolishing the structure. This will partially offset the cost of the demolition. The Rescue Mission is the only logical buyer of the property because they hold the only other adjacent parcels and once demolished this parcel will not be buildable. The resulting lot measures 27’ by 73.’ Their adjacent properties are 142 Granger and 112 McCormack (a vacant lot). All three parcels are zoned Industrial, Class A and will form a rectangular parcel when combined.

Staff recommend sale to the Rescue Mission Alliance of Syracuse for \$6,500.

148 Granger Purchase Offer	
Applicant	Rescue Mission Alliance of Syracuse
Offer	\$6,500
Plan	Side-lot – offer contingent upon LB demo

**3) 321 Kirkpatrick St.– Vacant Three-Family House with a large garage**

Date Acquired: 9/24/2015

Parcel Number: 007.-19-07.0

**Benefit to the Community Resulting from the Sale:**

This sale will:

- remove a blighted structure from a highly traveled corridor,
- offset the Land Bank’s demolition costs,
- provide greenspace for the surrounding neighborhood, and
- increase the value of the adjacent property and parking available to this adjacent local business.

**Buyer’s Unique Qualifications for Returning the Property to Productive Use:**

This property was not competitively advertised for sale because it is a demolition candidate. We have not prioritized it as an emergency demo needing to come down this year. However, J.B. Brady, Inc. is offering \$12,000 for the property, contingent upon the Land Bank first demolishing the structure. This will partially offset the cost of the demolition. J. B. Brady, Inc. owns and operates a business in the adjacent historic factory (built as the Baumer Candle Factory) located at 811 N. Alvord Street. Brady Systems, the existing business, sells and services commercial scales.

They intend to install additional on-site parking and greenspace on the resulting lot. Both this property and their adjacent property are zoned Local Business, Class A. They hope to eventually acquire the vacant lot on the other side of 321 Kirkpatrick, 317 Kirkpatrick, which is chronically tax delinquent (the owner keeps paying just the redemption amount to avoid foreclosure) and expand this area even further to create an attractive buffer between their factory and the nearby park. Staff recommend sale to J. B. Brady, Inc. for \$12,000.

321 Kirkpatrick St. Purchase Offer	
Applicant	J. B. Brady, Inc.
Offer	\$12,000
Plan	Side-Lot/Parking – offer contingent upon LB demo

**4) 109 Titus Alley and 109 Titus Alley Rear – Two Vacant Residential Structures**

Date Acquired: 6/4/2014 and 11/19/14

Parcel Number: 007.-35-06.0 and 007.-35-34.0

**Benefit to the Community Resulting from the Sale:**

This sale will offset the cost of removing two blighted structures on an extremely dense block and provide much-needed greenspace for nearby residents.

**Buyer’s Unique Qualifications for Returning the Property to Productive Use:**

Titus Alley is a small dead-end block that runs parallel to the 900 block of N. Salina and the 1200 block of N State St. Steven Dulasky owns Dick’s Collision (931 N. Salina St), which backs up to Titus Alley, as well as a rental property at 107 Titus Alley. Mr. Dulasky has offered to purchase the property at 109 Titus Alley and 109 Titus Alley Rear, contingent upon the Land Bank first demolishing the structures and selling him 111 Titus Alley. These properties will become a side yard to that property and provide open space on an otherwise very densely built block. This demolition will allow for much needed green space on Titus Alley. The property was originally listed with Tempo Realty and was on the market for over a year. It was later listed with Saya Realty for nearly a year and during this time the Land Bank received no offers from qualified buyers on these Titus Alley properties. The purchase will allow the Land Bank to offset the demolition costs. Based on the Land Bank’s disposition policy staff recommend sale to Steven Dulasky for \$19,000 contingent upon him combining these parcels with 111 Titus Alley.

109 Titus Alley and 109 Titus Alley Rear Purchase Offer	
Applicant	Steven Dulaksy
Offer	\$19,000
Plan	Demolish for Green Space

**5) 111 Titus Alley- Vacant Single-Family House**

Date Acquired: 4/23/2014

Parcel Number: 007.35-05.0

**Benefit to the Community Resulting from the Sale:**

This sale will return a vacant property to productive use and enable the Land Bank to cost effectively address the extremely blighted properties next door.

**Buyer’s Unique Qualifications for Returning the Property to Productive Use:**

See paragraph above regarding 109 Titus Alley and 109 Titus Alley Rear. 111 Titus Alley is a single-family house that was originally listed with Tempo Realty and then later Saya Realty but generated no qualified offers. Mr. Dulasky has offered to purchase the property for \$1,000 to renovate and rent. Mr. Dulasky owns several properties in immediate area including 107 Titus and Dick’s Collision at 931 N Salina St.

Based on the Land Bank’s disposition policy staff recommend sale to Steven Dulasky subject to an enforcement mortgage to be discharged once the renovations are complete.

111 Titus Alley Purchase Offer	
Applicant	Steven Dulaksy
Offer	\$1,000
Plan	Renovate for Rental
Notes	Agreed to Land Bank’s minimum renovation specifications.

**GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION**  
**PROCUREMENT OF GOODS AND SERVICES POLICY**

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this document is to outline the procurement policy (the "Policy") of the Greater Syracuse Property Development Corporation (the "Land Bank") applicable to the procurement of goods and services paid for by the Land Bank for its own use and benefit in accordance with New York Public Authorities Law §2824(1)(d). This Policy is intended to assure the prudent and economic use of the Land Bank's funds, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

**SECTION 2. DEFINITIONS.** As used herein, the following terms shall have the meaning set forth below.

a. **"Land Bank"** shall mean the Greater Syracuse Property Development Corporation.

b. **"Board"** shall mean the Board of Directors of the Land Bank.

c. **"Chairman"** shall mean the Chairman of the Board.

d. **"Executive Director"** shall mean the Executive Director of the Land Bank.

e. **"Executive Law"** shall mean the New York State Executive Law as amended from time to time.

f. **"~~Personal~~ Services"** shall mean any services performed for the Land Bank for a fee or other compensation, including legal, accounting, management consulting, investment banking, financial custody, investment management, construction management, construction, repair, planning, training, statistical, research, public relations, architectural, engineering, surveying or other consulting, professional or technical services. ~~Personal~~ Services shall not include any services performed for the Land Bank by its employees within the scope of their employment responsibilities.

g. **"Procurement Contract"** shall mean any agreement for the acquisition of goods or ~~Services of any kind~~.

h. **"Outside Contractor"** shall mean a person, firm, sole proprietor, partnership, company, or corporation performing ~~Personal~~ Services for the Land Bank pursuant to a written agreement.

i. **"MWBE Division"** shall mean the division of minority and women's business development in the New York State Department of Economic Development.

j. **"MWBE Threshold Contract"** shall mean

- i. a written agreement or purchase order instrument, providing for a total expenditure in excess of twenty-five thousand dollars (\$25,000.00), whereby the Land Bank is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials, or any combination of the foregoing to be performed for, or rendered or furnished to the Land Bank or;
- ii. a written agreement in excess of one-hundred thousand dollars (\$100,000.00) whereby the Land Bank is committed to expend or does expend funds for construction, demolition, replacement, major repair or renovation of real property and improvements thereon. Solely for the purpose of providing the opportunity for participation by certified businesses in the performance of MWBE Threshold Contracts, MWBE Threshold Contracts shall also include leases of real property by the Land Bank to a lessee where: the terms of such leases provide for the construction, demolition, replacement, major repair or renovation of real property and improvements thereon by such lessee; and the cost of such construction, demolition, replacement, major repair or renovation of real property and improvements thereon shall exceed the sum of one hundred thousand dollars (\$100,000.00).

k. **"Minority-Owned Business Enterprise"** shall have the same meaning herein as is set forth in Executive Law § 310(7).

l. **"Women-Owned Business Enterprise"** shall have the same meaning herein as is set forth in Executive Law § 310(15).

**SECTION 3. DOCUMENTATION.** ~~Each~~ <sup>a</sup>Action taken in connection with each procurement must be supported by documentation. When an award is made to other than to the lowest responsible offeror, the determination to make the award must be supported by documentation that justifies the award and sets forth the reasons why the award furthers the purposes of this Policy.

**SECTION 4. INDIVIDUAL RESPONSIBLE FOR PURCHASING.** The Executive Director of the Land Bank is responsible for purchasing goods and ~~s~~Services on behalf of the Land Bank.

**SECTION 5. ~~PERSONAL~~ SERVICE CONTRACTS.**

a. **Use of Outside Contractors.** The Land Bank may engage Outside Contractors to perform ~~Personal~~ Services only if the Executive Director has determined that it is appropriate to do so. In making such a determination, the following factors shall be considered:

- i. the amount of time likely to be required in performing the services;



- ii. the degree of special skill likely to be required in performing the services;
- iii. the availability of employees of the Land Bank possessing the skills needed to perform the services;
- iv. the likely expense of training employees of the Land Bank to perform the services, and the likely future benefits to the Land Bank of such training;
- v. the availability of Outside Contractors and the likely expense of using Outside Contractors;
- vi. the requirement that the services be rendered by an independent professional, as in the case of auditors' opinions or legal opinions;
- vii. the effect of use of Outside Contractors on other agreements and operations of the Land Bank;
- viii. the extent to which the Land Bank has successfully used Outside Contractors in the past for the services to be performed; and
- ix. the need to assure that the Land Bank conducts its operations in the most effective and efficient manner.

b. **Selection of Outside Contractors.** Selection of ~~all~~ Outside Contractors shall be made on a competitive basis, except where:

- i. The total ~~amount-value~~ of the Procurement Contract is not likely to exceed \$1,500;
- ii. The Executive Director determines that (1) the need to obtain high quality services or services having unique or extraordinary features or time requirements substantially outweighs possible cost savings from selection on a competitive basis, or (2) the Land Bank has other cost control procedures to protect it from paying more for services than necessary; or
- iii. The Board otherwise determines that competition would be inappropriate.

c. **Request for Proposals.** Where selection is made on a competitive basis, the Executive Director shall request detailed proposals from at least three Outside Contractors known to have experience in the type of service to be performed. ~~When~~ the total value of ~~the a Procurement Contract~~ is likely to exceed ~~\$3,000~~ \$10,000, the proposals shall be in writing and submitted in response to a Request for Proposals ("RFP") issued by the Land Bank. Proposals shall be evaluated on the basis of all relevant factors such as the Outside Contractor's experience, reputation, technical qualifications, financial condition, past performance, size, quality and availability of staff, identity of supervisory personnel, possible conflicts of interest, proposed scope of work and proposed fee or commission. No single factor shall necessarily be controlling, and the Outside Contractor submitting the proposal which is most favorable on an overall basis shall be selected, except that the Executive Director may reject any or all proposals if he or she considers such action in the best interests of the Land Bank.

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e. ~~When the cost~~total value of such a job-Procurement Contract is ~~expected~~likely to exceed \$100,000, the RFP may be ~~preceded~~preceded by a Request for Qualifications ("RFQ") from the Land Bank to ensure that only qualified Outside Contractors are invited to submit proposals. Outside Contractors will be determined qualified based on an evaluation of their experience, reputation, technical qualifications, financial condition, past performance, size, quality and availability of staff, identity of supervisory personnel, and any other relevant questions included in the RFQ.

d. **Board Approval.** The following Procurement Contracts for Personal Services shall require approval of the Board ~~in advance by resolution~~ and an annual review by the Board:

- i. Any contract involving Personal Services to be rendered over more than one year; and
- ii. Any contract for Personal Services that is likely to result in total payment to the Outside Contractor in excess of \$5,000 per year and is not in the ordinary course of the Land Bank's business of acquiring, maintaining, managing, selling and operating the properties of the Land Bank.

## SECTION 6. GOODS AND OTHER SERVICES.

a. **Method of Purchase.** Selection of contracts for goods and services other than Personal Services shall be made ~~only~~ on a competitive basis except as otherwise set forth herein. The following method of purchase will be used when required by this Policy in order to achieve the highest quality and lowest cost:

<u>Estimated or Actual Value</u>	<u>Method and Approvals Required</u>
\$0 - <u>\$1,499,000</u>	The Executive Director, in his or her discretion, may enter into a contract on behalf of the Land Bank without obtaining quotations or the approval of the Board.
<u>\$1,500,001</u> - <u>\$53,000</u>	At least three <del>informal</del> quotations, either oral or written, will be obtained. The Land Bank shall solicit such <del>informal</del> quotations utilizing sources most likely to identify the highest quality and lowest price of the particular good or service including, but <del>certainly</del> not limited to, newspaper and magazine advertisements, internet searches, catalogs, chamber of commerce recommendations and the prior experience of the Land Bank. The Land Bank shall create and maintain a written or digital record of the <del>informal</del> quotations solicited and received for such purchases. The Executive Director, or another Land Bank representative or employee designated by resolution

of the Board, may enter into a contract on behalf of the Land Bank without obtaining the approval of the Board ~~of the actual contract or the terms contained therein.~~

\$~~53~~,001 - \$10,000

At least three written quotations will be obtained. The Land Bank shall solicit such ~~informal~~ quotations utilizing sources most likely to identify the highest quality and lowest price of the particular good or service including, but ~~certainly~~ not limited to, newspaper and magazine advertisements, internet searches, catalogs, chamber of commerce recommendations and the prior experience of the Land Bank. The Land Bank shall create and maintain a written or digital record of the ~~informal~~ quotations solicited and received for such purchases. Any contract entered into by the Land Bank shall be approved by ~~resolution of~~ the Board.

More than \$10,000

At least three written quotations in response to a written request for proposals issued by the Land Bank shall be required. Any contract entered into by the Land Bank shall be approved by ~~resolution of~~ the Board.

b. **Number of Proposals or Quotations.** A good faith effort shall be made to obtain the required number of proposals or quotations. If the Land Bank is unable to obtain the required number of proposals or quotations, the Land Bank will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement of the good or service.

c. **Awarding Contracts.** The award of a contract for goods or such other services ~~other than Personal Services~~ shall be made to the lowest priced responsible offeror which meets the Land Bank's specifications. In assessing whether an offeror is responsible, the Land Bank should consider all relevant factors, such as the offeror's capacity and financial ability to complete the contract, past performance, experience, reliability, and integrity. Alternatively, the Land Bank may elect to award a contract based on "best value." "Best value" is defined for this purpose as a basis for awarding contracts to the offeror which optimizes quality, cost, and efficiency among responsive and responsible offerors. For purposes of best value, a responsive offeror is an offeror meeting the Land Bank's minimum specifications. In assessing best value, non-price factors may be considered. Such factors include, but are not limited to, the unique or outstanding qualifications of the offeror (including past experience with a particular issue or familiarity with Land Bank operations) and the reliability, efficiency of operation, difficulty/ease of maintenance, useful lifespan, and environmental impact of a product or practice, as applicable.

d. **Documentation.** ~~Each a~~Action taken in connection with each method of procurement must be supported by documentation.

**SECTION 5. SECTION 7. CIRCUMSTANCES WHERE SOLICITATION OF ALTERNATIVE PROPOSALS OR QUOTATIONS ARE NOT IN THE BEST INTEREST OF THE CORPORATION.**

a. The Land Bank is not required to solicit alternative proposals or quotations if the Executive Director or Chairman, in his or her sole discretion, determines that such solicitation is not in the best interests of the Land Bank. In the following circumstances, it may not be in the best interests of the Land Bank to solicit alternative proposals or quotations:

i. Professional and Contracted Services. Professional services or services requiring special or technical skill, training or expertise. The individual, company or firm must be chosen based on accountability, reliability, responsibility, skill, conflict of interests, reputation, education and training, judgment, integrity, continuity of service and moral worth. Furthermore, certain professional services to be provided to the Agency, e.g., legal and accounting services, impact liability issues of the Agency and its members, including securities liability in circumstances where the Agency is issuing bonds. These qualifications and the concerns of the Agency regarding its liability and the liability of its members are not necessarily found or addressed in the individual, company or firm that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Agency shall take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training and experience is a necessary prerequisite to the performance of the services. Professional or technical services shall include but not be limited to the following: services of an attorney (including bond counsel); ~~services of a physician~~; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of Agency-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

ii. Emergency Purchases. In the case of an emergency, goods or services may be purchased immediately without competitive procedures. An emergency is an unanticipated occurrence beyond the control of the Land Bank that (1) threatens the life, health, safety or welfare of any person; (2) threatens the continued use or function any

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the Land Bank's property; or (3) is likely to cause damage to the Land Bank's property if immediate action is not taken. This section does not preclude alternate proposals, if time permits.

~~ii-iii.~~ **Sole Source.** When there is only one source available for the required goods or services, the contract may be awarded without competitive procedures.

~~iii-iv.~~ **Purchases of Second-Hand Goods.** Purchases of surplus or second-hand goods from any source may be purchased without competitive procedures. If alternate proposals were required, the Land Bank would be precluded from purchasing surplus or second-hand goods at auctions or through specific advertising sources where the best prices are usually obtained. It is also difficult to compare prices of used goods, and a lower price may indicate an older product.

~~iv-v.~~ **Experimental Projects.** When the Land Bank wishes to test a new product or technology or evaluate a new source for a product or technology, the Land Bank may award a contract without competitive procedures, provided the contract is limited to the purchase of such goods or services that are necessary to conduct the experiment or test.

**vi. Goods or Services Under \$1,500.** The time and documentation required to purchase through this Policy may be more costly than the item itself and would therefore not be in the best interests of the Land Bank. In addition, it is not likely that such minimal contracts would be awarded based on favoritism.

**vii. Buy Local. Reasonable preference will be given to making purchases locally and regionally.**

~~v-viii.~~

b. **Written Report; Board Approval.** Any decision not to solicit alternative proposals or quotations for any Procurement Cecontract with an estimated or actual value in excess of \$1,500 ~~or greater~~ must be supported by a written report setting forth the reasons for such decision and must be approved by resolution of the Board.

~~**SECTION 6.**~~ **Section 8. CONSTRUCTION CONTRACTS.** Notwithstanding anything to the contrary herein, pursuant to Not-For-Profit Corporation Law § 1617, the Land Bank shall not award any construction, demolition, renovation or reconstruction contract greater than \$10,000 except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The Land Bank may, however, reject any or all bids or waive any informality in a bid if it believes that the public interest will be promoted thereby. The Land Bank may reject any bid, if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

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**SECTION 7. Section 9. POLICY REVIEW.** The Land Bank shall review this Policy annually, and any amendments must be approved by resolution of the Board.

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**SECTION 8. Section 10. GENERAL REQUIREMENTS.**

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a.e. All Procurement Contracts in an actual or estimated ~~amount value in excess of at least \$1,55,000~~ shall be in writing and shall be executed by such employee or officer of the Land Bank ~~as is designated by resolution of the Board~~.

b.f. Regardless of the value of the Procurement Contract, any Procurement Contract involving ~~s~~Services to be rendered over a period exceeding one year must be approved by resolution of the Board and reviewed annually by the Board.

e.g. The form of every Procurement Contract shall be approved by the Land Bank's counsel prior to execution.

d.h. Procurement Contracts which require contractors to perform services on premises owned or controlled by the Land Bank shall require proof of Workers' Compensation and proof of liability insurance naming the Land Bank as additional insured and shall provide that the ~~Ourside~~ Contractor indemnifies the Land Bank for the negligent acts and omissions of the ~~Outside~~ Contractor's employees. When appropriate and at the discretion of the Board, these contracts may further require the contractor to provide proof of environmental pollution insurance.

**SECTION 9. Section 11. PROMOTION OF MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES.**

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It is the goal of the Land Bank to award a fair share of Procurement Contracts to Minority-Owned Business Enterprises and Women-Owned Business Enterprises. It is also the Land Bank's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment. The following procedures shall be followed:

a.i. For all contracts for goods and ~~s~~Services, bidders shall be encouraged to include with their bids or RFP responses separate proposals which would demonstrate how their selection will achieve the goals of this section 9.

b.j. ~~The~~ Empire State Development maintains a list of certified Minority-Owned Business Enterprises and Women-Owned Business Enterprises by name and area of expertise, and each individual responsible for soliciting bids and proposals for the Land Bank shall rely on ~~the~~ Empire State Development's list, consult the list, and contact appropriate Minority and Women-Owned Businesses to encourage them to submit bids or RFP responses.

~~e.k.~~ In selecting a bidder where a Minority-Owned Business Enterprise or Women-Owned Business Enterprise has been identified, due consideration shall be given to the goals of the Land Bank.

~~e.l.~~ Required Contract Provisions.

- i. ~~As Required Pursuant to Executive Law § 312, A~~all MWBE Threshold Contracts, all documents soliciting bids or proposals for MWBE Threshold Contracts, and every subcontract between the contractor of a MWBE Threshold Contract and its subcontractors for the MWBE Threshold Contract shall contain or make reference to the ~~following provisions required by Executive Law § 312 concerning equal opportunities for minority groups and women.:~~

- ~~1. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.~~
- ~~2. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.~~
- ~~3. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status~~

~~Except that:~~

~~The provisions of this section 9(d)(i) shall not be binding upon contractors or subcontractors in the performance of work or the provision of services or any~~

~~other activity that are unrelated, separate or distinct from the MWBE Threshold Contract as expressed by its terms, and they shall not apply to any employment outside this state or application for employment outside this state or solicitations or advertisements therefor, or any existing programs of affirmative action regarding employment outside this state and the effect of contract provisions required by this section shall be so limited; and~~

~~The Land Bank shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity and whether the imposition of the requirements of this section duplicate or conflict with any such law and if duplication or conflict exists, the Land Bank shall waive the applicability of this section to the extent of such duplication or conflict.~~

- ii. ~~Alls Required Pursuant to Executive Law § 313, MWBE Threshold Contracts for construction, demolition, major repair or renovation of real property and improvements thereon shall include the provisions required by Executive Law § 313 concernign minority and women owned enterprises.~~

- ~~1. Requiring contractors to make a good faith effort to solicit active participation by enterprises identified in the directory of certified businesses provided to the Land Bank by the division of minority and women's business development In the New York State Department of Economic Development; and~~
- ~~2. Requiring the parties to agree as a condition of entering into the contract, to be bound by the provisions of New York State Executive Law § 316; and~~
- ~~3. Requiring the contractor to include the provisions set forth in (a) and (b) of this subdivision in every subcontract in a manner that the provisions will be binding upon each subcontractor as to work in connection with the MWBE Threshold Contract.~~

~~Except that:~~

~~The provisions of this section 9(d)(i)(2) shall not be binding upon contractors or subcontractors in the performance of work or the provision of services or any other activity that are unrelated, separate or distinct from the MWBE Threshold Contract as expressed by its terms; and~~

~~The Land bank shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity and whether the imposition of the requirements of this section duplicate or conflict with any such law and if duplication or conflict exists, the Land Bank shall waive the applicability of this section to the extent of such duplication or conflict.~~



iii. ~~As Required Pursuant to Executive Law § 316-A, the land bank shall include a provision in all MWBE Threshold Contracts providing that any contractor who willfully and intentionally fails to comply with the minority and women-owned participation requirements of this article 15-A of the Executive Law as set forth in the MWBE Threshold Contract shall be liable to the Land Bank for liquidated or other appropriate damages and shall provide for other appropriate remedies on account of such breach as determined by the Land Bank's Counsel. Should the Land Bank choose to proceed against a contractor for breach of contract as provided for in this section, the Land Bank shall be precluded from seeking enforcement pursuant to Executive Law § 316. All MWBE Threshold Contracts shall include the provisions required by Executive Law §316 and §316-A concerning enforcement, prohibitions and violations.~~

e. Copies to be provided. Pursuant to § 315(2) of the Executive Law, the Land Bank shall provide to all prospective bidders for a MWBE Threshold Contract, a current copy of the directory of certified businesses, and a copy of the regulations required pursuant to ~~§~~ § 312 and ~~§~~ 313 of the Executive Law at the time bids or proposals are solicited.

f. Waivers. In compliance with Executive Law § 313(6), where it appears that a contractor cannot, after a good faith effort, comply with the minority and women-owned business enterprise participation requirements set forth in a particular MWBE Threshold Contract, a contractor may file a written application with the Land Bank requesting a partial or total waiver of such requirements setting forth the reasons for such contractor's inability to meet any or all of the participation requirements together with an explanation of the efforts undertaken by the contractor to obtain the required minority and women-owned business enterprise participation. In implementing the provisions of this section, the contracting agency shall consider the number and types of minority and women-owned business enterprises located in the region in which the MWBE Threshold Contract is to be performed, the total dollar value of the MWBE Threshold Contract, the scope of work to be performed and the project size and term. If, based on such considerations, the contracting agency determines there is not a reasonable availability of contractors on the list of certified business to furnish services for the project, it shall issue a waiver of compliance to the contractor. In making such determination, the Land Bank shall first consider the availability of other business enterprises located in the region and shall thereafter consider the financial ability of Minority and Women-Owned Businesses located outside the region in which the contract is to be performed to perform the MWBE Threshold Contract.

g. Monitoring. ~~In compliance with Executive Law § 315(1), the Land Bank shall monitor MWBE Threshold Contracts under its jurisdiction, and recommend matters to the MWBE Division respecting non-compliance with the provisions of article 15-A of the Executive Law so that the MWBE Division may take such action as is appropriate to~~

~~insure compliance with the provisions of article 15-A, the rules and regulations of the director of the MWBE Division issued pursuant to Article 15-A and the contractual provisions required pursuant to article 15-A. The Land Bank shall comply with the monitoring requirements set forth in Executive Law § 315(1).~~

h. ~~Reports. In compliance with Executive Law § 315(3) the Land Bank shall report to the director of the MWBE Division with respect to activities undertaken to promote employment of minority group members and women and promote and increase participation by certified businesses with respect to MWBE Threshold Contracts and subcontracts. Such reports shall be submitted periodically, but not less frequently than annually, as required by the director of the MWBE Division, and shall include such information as is necessary for the director to determine whether the contracting agency and contractor have complied with the purposes of article 15-A of the Executive Law, including, without limitation, a summary of all waivers of the requirements of Executive law §§ 313 (6); 313(7) allowed by the contracting agency during the period covered by the report, including a description of the basis of the waiver request and the rationale for granting any such waiver. The Land Bank shall also include in such report whether or not it has been required to prepare a remedial plan, and, if so, the plan and the extent to which the Land Bank has complied with each element of the plan. The Land Bank shall comply with the reporting requirements set forth in Executive Law § 315(3).~~

i. ~~Goals. In all MWBE Threshold Contract Procurements the Land Bank shall set MWBE goals for contracts made directly or indirectly to minority and women-owned business enterprises, in accordance with the findings of the 2010 disparity study, to attempt to achieve the following results with regard to total annual Procurement in regards to MWBE Threshold Contracts as set forth in Executive Law § 313(3):~~

~~iii. construction industry for certified Minority-Owned Business enterprises: fourteen and thirty-four hundredths percent (14.34%);~~

~~iv. construction industry for Certified Women-Owned Business Enterprises: eight and forty-one hundredths (8.41%) percent;~~

~~v. construction related professional services industry for certified Minority-Owned Business Enterprises: thirteen and twenty-one hundredths (13.21%) percent;~~

~~vi. construction related professional services industry for certified Women-Owned Business Enterprises: eleven and thirty-two hundredths percent (11.32%);~~

~~vii. non-construction related services industry for certified Minority-Owned Business Enterprises: nineteen and sixty hundredths percent (19.60%);~~

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~~viii. non-construction related services industry for certified Women-Owned Business Enterprises: seventeen and forty-four hundredths percent (17.44%);~~

~~ix. commodities industry for certified Minority-Owned Business Enterprises: sixteen and eleven hundredths percent (16.11%);~~

~~x. commodities industry for certified Women-Owned Business Enterprises: ten and ninety-three hundredths percent (10.93%);~~

~~xi. overall agency total dollar value of procurement for certified Minority-Owned Business Enterprises: sixteen and fifty-three hundredths percent (16.53%);~~

~~xii. overall agency total dollar value of procurement for certified Women-Owned Business Enterprises: twelve and thirty-nine hundredths percent (12.39%); and~~

~~xiii. overall agency total dollar value of procurement for certified Minority and Women-Owned Business Enterprises: twenty-eight and ninety-two hundredths percent (28.92%);~~

j. Duplication. The Land bank shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity and whether the imposition of the requirements of this section duplicate or conflict with any such law and if duplication or conflict exists, the Land Bank shall waive the applicability of this section to the extent of such duplication or conflict.

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## ~~SECTION 10.~~ Section 12. MISCELLANEOUS PROVISIONS.

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a. **Powers of Amendment.** Any modification or amendment of this Policy may be made by a supplemental resolution adopted at any duly constituted meeting of the Board; provided, however, that no such modification or amendment shall abrogate the rights and duties of existing Land Bank contracts, the terms of which were established pursuant to this Policy or to a previously existing policy.

b. **No Recourse Under This Policy.** No provision of this Policy shall be the basis for any claim based on this Policy against any member, officer or employee of the Land Bank or the Land Bank itself.

c. **Provisions Required By Law.** This Policy is hereby deemed to include any provision required by law to be included herein.

**GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION**  
**PROCUREMENT OF GOODS AND SERVICES POLICY**

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this document is to outline the procurement policy (the "Policy") of the Greater Syracuse Property Development Corporation (the "Land Bank") applicable to the procurement of goods and services paid for by the Land Bank for its own use and benefit in accordance with New York Public Authorities Law §2824(1)(d). This Policy is intended to assure the prudent and economic use of the Land Bank's funds, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

**SECTION 2. DEFINITIONS.** As used herein, the following terms shall have the meaning set forth below.

- a. **"Land Bank"** shall mean the Greater Syracuse Property Development Corporation.
- b. **"Board"** shall mean the Board of Directors of the Land Bank.
- c. **"Chairman"** shall mean the Chairman of the Board.
- d. **"Executive Director"** shall mean the Executive Director of the Land Bank.
- e. **"Executive Law"** shall mean the New York State Executive Law as amended from time to time.
- f. **"Services"** shall mean any services performed for the Land Bank for a fee or other compensation, including legal, accounting, management consulting, investment banking, financial custody, investment management, construction management, construction, repair, planning, training, statistical, research, public relations, architectural, engineering, surveying or other consulting, professional or technical services. Services shall not include any services performed for the Land Bank by its employees within the scope of their employment responsibilities.
- g. **"Procurement Contract"** shall mean any agreement for the acquisition of goods or Services.
- h. **"Outside Contractor"** shall mean a person, firm, sole proprietor, partnership, company or corporation performing Services for the Land Bank pursuant to a written agreement.
- i. **"MWBE Division"** shall mean the division of minority and women's business development in the New York State Department of Economic Development.
- j. **"MWBE Threshold Contract"** shall mean:

- i. a written agreement or purchase order instrument, providing for a total expenditure in excess of twenty-five thousand dollars (\$25,000.00), whereby the Land Bank is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials, or any combination of the forgoing to be performed for, or rendered or furnished to the Land Bank or;
- ii. a written agreement in excess of one-hundred thousand dollars (\$100,000.00) whereby the Land Bank is committed to expend or does expend funds for construction, demolition, replacement, major repair or renovation of real property and improvements thereon. Solely for the purpose of providing the opportunity for participation by certified businesses in the performance of MWBE Threshold Contracts, MWBE Threshold Contracts shall also include leases of real property by the Land Bank to a lessee where: the terms of such leases provide for the construction, demolition, replacement, major repair or renovation of real property and improvements thereon by such lessee; and the cost of such construction, demolition, replacement, major repair or renovation of real property and improvements thereon shall exceed the sum of one hundred thousand dollars (\$100,000.00).

k. **"Minority-Owned Business Enterprise"** shall have the same meaning herein as is set forth in Executive Law § 310(7).

l. **"Women-Owned Business Enterprise"** shall have the same meaning herein as is set forth in Executive Law § 310(15).

**SECTION 3. DOCUMENTATION.** Action taken in connection with each procurement must be supported by documentation. When an award is made to other than the lowest responsible offeror, the determination to make the award must be supported by documentation that justifies the award and sets forth the reasons why the award furthers the purposes of this Policy.

**SECTION 4. INDIVIDUAL RESPONSIBLE FOR PURCHASING.** The Executive Director of the Land Bank is responsible for purchasing goods and Services on behalf of the Land Bank.

### **SECTION 5. SERVICE CONTRACTS.**

a. **Use of Outside Contractors.** The Land Bank may engage Outside Contractors to perform Services only if the Executive Director has determined that it is appropriate to do so. In making such a determination, the following factors shall be considered:

- i. the amount of time likely to be required in performing the services;

- ii. the degree of special skill likely to be required in performing the services;
- iii. the availability of employees of the Land Bank possessing the skills needed to perform the services;
- iv. the likely expense of training employees of the Land Bank to perform the services, and the likely future benefits to the Land Bank of such training;
- v. the availability of Outside Contractors and the likely expense of using Outside Contractors;
- vi. the requirement that the services be rendered by an independent professional, as in the case of auditors' opinions or legal opinions;
- vii. the effect of use of Outside Contractors on other agreements and operations of the Land Bank;
- viii. the extent to which the Land Bank has successfully used Outside Contractors in the past for the services to be performed; and
- ix. the need to assure that the Land Bank conducts its operations in the most effective and efficient manner.

b. **Selection of Outside Contractors.** Selection of Outside Contractors shall be made on a competitive basis, except where:

- i. The total value of the Procurement Contract is not likely to exceed \$1,500;
- ii. The Executive Director determines that (1) the need to obtain high quality services or services having unique or extraordinary features or time requirements substantially outweighs possible cost savings from selection on a competitive basis, or (2) the Land Bank has other cost control procedures to protect it from paying more for services than necessary; or
- iii. The Board otherwise determines that competition would be inappropriate.

c. **Request for Proposals.** Where selection is made on a competitive basis, the Executive Director shall request detailed proposals from at least three Outside Contractors known to have experience in the type of service to be performed. When the total value of a Procurement Contract is likely to exceed \$10,000, the proposals shall be in writing and submitted in response to a Request for Proposals ("RFP") issued by the Land Bank. Proposals shall be evaluated on the basis of all relevant factors such as the Outside Contractor's experience, reputation, technical qualifications, financial condition,

past performance, size, quality and availability of staff, identity of supervisory personnel, possible conflicts of interest, proposed scope of work and proposed fee or commission. No single factor shall necessarily be controlling, and the Outside Contractor submitting the proposal which is most favorable on an overall basis shall be selected, except that the Executive Director may reject any or all proposals if he or she considers such action in the best interests of the Land Bank.

When the total value of a Procurement Contract is likely to exceed \$100,000, the RFP may be preceded by a Request for Qualifications ("RFQ") from the Land Bank to ensure that only qualified Outside Contractors are invited to submit proposals. Outside Contractors will be determined qualified based on an evaluation of their experience, reputation, technical qualifications, financial condition, past performance, size, quality and availability of staff, identity of supervisory personnel, and any other relevant questions included in the RFQ.

d. **Board Approval.** The following Procurement Contracts for Services shall require approval of the Board and an annual review by the Board:

- i. Any contract involving Services to be rendered over more than one year; and
- ii. Any contract for Services that is likely to result in total payment to the Outside Contractor in excess of \$5,000 per year and is not in the ordinary course of the Land Bank's business of acquiring, maintaining, managing, selling and operating properties of the Land Bank.

## **SECTION 6. GOODS AND OTHER SERVICES.**

a. **Method of Purchase.** Selection of contracts for goods and services other than Services shall be made on a competitive basis except as otherwise set forth herein. The following method of purchase will be used when required by this Policy in order to achieve the highest quality and lowest cost:

<u>Estimated or Actual Value</u>	<u>Method and Approvals Required</u>
\$0 - \$3,000	The Executive Director, in his or her discretion, may enter into a contract on behalf of the Land Bank without obtaining quotations or the approval of the Board.
\$3,001 - \$5,000	At least three quotations, either oral or written, will be obtained. The Land Bank shall solicit such quotations utilizing sources most likely to identify the highest quality and lowest price of the particular good or service including, but not limited to, newspaper and magazine advertisements, internet searches, catalogs, chamber of commerce recommendations

and the prior experience of the Land Bank. The Land Bank shall create and maintain a written or digital record of the quotations solicited and received for such purchases. The Executive Director, or another Land Bank representative or employee designated by resolution of the Board, may enter into a contract on behalf of the Land Bank without obtaining the approval of the Board.

\$5,001 - \$10,000

At least three written quotations will be obtained. The Land Bank shall solicit such quotations utilizing sources most likely to identify the highest quality and lowest price of the particular good or service including, but not limited to, newspaper and magazine advertisements, internet searches, catalogs, chamber of commerce recommendations and the prior experience of the Land Bank. The Land Bank shall create and maintain a written or digital record of the quotations solicited and received for such purchases. Any contract entered into by the Land Bank shall be approved by the Board.

More than \$10,000

At least three written quotations in response to a written request for proposals issued by the Land Bank shall be required. Any contract entered into by the Land Bank shall be approved by the Board.

b. **Number of Proposals or Quotations.** A good faith effort shall be made to obtain the required number of proposals or quotations. If the Land Bank is unable to obtain the required number of proposals or quotations, the Land Bank will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement of the good or service.

c. **Awarding Contracts.** The award of a contract for goods or such other services shall be made to the lowest priced responsible offeror which meets the Land Bank's specifications. In assessing whether an offeror is responsible, the Land Bank should consider all relevant factors, such as the offeror's capacity and financial ability to complete the contract, past performance, experience, reliability, and integrity. Alternatively, the Land Bank may elect to award a contract based on "best value." "Best value" is defined for this purpose as a basis for awarding contracts to the offeror which optimizes quality, cost, and efficiency among responsive and responsible offerors. For purposes of best value, a responsive offeror is an offeror meeting the Land Bank's minimum specifications. In assessing best value, non-price factors may be considered. Such factors include, but are not limited to, the unique or outstanding qualifications of the offeror (including past experience with a particular issue or familiarity with Land Bank operations) and the reliability, efficiency of operation, difficulty/ease of



maintenance, useful lifespan, and environmental impact of a product or practice, as applicable.

d. **Documentation.** Action taken in connection with each method of procurement must be supported by documentation.

## **SECTION 7. CIRCUMSTANCES WHERE SOLICITATION OF ALTERNATIVE PROPOSALS OR QUOTATIONS ARE NOT IN THE BEST INTEREST OF THE CORPORATION.**

a. The Land Bank is not required to solicit alternative proposals or quotations if the Executive Director or Chairman, in his or her sole discretion, determines that such solicitation is not in the best interests of the Land Bank. In the following circumstances, it may not be in the best interests of the Land Bank to solicit alternative proposals or quotations:

- i. **Professional and Contracted Services.** Professional services or services requiring special or technical skill, training or expertise. The individual, company or firm must be chosen based on accountability, reliability, responsibility, skill, conflict of interests, reputation, education and training, judgment, integrity, continuity of service and moral worth. Furthermore, certain professional services to be provided to the Agency, e.g., legal and accounting services, impact liability issues of the Agency and its members, including securities liability in circumstances where the Agency is issuing bonds. These qualifications and the concerns of the Agency regarding its liability and the liability of its members are not necessarily found or addressed in the individual, company or firm that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Agency shall take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training and experience is a necessary prerequisite to the performance of the services. Professional or technical services shall include but not be limited to the following: services of an attorney (including bond counsel); technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of Agency-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- ii. Emergency Purchases. In the case of an emergency, goods or services may be purchased immediately without competitive procedures. An emergency is an unanticipated occurrence beyond the control of the Land Bank that (1) threatens the life, health, safety or welfare of any person; (2) threatens the continued use or function any the Land Bank's property; or (3) is likely to cause damage to the Land Bank's property if immediate action is not taken. This section does not preclude alternate proposals, if time permits.
- iii. Sole Source. When there is only one source available for the required goods or services, the contract may be awarded without competitive procedures.
- iv. Purchases of Second-Hand Goods. Purchases of surplus or second-hand goods from any source may be purchased without competitive procedures. If alternate proposals were required, the Land Bank would be precluded from purchasing surplus or second-hand goods at auctions or through specific advertising sources where the best prices are usually obtained. It is also difficult to compare prices of used goods, and a lower price may indicate an older product.
- v. Experimental Projects. When the Land Bank wishes to test a new product or technology or evaluate a new source for a product or technology, the Land Bank may award a contract without competitive procedures, provided the contract is limited to the purchase of such goods or services that are necessary to conduct the experiment or test.
- vi. Goods or Services Under \$1,500. The time and documentation required to purchase through this Policy may be more costly than the item itself and would therefore not be in the best interests of the Land Bank. In addition, it is not likely that such minimal contracts would be awarded based on favoritism.
- vii. Buy Local. Reasonable preference will be given to making purchases locally and regionally.

b. **Written Report; Board Approval**. Any decision not to solicit alternative proposals or quotations for any Procurement Contract with an estimated or actual value in excess of \$1,500 must be supported by a written report setting forth the reasons for such decision and must be approved by the Board.

**SECTION 8. CONSTRUCTION CONTRACTS.** Notwithstanding anything to the contrary herein, pursuant to Not-For-Profit Corporation Law § 1617, the Land Bank shall not award any construction, demolition, renovation or reconstruction contract greater than \$10,000 except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The Land Bank may, however, reject any or all bids or waive any informality in a bid if it believes that the public interest will

be promoted thereby. The Land Bank may reject any bid, if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

**SECTION 9. POLICY REVIEW.** The Land Bank shall review this Policy annually, and any amendments must be approved by the Board.

**SECTION 10. GENERAL REQUIREMENTS.**

a. All Procurement Contracts in an actual or estimated value in excess of \$5,000 shall be in writing and shall be executed by an authorized employee or officer of the Land Bank.

b. Regardless of the value of the Procurement Contract, any Procurement Contract involving Services to be rendered over a period exceeding one year must be approved by resolution of the Board and reviewed annually by the Board.

c. The form of every Procurement Contract shall be approved by the Land Bank's counsel prior to execution.

d. Procurement Contracts which require contractors to perform services on premises owned or controlled by the Land Bank shall require proof of Workers' Compensation and proof of liability insurance naming the Land Bank as additional insured and shall provide that the Outside Contractor indemnifies the Land Bank for the negligent acts and omissions of the Outside Contractor's employees. When appropriate and at the discretion of the Board, these contracts may further require the contractor to provide proof of environmental pollution insurance.

**SECTION 11. PROMOTION OF MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES.**

It is the goal of the Land Bank to award a fair share of Procurement Contracts to Minority-Owned Business Enterprises and Women-Owned Business Enterprises. It is also the Land Bank's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment. The following procedures shall be followed:

a. For all contracts for goods and Services, bidders shall be encouraged to include with their bids or RFP responses separate proposals which would demonstrate how their selection will achieve the goals of this Section.

b. Empire State Development maintains a list of certified Minority-Owned Business Enterprises and Women-Owned Business Enterprises by name and area of expertise, and each individual responsible for soliciting bids and proposals for the Land Bank shall rely on Empire State Development's list, consult the list, and contact appropriate Minority and Women-Owned Businesses to encourage them to submit bids or RFP responses.

c. In selecting a bidder where a Minority-Owned Business Enterprise or Women-Owned Business Enterprise has been identified, due consideration shall be given to the goals of the Land Bank.

d. **Required Contract Provisions.**

- i. All MWBE Threshold Contracts, all documents soliciting bids or proposals for MWBE Threshold Contracts, and every subcontract between the contractor of a MWBE Threshold Contract and its subcontractors for the MWBE Threshold Contract shall contain or make reference to the provisions required by Executive Law § 312 concerning equal opportunities for minority groups and women.
- ii. All MWBE Threshold Contracts for construction, demolition, major repair or renovation of real property and improvements thereon shall include the provisions required by Executive Law § 313 concerning minority and women owned enterprises.
- iii. All MWBE Threshold Contracts shall include the provisions required by Executive Law § 316 and § 316-A concerning enforcement, prohibitions and violations.

e. **Copies to be provided.** Pursuant to § 315(2) of the Executive Law, the Land Bank shall provide to all prospective bidders for a MWBE Threshold Contract, a current copy of the directory of certified businesses, and a copy of the regulations required pursuant to § 312 and § 313 of the Executive Law at the time bids or proposals are solicited.

f. **Waivers.** In compliance with Executive Law § 313(6), where it appears that a contractor cannot, after a good faith effort, comply with the minority and women-owned business enterprise participation requirements set forth in a particular MWBE Threshold Contract, a contractor may file a written application with the Land Bank requesting a partial or total waiver of such requirements setting forth the reasons for such contractor's inability to meet any or all of the participation requirements together with an explanation of the efforts undertaken by the contractor to obtain the required minority and women-owned business enterprise participation. In implementing the provisions of this section, the contracting agency shall consider the number and types of minority and women-owned business enterprises located in the region in which the MWBE Threshold Contract is to be performed, the total dollar value of the MWBE Threshold Contract, the scope of work to be performed and the project size and term. If, based on such considerations, the contracting agency determines there is not a reasonable availability of contractors on the list of certified business to furnish services for the project, it shall issue a waiver of compliance to the contractor. In making such

determination, the Land Bank shall first consider the availability of other business enterprises located in the region and shall thereafter consider the financial ability of Minority and Women-Owned Businesses located outside the region in which the contract is to be performed to perform the MWBE Threshold Contract.

g. **Monitoring.** The Land Bank shall comply with the monitoring requirements set forth in Executive Law § 315(1).

h. **Reports.** The Land Bank shall comply with the reporting requirements set forth in Executive Law § 315(3).

i. **Goals.** In all MWBE Threshold Contract Procurements the Land Bank shall set MWBE goals for contracts made directly or indirectly to minority and women-owned business enterprises, in accordance with the findings of the 2010 disparity study, to attempt to achieve the results with regard to total annual Procurement in regards to MWBE Threshold Contracts as set forth in Executive Law § 313(1).

j. **Duplication.** The Land Bank shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity and whether the imposition of the requirements of this section duplicate or conflict with any such law and if duplication or conflict exists, the Land Bank shall waive the applicability of this section to the extent of such duplication or conflict.

## **SECTION 12. MISCELLANEOUS PROVISIONS.**

a. **Powers of Amendment.** Any modification or amendment of this Policy may be made by a supplemental resolution adopted at any duly constituted meeting of the Board; provided, however, that no such modification or amendment shall abrogate the rights and duties of existing Land Bank contracts, the terms of which were established pursuant to this Policy or to a previously existing policy.

b. **No Recourse Under This Policy.** No provision of this Policy shall be the basis for any claim based on this Policy against any member, officer or employee of the Land Bank or the Land Bank itself.

c. **Provisions Required By Law.** This Policy is hereby deemed to include any provision required by law to be included herein.

A meeting of the Board of Directors of the Greater Syracuse Property Development Corporation ("GSPDC") was convened in public session at the offices of the GSPDC located at 431 East Fayette Street, Suite 375, Syracuse, New York 13202 on July 19<sup>th</sup>, 2016 at 8:00 a.m.

The meeting was called to order by the Chairman and, upon roll being called, the following directors of the GSPDC were:

**PRESENT:**

Vito Sciscioli, Chair  
Daniel Barnaba, Treasurer  
El Java Abdul Qadir, Director  
James Corbett, Vice-Chair  
Julie Cerio, Secretary

**ABSENT:**

**FOLLOWING PERSONS WERE ALSO PRESENT:**

Katelyn E. Wright	Executive Director
John P. Sidd, Esq.	GSPDC Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_ to wit:

Resolution No.: 20 of 2016

**RESOLUTION AUTHORIZING THE ACQUISITION OF  
CERTAIN PHASE XI PROPERTIES FROM THE CITY OF  
SYRACUSE**

WHEREAS, New York Not-For-Profit Corporation Law §1608(b) authorizes the GSPDC to acquire real property by gift, devise, transfer, exchange, foreclosure, purchase, or otherwise; and

WHEREAS, pursuant to New York Not-For-Profit Corporation Law §1608(c), the GSPDC may accept transfers of real property from municipalities upon such terms and conditions as agreed to by the GSPDC and the municipality; and

WHEREAS, the GSPDC desires to acquire from the City of Syracuse title to certain parcels of real property identified on the "Phase XI" Properties List attached hereto as Schedule A.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The recitals above are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. The GSPDC is hereby authorized to acquire from the City of Syracuse title to the parcels of real property identified on the "Phase XI" Properties List attached hereto as Schedule A.

Section 3. The Chairman and the Executive Director of the GSPDC are each hereby authorized and directed to execute all documents on behalf of the GSPDC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. The other officers, employees and agents of the GSPDC are hereby authorized and directed for and in the name and on behalf of the GSPDC to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Vito Sciscioli	VOTING	___
Daniel Barnaba	VOTING	___
Dwight L. Hicks	VOTING	___
James Corbett	VOTING	___
Julie Cerio	VOTING	___

The foregoing Resolution was thereupon declared and duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF ONONADAGA            ) ss.:

I, the undersigned Secretary of the Greater Syracuse Property Development Corporation (the "GSPDC"), DO HEREBY CERTIFY, that I have compared the foregoing extract of the minutes of the meeting of the directors of GSPDC, including the Resolution contained therein, held on July 19, 2016 with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of GSPDC and of such Resolution set forth therein and of the whole of said original so far as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all directors of GSPDC had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the directors of GSPDC present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of GSPDC this 16<sup>th</sup> day of August, 2016.

---

Julie Cerio, Secretary



Schedule A

Phase XI Properties

PNUMBR	St Num	Street Name	Land Use	Neighborhood
0461001400	255	MIDLER AVE N	Single Family	Eastwood
1267007300	713-15	ONONDAGA AVE	Two Family	Elmwood
0731100300	121	GERE AVE	Two Family	Far Westside
0731101500	215	GERE AVE	Two Family	Far Westside
0751000700	205	LEWIS ST	Two Family	Far Westside
0613015900	1006	BURNET AVE	Single Family	Lincoln Hill
1034004300	214	GRACE ST	Two Family	Near Westside
1040004300	202	HOLLAND ST & CONGRESS AVE	Two Family	Near Westside
1167108200	1217	ONONDAGA ST W	Single Family	Near Westside
1079001800	118-20	SABINE ST	Two Family	Near Westside
1079001300	100	SABINE ST & MERRIMAN AVE	Apartment	Near Westside
0304003900	607	ASH ST	Three Family	Northside
0322004000	629	DIVISION ST E	Two Family	Northside
0252101000	241-43	LILAC ST	Apartment	Northside
0356003000	144	MARY ST	Three Family	Northside
0366000100	107	OBERST ST	Commercial	Northside
0366000400	113	OBERST ST	Two Family	Northside
0368004400	902	PARK ST & JOHN ST	Multiple Residence	Northside
0371002100	504	POND ST	Two Family	Northside
0681102800	223	SEWARD ST	Two Family	Northside
0186100101	103	STEUBEN ST	Three Family	Northside
0203003100	310	APPLE ST	Multiple Residence	Park Ave
1153000100	111	LOEHR AVE	Single Family	Skunk City
1479026200	4902	SALINA ST S	Apartment	South Valley
1830000700	157-59	FURMAN ST	Two Family	Southside
1216100300	121	CHESTER ST	Single Family	Southwest
0731001100	1603	GENESEE ST W	Apartment	Tipp Hill
0115008700	1204	CARBON ST	Two Family	Washington Square
0121007000	1025	DANFORTH ST	Two Family	Washington Square
0151006300	831	LEMOYNE AVE	Two Family	Washington Square
0253105300	2411	LODI ST	Two Family	Washington Square
0279109200	1315-17	SALINA ST N & CUMMINGS AV	Apartment	Washington Square
0181000700	114	SECOND NORTH ST	Single Family	Washington Square
0185103900	1008	SPRING ST	Two Family	Washington Square