Minutes
Greater Syracuse Property Development Corporation
BOARD OF DIRECTORS MEETING
Tuesday, June 17, 2014 8:00 A.M.
333 W. Washington Street, Suite 130
Syracuse, NY 13202

Board Members Present: Vito Sciscioli, Mary Beth Primo, Dwight L. Hicks, Daniel Barnaba, Jim Corbett

Others Present: Katelyn Wright, John Sidd, Dan Hoosock, Kate Palermo, Paul Driscoll, Stephen Aemny, Ben Gray, Stephanie Pasquale, Kerry Quaglia, Steve Case, Tim Lynn, Honorable Nader Maroun, Sharon Sherman, Honorable Bob Dougherty, Rich Puchalski, Will Watkins, Mark Lichtenstein, Mohamad Galal

I. Call to order

Vito Sciscioli called the meeting to order at 8:05 AM

II. Roll Call

Mr. Sciscioli noted that all board members were present.

III. Proof of Notice

Mr. Sciscioli noted that proper notice of the meeting had been posted.

IV. Minutes

Jim Corbett moved to approve the minutes of the May 20, 2014 meeting of the board of directors. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY MOVED TO APPROVE THE MINUTES OF THE MAY 20, 2014 BOARD OF DIRECTORS MEETING.**

V. Discussion

Mr. Sciscioli recommended an item be taken out of order since Paul Driscoll, Commissioner of Neighborhood & Business Development for the City of Syracuse was present to report on a change in the City's tax foreclosure policy. Mr. Driscoll reported that the City had, up until recently, bene accepting purchase offers for properties located outside of target areas where foreclosures were ongoing with the intention of taking title and selling properties to the land bank. In those target areas no private applications were being accepted since the Land Bank's sales procedure is preferable as it allows buyers to inspect property prior to submitting a purchase offer. Non-target areas are beginning to comprise a smaller area of the map as the City's implementation of its new tax collection policies proceeds and the administration recently decided to begin applying the same policy as was previously employed in the foreclosure target areas citywide. This stood to benefit buyers who would now be able to inspect properties prior to purchase, to benefit the City as the Land Bank could employ its 'enforcement mortgage,' and the Land Bank would stand to benefit as it could better brand itself as the source of available properties rather than allowing buyers to be confused by the two processes operating in parallel. Mr. Maroun indicated that the Council was upset that it wasn't apprised of this policy change and that there would be a committee meeting on this subject today at noon. Board members agreed that this change in policy appeared to be an improvement on all fronts and Mr. Dougherty agreed that it seemed to bring more clarity to the purchase process and would likely achieve better long-term outcomes for neighborhood redevelopment.

VI. Executive Summary/Chief Financial Officer's Report

Ms. Wright summarized the June 3 meeting of the Finance Committee, at which it reviewed the Land Bank's application for 501(c)(3) status.

Mr. Barnaba drew attention to the May financial statements and asked if it would be a fair assessment that so far this year cost of goods and maintenance costs re-classed to the balance sheet have been roughly equal to the revenue generated by property sales, and Katelyn confirmed that yes the organization was roughly breaking even, but that this analysis did not account for overhead costs.

VII. New Business

Authorizing the GSPDC to enter into a funding agreement with the City of Syracuse (FY 14/15)

Ms. Wright indicated that this contract had not yet been submitted to Common Council and that they had not yet had a chance to comment on proposed changes. Jim Corbett moved to table the issue until consensus was reached on a new draft. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT AGREED TO TABLE THE ITEM UNTIL CONSENSUS WAS REACHED.**

Accept Phase VI properties from the City of Syracuse

Ms. Wright presented a summary of properties available for Land Bank acquisition in Phase VI of the City's foreclosure efforts, a projection of their cost and potential to generate revenue from sales, and an overview of the commercial properties included in Phase VI. After some discussion Dwight Hicks moved to pass a resolution authorizing the acquisition of multiple properties from the City of Syracuse. Mr. Corbett seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO AUTHORIZING THE ACQUISITION OF MULTIPLE PROPERTIES FROM THE CITY OF SYRACUSE.**

Approve the Sale of Multiple Parcels of Real Property

Ms. Wright indicated that the applicants for 449 S. Salina Street, known as the Addis Building, were present and were available to summarize their development proposal and answer any questions the board may have. Steve Case and Timothy Lynn described their proposal for mixed use renovation of the former department store using state and federal historic preservation tax credits.

Ms. Wright summarized the specifics of four additional purchase applications. Jim Corbett moved to approve the sale of multiple parcels of real property. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION APPROVING THE SALES OF MULTIPLE PARCELS OF REAL PROPERTY.**

Approve the Sale of the Multiple Properties to Home HeadQuarters, Inc.

Ms. Wright explained that these properties would be renovated for sale to income-qualified owner occupants per the co-development agreement between Home HeadQuarters and the Land Bank using grant funds from the New York Attorney General. Dwight Hicks moved to pass a resolution authorizing the sale of multiple properties to Home HeadQuarters, Inc. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION APPROVING THE SALES OF MULTIPLE PARCELS OF REAL PROPERTY TO HOME HEADQUARTERS, INC.**

Authorizing the GSPDC to enter into lease agreements with Home HeadQuarters, Inc.

Ms. Wright explained that this lease agreement would authorize Home HeadQuarters to contract with demolition contractors on the Land Bank's behalf and that their demolition expenses would be reimbursed out of NY Attorney General grant funds. She further explained that the Land Bank's grant agreement with the OAG required that nine properties be demolished by the end of 2014 and that six would be completed in the course of the Land Bank's deconstruction pilot program but these lease agreements would enable Home HeadQuarters to manage three additional demolitions in order for the Land Bank to meet this benchmark. Dan Barnaba moved to pass a resolution authorizing the GSPDC to enter into lease agreements with Home HeadQuarters, Inc. for the purpose effecting demolitions funded by a grant from the Office of the New York Attorney General. Jim Corbett seconded this motion.

ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE GSPDC TO ENTER INTO LEASE AGREEMENT WITH HOME HEADQUARTERS, INC.

Hire an Executive Assistant/Special Projects Coordinator

Ms. Wright indicated that she'd interviewed multiple candidates for this position, and that the job listing had been reviewed by the full board and that she'd selected Kate Palermo from the field of candidates as best suited to the Land Bank's needs. She indicated that Kate was in the audience and would be ready start work sometime between July 1 and July 15. Mary Beth Primo moved to pass a resolution to hire Kate Palermo for the position of Executive Assistant/Special Projects Coordinator. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO HIRE KATE PALERMO FOR THE POSITION OF EXECUTIVE ASSISTANT/SPECIAL PROJECTS COORDINATOR.**

Mary Beth Primo left at 9:00 AM

Procurement

Asbestos & Lead Surveys

Ms. Wright indicated that 1806 Lodi and 123 Henderson would be included in the second batch of three deconstructions to be included in the 2014 deconstruction pilot program and that 117 Spring and 3644 Midland were candidates for renovation using unrestricted Land Bank funds, and that a total project budget would be developed and proposed to the board, but that the cost of abating lead and asbestos would first have to be determined by conducting a survey. Mr. Barnaba noted that this meant funds had to be expended in order to determine how much additional funds would have to be expended and Ms. Wright noted that yes, it was a two-step process to develop a full scope of work and project budget and that the full renovation budget would be subject to board approval before any decision to move forward with renovation was made.

Mr. Hicks moved to procure asbestos and lead surveys on 117 Spring Street, 3644 Midland, and 1806 Lodi from Churchill Environmental and 123 Henderson from HSE. Mr. Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT MOVED TO PROCURE ASBESTOS AND LEAD SURVEYS ON 117 SPRING STREET, 3644 MIDLAND, AND 1806 LODI FROM CHURCHILL ENVIRONMENTAL AND 123 HENDERSON FROM HSE.**

Asbestos Abatement

Ms. Wright indicated that the last group of properties for which surveys were complete enabled them to obtain quotes for asbestos abatement, which must be undertaken prior to deconstruction work commencing. Mr. Barnaba asked if it would be better to choose deconstruction candidates based on abatement costs and Ms. Wright indicated that yes, for the 2015 deconstruction program more lead-time would be spent evaluating those costs to identify ideal candidates, but that would require the Land Bank to bear the cost of surveying a large number of properties in order to determine which would be cheapest to abate.

Jim Corbett moved to procure Asbestos Abatement of 165 Culbert, 201 Furman, 552 Gifford, and 611 Park Street from Summit. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT MOVED TO PROCURE ASBESTOS ABATEMENT OF 165 CULBERT, 201 FURMAN, 552 GIFFORD, AND 611 PARK STREET FROM SUMMIT.**

125 Hoefler St. Sidewalks

Ms. Wright explained that the City had condemned this sidewalk and that it needed to be replaced, that in addition to the City's quote they obtained two more and found a contractor able to replace the sidewalk for $2000 less than the City quote. She noted that this item had been a source of concern for some board members but that the Land Bank had so far acquired more than 100 vacant lots and only three had been condemned so it did not appear to present an unmanageable cost for the Land Bank to bear. Jim Corbett moved to procure the replacement of the sidewalk at 125 Hoefler Street from S&S Masonry. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT MOVED TO PROCURE THE REPLACEMENT OF THE SIDEWALK AT 125 HOEFLER STREET FROM S&S MASONRY.**

117 Spring Street clean-out

Ms. Wright explained that this property was a candidate for renovation and that a great deal of trash and debris needed to be removed before it was surveyed for asbestos and lead and, even if the Land Bank chose not to proceed with renovation, this would need to occur prior to marketing the property for sale. Dwight Hicks moved to authorize procurement of clean-out services from Feher. Mr. Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT MOVED TO AUTHORIZE PROCUREMENT OF CLEAN-OUT SERVICES AT 117 SPRING STREET FROM FEHER.**

VIII. Adjournment

Jim Corbett moved to adjourn the meeting. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY AGREED TO ADJOURN THE MEETING AT 9:23 AM.**