



Minutes
Greater Syracuse Property Development Corporation
Board of Directors Meeting
Tuesday, July 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, Chamar Otis, Kerry Quaglia, Phil Berrigan, Glenn Riemenschneider, Bob Dougherty, Rich Puchalski, Stephanie Pasquale, Hilary Donohue, Craig Swiecki, Sharon Sherman, Tanika Jones, Vashon Chamber, Eli Smith

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 except for El Java Abdul Qadir who was expected shortly.

III. Proof of Notice

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

IV. Minutes

Jim Corbett moved to approve the minutes of the June 21, 2016 board meeting. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE JUNE 21, 2016 MEETING.**

V. Committee Reports

Jim Corbett moved to approve the minutes of the July 13, 2016 Finance Committee meeting. Dan Barnaba seconded the motion. **ALL MEMBERS OF THE FINANCE COMMITTEE PRESENT UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE JULY 13, 2016 FINANCE COMMITTEE MEETING.**

El Java Abdul Qadir arrived at 8:12 AM.

VI. Executive Summary & Financial Statements

Patrick Stanczyk presented the year-to-date financial statements and budget-to-actual comparison. Mr. Stanczyk explained that City and County funding scheduled for this year have not yet been received, which explains the disparity between the forecasted and actual budget. He also noted that the number of sales is lower than forecast for the year, but that sales revenue was close to on target.

VII. New Business

A. 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 and summarized the facts related to each. The board requested that the 4 Travers Rd item be removed from Schedule A and that this item be voted on in a separate motion.

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

B. Authorize the Sale of 4 Travers Street

Ms. Wright explained that it is the land bank's goal to make the sale of renovated properties mimic a traditional real estate transaction as closely as possible since buyers shopping for a renovated house might not differentiate between a house for sale by the land bank or any other seller. She did not want the waiting period from the time an offer is submitted until the staff can accept it after board approval to deter a buyer from making an offer on this house. This was discussed at the recent Finance Committee meeting, where the committee recommended the board proactively authorize staff to accept any offer from a qualified buyer whose offer exceeded \$90,000. They noted that staff should be empowered to negotiate the price and that they hoped it would sell for more than that. Mr. Sidd noted that the board would ultimately have to approve of the exact terms of sale and the buyer to affirm that there were no conflicts of interest with the buyer.

Julie Cerio moved to pass a resolution authorizing the sale of 4 Travers Street for an amount no less than \$90,000 to a buyer meeting the Land Bank's minimum qualifications and who will occupy this house as their primary residence for five years. Dan Barnaba seconded the motion. **ALL BOARD MEMBER UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF 4 TRAVERS STREET.**

C. Authorize the Sale of Non-Competitive Sales of Multiple Properties

Katelyn Wright explained to the board that the Land Bank's disposition policy allows for non-competitive sales when there are reasons for doing so that are consistent with the Land Bank's mission and purpose. Ms. Wright referred the board to Schedule A of their agenda packet which outlined the context and rationale behind each non-competitive sale and there was some discussion of each.

Julie Cerio moved to pass a resolution authorizing the non-competitive sale of multiple properties. Jim Corbett seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE NON-COMPETITIVE SALE OF MULTIPLE PROPERTIES.**

D. Authorize Sale of 604 McBride to Lori Newcombe

John Sidd explained to the board that, he, the City's law department, and the attorney representing Lori Newcombe all agreed that there was a minor defect in the City's foreclosure process for 604 N. McBride. All parties involved recommend that the Land Bank convey the property back to the former owner. Mr. Sidd explained that Ms. Newcombe would be required to pay, at closing, the amount of delinquent taxes owed at the time of foreclosure as well as reimburse the Land Bank for any of their costs associated with the property.

Julie Cerio moved to pass a resolution authorizing the sale of 604 McBride to Lori Newcombe. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF 604 MCBRIDE TO LOURIE NEWCOMBE.**

E. Adopt Amended Procurement Policy

Ms. Wright directed the board to red-line and clean versions of an amended procurement policy in their packets. She noted that this had been discussed in depth with the Finance Committee, which recommends the policy's adoption. The amendments include increasing the threshold above which competitive bidding is required and the threshold above which board approval is required. She noted that this was intended to allow the staff to carry out maintenance and renovation operations more efficiently. She noted that the amended policy also includes a 'buy local' preference and exempts certain professional services from competitive bidding.

Jim Corbett moved to pass a resolution to adopt amended Procurement Policy. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION TO ADOPT THE AMENDED PROCUREMENT POLICY.**

F. Accept Certain Phase XI Properties from the City of Syracuse

Ms. Wright directed the board to the list of properties included in their agenda packet and explained that she does not recommend that the Land Bank accept all Phase XI properties until the 2016-17 funding contract between the City and the Land Bank is finalized, but that unless some properties are accepted today it will slow down the City's foreclosure pipeline and so she has included 34 properties for their consideration today.

Jim Corbett moved to accept title to certain Phase XI properties, as listed, from the City of Syracuse if and when they are able to foreclose upon them. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO ACCEPT CERTAIN PHASE XI PROPERTIES FROM THE CITY OF SYRACUSE.**

Procurements

G. Enter into a Contract for Sidewalk Repair/Replacement Not to Exceed \$23,200

Ms. Wright informed the board that the Land Bank issued a RFP to sidewalk repair/replacement contractors seeking a fixed rate per sq. ft. (one rate for single-pour and another rate for double-pour). She recommends the land bank contract with the lowest bidder for an amount not to exceed \$23,200 (the remaining balance in the Land Bank's sidewalk budget not yet allocated this year).

Jim Corbett moved to enter into a contract for sidewalk repair/replacement not to exceed \$23,200. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION TO ENTER INTO A CONTRACT FOR SIDEWALK REPAIR/ REPLACEMENT NOT TO EXCEED \$23,200.**

H. Enter into a Contract to Demolish 109 Titus Alley

Ms. Wright informed the board that per the approval of the sale of 109 Titus Alley, which was contingent on demolition, the Land Bank is seeking authorization to enter into a demo contract separate from the Land Bank's bulk demo contract. She noted that this contract will cover one structure that covers two parcels, 109 Titus Alley and 109 Titus Alley Rear. She informed the board that two of the Land Bank's qualified demolition contractors who were provided with the RFP responded and that the Land Bank is seeking authorization to enter into a contract with the low bidder.

Jim Corbett moved to contract with Ultraclean Inc. for an amount not to exceed \$23,400 to demolish 109 Titus Alley. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION TO CONTRACT WITH ULTRACLEAN INC. FOR AN AMOUNT NOT TO EXCEED \$23,400 TO DEMOLISH 109 TITUS ALLEY.**

I. Pay 16-17 City/School bills

Mr. Stanczyk explained that there are several bills which the Land Bank is currently disputing, some of which include charges for board ups or other services performed prior to the Land Bank taking title to the property and some that do not yet reflect the Land Bank's tax exempt status, but that the amount shown today reflects those bills not being disputed.

Julie Cerio moved to authorize payment of 2016-17 City/School bills in an amount not to exceed \$28,550.65. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOUSLY PASSED A RESOLUTION TO PAY 16-17 CITY/SCHOOL BILLS.**

J. Pay 2016 County Bills for Recent Acquisitions

Ms. Wright explained the Land Bank is responsible to pay the sewer unit charges to the County for properties acquired in 2016 and that as properties are acquired the Land Bank receives bills that are prorated to cover the rest of the year from the date of acquisition.

Julie Cerio moved to pay 2016 County bills for recently acquired properties in an amount not to exceed \$5,152.60. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOULSY PASSED A RESOLUTION TO PAY 2016 COUNTY BILLS FOR RECENTLY ACQUIRED PROPERTIES.**

K. Authorize Contract for Renovations at 220 Oakley Drive

Mr. Gray directed the board to a handout outlining anticipated renovation costs at 220 Oakley Drive. Mr. Gray informed the board that the Land Bank issued an RFP to contractors that included a detailed renovation work spec. He explained that they had compared contractor's prices to each other and against the cost of the Land Bank to manage the renovation and found that hiring a general contractor appeared to be a cost effective option in this case. Staff recommended that the Land Bank contract with the lowest bidder, Manifest Property Development. Julie Cerio moved to contract with Manifest Property Development for renovations at 220 Oakley Drive for an amount not to exceed \$37,784. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS UNANIMOULSY PASSED A RESOLUTION TO CONTRACT WITH MANIFEST PROPERTY DEVELOPMENT FOR RENOVATIONS AT 220 OAKLEY DRIVE FOR AN AMOUNT NOT TO EXCEED \$37,784.**

L. Renew Workers Compensation Insurance Policy

Ms. Wright explained that the Land Bank needs to renew its workers' compensation insurance policy and that these rates are fixed and so this procurement does not lend itself to competitive bidding. She noted that the attached quote of \$6,356 was based on current payroll, but that the total cost would increase per those rates if personnel are added or payroll increases with raises. Julie Cerio moved to renew the Land Bank's workers' compensation insurance policy. Dan Barnaba seconded the motion. **A LL BOARD MEMBERS UNANIMOULSY PASSED A RESOLUTION TO RENEW THE LAND BANK'S WORKERS' COMPENSATION INSURANCE POLICY.**

VIII. Discussion

- **Update on 2016 Demolition Pipeline**

Ms. Wright and Mr. Gray updated the board on the progress of planned 2016 demolitions. Ms. Wright explained that the bulk contract was meant to cover either 69,700 sq. ft. or 41 mobilizations, whichever is reached first. She explained that many of the properties having to come down this year have been larger than last year's average square footage and so they were likely on track to complete 32-35 demolitions. Given the number of demolition candidates in need of attention, she noted that they'd likely propose a budget amendment to increase the Land Bank's demolition activity for the year, but that they shouldn't do so until they know whether the City will remove the recapture clause from the Land Bank's 2016-17 funding contract. Mr. Gray informed the board that they have been satisfied with Ultraclean's performance and that there are have been nine completed demolitions thus far this summer with no complaints.

- **Update on 2016/17 City Funding Contract**

Ms. Wright informed the board that the Mayor's office was getting ready to ask Common Council for approval of a contract governing the use and disbursement of funds budgeted for the Land Bank in their 2016-17 budget. She reminded them that in the Land Bank's letter requesting this fourth year of funding Vito had asked that the City remove the recapture clause that has been included in the funding contracts in the past. She explained that the Mayor's office had drafted the contract to remove the recapture clause, but to restrict \$750,000 to demolitions. She noted that this seemed workable given the Land Bank's plans for demolitions over the coming year and that she hopes the Common Council will approve the contract in August.

- **Update of 2016 County Funding**

Patrick Stanczyk informed the board that the 2016 County funding was received by the Land Bank earlier this week, although it's not yet reflected in the financial statements. Ms. Wright noted that half of this funding is restricted to demolitions.

IX. Adjournment

Jim Corbett moved to adjourn the meeting. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ADJOURN THE MEETING AT 8:52 AM.**