GREATER SYRACUSE
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Minutes
Greater Syracuse Property Development Corporation
BOARD OF DIRECTORS MEETING
Tuesday, December 11, 2012, 12:30 P.M.
333 W. Washington Street, Suite 130
Syracuse, NY 13202

Board Members Present: Daniel Barnaba, Vito Sciscioli, James Corbett, Mary Beth Primo, Dwight Hicks
Others Present: Thomas Babilon, Martin Murphy, Katelyn Wright, Ryan Delaney, Lamont Mitchell, Craig Swiecki, Travis Glazier, David Reed, Andrew Maxwell, Bob Demore, Ben Walsh, Andy Obernesser, Bob Morris, Calvin Jones

I. Call to order

Vito Sciscioli called the meeting to order at 12:33 p.m.

II. Roll Call

Mr. Sciscioli noted that all board members were present.

III. Proof of Notice

Mr. Sciscioli noted that the public notice of the meeting had been timely and properly provided.

IV. Minutes

Mr. Sciscioli asked if there were any comments on or amendments to the minutes provided from the November 13, 2012 meeting of the board of directors. Hearing none he asked for a motion to approve the minutes. Dwight Hicks motioned to approve the minutes from the November 13, 2012 Board of Directors meeting. Daniel Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY ACCEPTED THE MINUTES FROM THE NOVEMBER 13, 2012 BOARD OF DIRECTORS MEETING AS AMENDED.**

V. Committee Reports

Governance Committee Report

Mr. Sciscioli summarized the activity of the November 30, 2012 Governance Committee meeting. At this meeting there was extensive discussion of policies to include in an Acquisition Policy for the organization. This item and the Investment Policy, which Mr. Babilon is further researching, will be the subject of the next Governance Committee meeting and nothing from this committee is being forwarded to the full board at this time.

VI. New Business

Set 2013 Meeting Dates

The Board discussed retaining their regular meeting time of the 12:30 PM on the second Tuesday of each month. All were in agreement. Mary Beth Primo made a motion to pass a resolution adopting the attached schedule of regular

meeting dates for 2013. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO ADOPT THE SCHEDULE OF REGULAR BOARD OF DIRECTORS MEETING DATES AS ATTACHED.**

Adopt 2013 budget

Katelyn Wright explained that a budget for 2013 and an additional three years of projections was required to be submitted to PARIS at this time, in order to comply with the Public Authorities Accountability Act. She explained that while much of this information is unknown at present, the organization is not bound to these projections and they can be amended. She proposed to use the budget that has been developed for fundraising and planning thus far. Mr. Barnaba stressed that while many of these figures are unknown, that much work and research went into the development of the budget, based on the experience of other real estate developers in Syracuse, and that he had reviewed it in detail with Ms. Wright and that it seems to him, as treasurer, a good starting point. Mr. Barnaba recommended that a sentence be added to Section II of the report indicating that while the organization had no assets or liabilities in 2012, it utilized professional and legal services provided by the City of Syracuse.

Jim Corbett made a motion to pass a resolution to adopt the budget report as amended and authorize its submittal to the NY Authorities Budget Office. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO ADOPT THE BUDGET REPORT AS AMENDED AND AUTHORIZE ITS SUBMITTAL TO THE NY AUTHORITIES BUDGET OFFICE.**

Renewal of City-Services Contract

Ms. Wright noted that the GSPDC's professional services contract with the City of Syracuse is set to expire on December 31st and that, according to its terms, it may be renewed. Mr. Babilon explained that renewal would require a Common Council vote. Both indicated that Corporation Counsel is comfortable with renewing legal services until April 1 and Ms. Wright stressed that outside counsel must be obtained prior to the acceptance of any foreclosed properties from the City of Syracuse, which is anticipated in May 2013 and is the subject of the next agenda item. After some discussion the board members indicated that they wish to renew the contract and for legislation to be submitted to Council to do so. Jim Corbett made a motion to pass a resolution to authorize Vito Sciscioli to renew the contract through April 1st or until such time as the GSPDC procures these services elsewhere. Daniel Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO AUTHORIZE VITO SCISCIOLI TO RENEW THE CONTRACT THROUGH APRIL 1ST OR UNTIL SUCH TIME AS THE GSPDC PROCURES THESE SERVICES ELSEWHERE**.

RFP for legal services, board counsel

After review of the attached draft RFP there was some discussion of the various types of legal services that would be needed—board counsel, litigation, real estate transactions—and whether they should be included in one RFP and whether the organization would be better off utilizing one or more law firms. Mr. Babilon expressed that MWBE requirements must be added to the RFP, as well. There was some discussion of whether interviews should be held with law firms to gather information prior to issuing an RFP and/or whether a Request for Qualifications would be helpful first.

Given the volume of further research and discussion necessary, the board suggested creating a hiring committee to address this issue and other procurement of professional services in the coming months. Dwight Hicks, Dan Barnaba, and Mary Beth Primo volunteered to serve on this committee. Dan Barnaba made a motion to pass a resolution to create a Hiring Committee comprised of Mary Beth Primo, Daniel Barnaba, and Dwight Hicks. Dwight Hicks seconded

this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO CREATE A HIRING COMMITTEE COMPRISED OF MARY BETH PRIMO, DANIEL BARNABA, AND DWIGHT HICKS.**

Formal Request of Common Council and County Legislature for Revenue-Sharing Agreement

Katelyn Wright submitted two letters, drafted at the request of the board of directors as discussed at the November 30 Governance Committee meeting, outlining the GSPDC's request for some assurance of the revenue-sharing model. After review of the letter to Onondaga County Legislators, Mary Beth Primo motioned that they authorize Vito Sciscioli to send this correspondence to the County Legislature on the organization's behalf. Jim Corbett seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THIS MOTION TO AUTHORIZE VITO SCISCIOLI SEND THIS CORRESPONDENCE TO THE COUNTY LEGISLATURE ON THE ORGANIZATION'S BEHALF.**

The board members then reviewed the letter to Syracuse Common Councilors and stressed that this assurance of the sustainability of their business model was needed prior to their acceptance of any foreclosed properties in May, and for the GSPDC to begin issuing RFPs for legal service, insurance, property maintenance, etc. to build capacity to accept these properties in May. They recommended that the revenue-sharing schedule previously proposed by Councilor Maroun be attached to the letter and specifically referenced in their request and that the language in the last paragraph be made stronger. Dwight Hicks motioned that they authorize Vito Sciscioli to send this correspondence, as amended, to the Syracuse Common Council on the organization's behalf. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THIS MOTION TO AUTHORIZE VITO SCISCIOLI SEND THIS CORRESPONDENCE, AS AMENDED, TO THE SYRACUSE COMMON COUNCIL ON THE ORGANIZATION'S BEHALF.**

VII. Discussion

Citizens Advisory Board update

Ms. Wright explained that the Citizens Advisory Board has been diligently working on a set of policy guidelines for the assembly, maintenance, redevelopment, and disposition of properties within the City of Syracuse. She summarized their last meeting's discussion regarding vacant land and which properties should be held by the City versus which were appropriate for transfer to the land bank. If transferred to the land bank, this group is identifying areas where new infill construction would be preferable, and areas where side-lot transfers would be permissible. In addition, criteria where assembly with adjacent parcels is preferable are being defined. All of their recommended policies, related to vacant land, vacant buildings, and occupied buildings, will be compiled into one set of guidelines, feedback will be sought from the GSPDC board, and then forwarded to Common Council for adoption.

Phase I Foreclosures update

Ms. Wright indicated that at this time 12 properties, slightly more than 5% of the 200, in Phase I had paid or entered into a tax trust since this round of foreclosure notices was sent on November 19. The City estimates that 50% or more will pay their taxes and avoid foreclosure before May 2013. In addition, many property owners from the whole backlog of seizable, who received the informational letter sent on November 1st had paid their taxes and that the total seizable number is now below 3,400.

Ms. Wright also provided an update on the City's foreclosure prevention efforts and their convening of a 'safety net' of foreclosure prevention counseling and social service agencies.

Fundraising update

Ms. Wright indicated that she had made an informal presentation to the Onondaga Civic Development Corporation and that she hopes to return to them in January with a formal application for start-up funds. After some discussion the

board agreed the application should be on the January 8 agenda for authorization and might then be considered by OCDC at their January 10 meeting.

Advertising for an Executive Director

This will be discussed by the Hiring Committee, as well.

VIII. Adjournment

Mr. Sciscioli asked for motion to adjourn. Jim Corbett motioned to adjourn the meeting. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUS AGREED TO ADJOURN THE MEETING AT 1:56 P.M.**