



Minutes
Greater Syracuse Property Development Corporation
Board of Directors Meeting
Tuesday, April 19, 2016
431 E. Fayette Street, 3rd Floor Conference Room
Syracuse, NY 13202

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, Kerry Quaglia, Laura Haley, Phil Berrigan, Bob Dougherty, Stephanie Pasquale, Michael Harper Sr.

I. Call to order

Vito Sciscioli called the meeting to order at 8:02 AM.

II. Roll Call

Mr. Sciscioli noted that all Board members were present.

III. Proof of Notice

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

IV. Minutes

Jim Corbett moved to approve the minutes from March 29, 2106. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE MARCH 29, 2016 MEETING.**

V. Executive Summary & Financial Statements

Katelyn Wright referred the board to the February financial statements included in their packet and noted that the rest of the executive summary described new business. There were no questions.

VI. Committee Reports

A. Personnel Committee (4/15)

Dan Barnaba explained that the Personnel Committee met on April 15 to discuss an amendment to the personal policy increasing the employer contribution for health insurance for employees enrolling dependents in the Land Bank's group health insurance plan. Dan Barnaba moved to approve the minutes from the Personnel Committee meeting. Julie Cerio seconded the motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE APRIL 15, 2016 PERSONNEL COMMITTEE MEETING.**

B. Audit Committee – need to approve minutes from 3/29 and 2/3

Ms. Wright noted that minutes from the March 29 and February 3 audit committees had also been emailed out to committee members and were ready for approval. Julie Cerio moved to approve the minutes of the Audit Committee's March 29 and February 3 meetings. Dan Barnaba seconded this. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE MARCH 29 AND FEBRUARY 3 AUDIT COMMITTEE MEETINGS.**

VII. New Business

A. Authorize the sale of multiple properties

Ms. Wright summarized the properties ready for board approval to sell. Julie Cerio moved to pass a resolution to sell multiple properties. Jim Corbett seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF MULTIPLE PROPERTIES.**

B. Authorize the sale of multiple properties to the Town of DeWitt

Ms. Wright explained that the Town of DeWitt had requested the Land Bank acquire several properties that were slated for County Tax Auction the past fall. She noted that since they were planned for public use by a municipality the Land Bank would charge and amount equal to its costs into the property and went on to explain that the Town would incur the cost of demolishing a structure at 7133 Fly Road in order to use the property as a greenspace buffer for an adjacent creek, the Town would incur the cost of demolishing a structure at 5890 Butternut Drive in order to use the property for stormwater management, and that the Town would utilize 4686 North Street to provide additional access to Fiddlers Green Park. Jim Corbett asked if the Land Bank was obligated to see that the property on North Street be vacated before it's conveyed to the Town. Ms. Wright said that yes, since the Land Bank has more experience with evictions they'd offered to handle that and the costs associated with it would be included in the Town's purchase price.

Julie Cerio noted that her husband is the Town Attorney for the Town of DeWitt and she would abstain from the vote. Jim Corbett moved to authorize the sale of three properties to the Town of DeWitt per the terms outlined by the executive director. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT, EXCEPT JULIE CERIO WHO ABSTAINED, VOTED IN FAVOR OF A RESOLUTION TO SELL THREE PROPERTIES TO THE TOWN OF DEWITT.**

C. Authorize the sale of 1720-22 Erie Blvd East

Ms. Wright explained that the board had previously authorized the sale of this property, but that the approved buyer opted to terminate their contract after completing a Phase I Environmental Assessment and discovering an underground fuel storage tank on the property. She then returned to the competing bidder who had offered the same price, but he was unable to proceed with the Phase II testing needed. The Land Bank was then approached by Louis Fournier of Sutton, who offered the same \$65,000, but contingent upon the Land Bank bearing the cost of further testing and tank removal. He'd obtained a preliminary estimate of those costs at \$13,900, but that could increase if soil contamination was discovered during the removal. If discovered, the Land Bank would be obligated to proceed with the remaining clean-up since the DEC would be notified of the presence of the tanks and any spills discovered. John Sidd advised the board that the alternative would be not to undertake any further investigation or tank removal, but that would leave the Land Bank without a means to dispose of the property. Mr. Barnaba asked if they ought to leave this for later or if expensive clean-up was necessary would the DEC allow the Land Bank to complete it in phases so as to spread out the expense over several years. Ms. Wright noted that at this time the Land Bank was lucky to have an offer that would likely cover the full cost of testing and tank removal and that if they wait for later to address the issue the (as yet unknown) cost of remediation might not be offset by a \$65,000 offer. Furthermore, at this time Mr. Fournier is offering to handle the project management of the cleanup and procure the contractors who would conduct further testing and remediation, to incur those costs, and the land bank would then credit him for those expenses at the time of closing. There was a risk, however, that if the clean-up costs exceed the sales price the Land Bank would have to pay them to take the property. Mr. Sciscioli suggested that even with the risk this seemed like a good time to address the problem since the costs would be offset by the \$65,000 offer. Under the offer made, the bidder has the option to terminate if the costs exceed the amount offered, but Mr. Sidd and Ms. Wright both noted that would be an unlikely outcome since the bidder wouldn't be responsible for those added costs.

Jim Corbett moved to authorize the sale of 1720-22 Erie Blvd East. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF 1720-22 ERIE BLVD EAST TO SUTTON OSWEGO ACQUISITIONS, LLC FOR \$65,000 LESS ANY COSTS INCURRED RELATED TO THE ENVIRONMENTAL TESTING, REMEDIATION, AND TANK REMOVAL.**

D. Amend terms of sale for 203 N Lowell

Ms. Wright explained that Peter Coleman had asked the Land Bank to explore ways to help reduce his overall project cost associated with the purchase of 203 N Lowell. She noted that he wished to amend his previously accepted offer from \$40,000 to \$40,000 + demolition costs incurred by the Land Bank on the condition that the Land Bank demolish the structure prior to conveyance. Ms. Wright noted that this would reduce his carrying costs as he'd only be taxed on the land from the date of acquisition until the new structure is built, the Land Bank's exemption from asbestos project notification fees would reduce the cost of demo, and the Land Bank would absorb the cost of project management that he'd otherwise have to pay a private contractor. All told it should result in approximately \$6,000 savings. She noted that the Land Bank had previously authorized the same type of arrangement for the sale of 128 N. Geddes.

Julie Cerio moved to approve amended terms of sale for 203 N Lowell Ave. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO APPROVE AMENDED TERMS OF SALE FOR 203 N LOWELL AVE.**

E. Authorize demolition of 203 N Lowell

Ms. Wright went on to explain that board approval was needed for the procurement of the demo contractor and summarized the bids received for the demolition of 203 N Lowell Ave and explained what added costs are incurred in the course of a demolition.

Jim Corbett moved to authorize contracting with Ultraclean, Inc., the lowest qualified bidder, for the demolition of 203 N Lowell. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH ULTRACLEAN, INC. TO DEMOLISH 203 N LOWELL AVE.**

F. Amend the Personnel Policy

Ms. Wright noted that the amendments would increase the Land Bank's contribution toward employee health insurance when dependents are enrolled and that this had been discussed at the most recent meeting of the Personnel Committee, which recommended the adoption of these amendments.

Julie Cerio moved to adopt the amended Personnel Policy. Dan Banaba seconded this. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO ADOPT THE AMENDED PERSONNEL POLICY.**

G. Enter into a Contract for 2016 lawn mowing

Ms. Wright referred the board members to the executive summary for a breakdown of all bids received for 2016 lawn mowing and explained that last year the Land Bank had solicited bids to identify the lowest price, but that Dee's Property Maintenance had performed this service as a subcontractor of their property management companies. This year the Land Bank would directly oversee the lawn mowing contract. She noted that Dee's Property Maintenance is currently under contract with the Land Bank for intake evaluations and some maintenance services and for debris removal and that over the winter they'd had both Dee's Property Maintenance and MNS Pro under contract for snow removal. They'd used MNS Pro for snow removal two years in a row and were satisfied with their performance, MNS Pro is a MBE, and while snow was split between two contractors for capacity reasons, lawn care can be spread out and doesn't have to occur within 24 hours of a major storm the way snow removal does so it seems one contractor can easily handle the volume of work entailed with mowing the Land Bank's whole inventory.

Julie Cerio moved to authorize the Land Bank to contract with MNS Pro, the lowest qualified bidder, for lawn mowing services over the course of 2016. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH MNS PRO FOR 2016 LAWN MOWING SERVICES.**

H. Procure sidewalk replacement at 610 Gifford

Ms. Wright referred the board members to photographs of the sidewalk's current condition at 610 Gifford and noted that this community garden gets a lot of foot-traffic and functions as a well-used community gathering point. She explained that the gardeners who lease the lot from the Land Bank are responsible for keeping it mowed and keeping the sidewalks shoveled in the winter, but that in their current condition they're very difficult to shovel. She noted that the gardeners are very good about noting the Land Bank's when promoting the garden and recommended that it would be good for the Land Bank to replace the sidewalks here since the garden is so visibly associated with the Land Bank.

She went on to explain that the cost was rather high since it's a corner lot and such large expanses of sidewalk are required to use a two-part pour method. Mr. Sciscioli explained the two-part pour method and why those installations are supposed to last longer and be more durable. Mr. Abdul Qadir asked whether and MWBEs had been asked to bid on the job. Ms. Wright said she wasn't aware of any MWBEs doing sidewalk work locally. He asked about Saunders and Mr. Barnaba said that he was pretty sure Saunders was just a concrete supplier and didn't have masons who would do the sidewalk install. Mr. Sciscioli concurred, but suggested that McConnell be encouraged to explore using a MWBE concrete supplier. Mr. Gray said that he'd convey this to McConnell.

Julie Cerio moved to authorize the procurement of sidewalk replacement at 610 Gifford per the requirements in the City code from the lowest qualified bidder, McConnell. Jim Corbett seconded this motion. **ALL BOARD MEMBERS PRESENT PASSED A RESOLUTION APPROVING SIDEWALK REPLACEMENT AT 610 GIFFORD PER THE REQUIREMENTS IN THE CITY CODE.**

I. Pay 2016 special assessments for recently acquired properties

Ms. Wright explained that as properties are acquired each month the Finance Department issues prorated bills for the remainder of the tax year that reflect the Land Bank's exempt status, but include a prorated portion of the special assessments owed. The County's sewer unit exemption did not extend to these partial-year charges. Mr. Stanczyk explained that properties acquired in the first quarter of 2016 had been billed recently and that the totals owed were as follows:

- County (three remaining quarters): \$30,452.24
- City (one remaining quarter): \$663.91

Jim Corbett moved to authorize payment of these bills. Julie Cerio seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY AUTHORIZED THE PAYMENT OF THE PRO-RATED BILLS FOR SPECIAL ASSESSMENTS.**

J. Procure purchase and installation of central air conditioning at 4 Travers Street in Baldwinsville

Ms. Wright and Mr. Gray reported that renovations are going smoothly at 4 Travers and that as the job progresses there have been opportunities to amend the scope of renovations in ways that it seems will make the house more marketable. At Mr. Barnaba's suggestion they've removed a big fireplace unit that made the living room feel smaller and removed a wall between the kitchen and living room to make the home feel larger. Ms. Wright went on to say that as they have been looking at comparable properties in the neighborhood they suspect adding central air conditioning will make the property more marketable. Mr. Barnaba suggested that he didn't think the value of adding AC would be recouped in the sales price. Mr. Gray explained that the whole house has casement windows and so window units aren't an option. He also noted that installation here was relatively inexpensive because the home is small and doesn't need a large AC unit and there was one there prior to foreclosure so all the electrical is run, the concrete pad for the unit is present and no major changes to the ductwork are needed.

Jim Corbett moved to authorize amending Nicotra and Sons' scope of work to include the addition of an air conditioning unit – including purchase and installation. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY AUTHORIZED AMENDING THE SCOPE OF WORK WITH NICOTRA AND SONS TO INCLUDE THE PURCHASE AND INSTALLATION OF A TWO TON AIR CONDITIONER CONDENSER.**

K. Extend brokerage contracts for existing listings

Ms. Wright noted that the brokerage contracts with the Land Bank's outside listing agents expire on May 15 and that they still have quite a few listings that they've put effort into. In addition, as Chamar Otis is getting up to speed and increasing the number of listings directly posted by the Land Bank, allowing the outside agents a few more months to sell their current listings would probably smooth the transition to in-house sales. She recommends a four month extension of the existing brokerage contracts and notes that this time would be used to allow sales of existing listings, not to add additional listings with the outside agents.

Julie Cerio moved to authorize a four month extension of the Land Bank's existing brokerage contracts. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING A FOUR MONTH EXTENSION OF THE LAND BANK'S EXISTING REAL ESTATE BROKERAGE CONTRACTS.**

VIII. Discussion

A. 2016 Demo RFP

Julie Cerio moved to enter executive session to discuss potential litigation. El Java Abdul Qadir seconded this motion. All board members present unanimously voted to enter executive session at 9:08 AM.

Jim Corbett moved to return to regular session. Julie Cerio seconded this motion. All board members present moved to return to regular session at 9:34 AM.

Mr. Corbett moved to rescind the board's resolution to award Ultraclean, Inc. a contract for multiple demolitions approved at the prior month's meeting. Julie Cerio seconded this motion. All board members present unanimously passed a resolution to rescind the board's March 29, 2016 resolution to award Ultraclean, Inc. a contract for multiple demolitions.

IX. Adjournment

Dan Barnaba moved to adjourn the meeting. El Java Abdul Qadir seconded the motion. **All board members present unanimously voted to adjourn the meeting at 9:37 AM.**