Minutes
Greater Syracuse Property Development Corporation
BOARD OF DIRECTORS MEETING
Tuesday, December 15, 2015 11:00 A.M.
431 E Fayette Street, Suite 375
Syracuse, NY 13202

Board of Directors Present: Vito Sciscioli, Dan Barnaba, Julie Cerio, El Java Abdul-Qadir, and Jim Corbett
Others Present: Phil Berrigan, Michael La Flair, Dan Hoosock, Kerry Quaglia, Glenn Riemenschneider, Michael Lehmann, Vicki Hemmer, Raydora Drummer Frarris, Chris Cassoni, Craig Swiekei, Sharon Sherman, Honorable Bob Dougherty, Dionna Cassoni, Patrice Fitzsimmons, Jonathon Link Logan, Honorable Helen Hudson, Sarah Cowles, Moe Scoggins, John Sidd, Katelyn Wright, Ben Gray, Patrick Stanczyk, and Jake Thorsen

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I. Call to order
Vito Sciscioli called the meeting order at 11:09 am.

II. Roll Call
Mr. Sciscioli noted that all other board members were present.

III. Proof of Notice
Mr. Sciscioli confirmed the proof of notice was adequately posted.

IV. Minutes
Dan Barnaba moved to approve the minutes of the November 17, 2015 board meeting. Jim Corbett seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO APPROVE THE NOVEMBER 15, 2015 MEETING MINUTES.**

V. Executive Summary & Financial Statements
Katelyn Wright explained to the board that the October financial statements in their packet do not reflect the most recent funding contract the Land Bank has entered into with the City of Syracuse, which was executed in November.

VI. New Business
A. Elect a Secretary
Vito Sciscioli nominated Julie Cerio to serve as the board's secretary, explaining that the position had been vacated when Dwight Hicks left the board. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ELECT JULIE CERIO TO SERVE AS SECRETARY.**

B. Authorize the sale of multiple properties
Katelyn Wright presented a summary of all the offers received and ready for the board's consideration. She noted that the land bank staff recommend sale to someone other than the highest bidder for 205 West Newell, By His Spirit Ministries, because their plan includes a more substantial scope of renovations and they would utilize the property as an afterschool program, rather than as a rental. Vicki Hemmer from By His Spirit Ministries presented their plan for the property to the board. Ms. Hemmer explained that the program will target inner-city, school-aged children and have programming to teach life-skills as well as provide a safe space for youth and teens to utilize.

Julie Cerio moved to authorize the sale of multiple properties. Jim Corbett seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF MULITPLE PROPERTIES.**

C. Renew engagement of Menter, Rudin, and Trivelpiece for 2016

Ms. Wright explained to the board that their current engagement of Menter, Rudin, Trivelpiece as general counsel ends at the end of 2105 and that John Sidd is willing to renew for another year at slightly increased rates, which are still a significant discount from Menter's standard rates. Dan Barnaba inquired if it was possible to extend the engagement longer than one year. John Sidd responded that at this time they're only willing to commit to these rates for another year. Jim Corbett moved to renew the engagement of Menter, Rudin, and Trivelpiece. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO RENEW ENGAGEMENT OF MENTER, RUDIN, TRIVELPIECE, P.C.**

D. Renew Relocation Services Contract for Catholic Charities

Ms. Wright explained that in 2015 the Land Bank had contracted with Catholic Charities for relocation services, providing approx. $21,000 for financial assistance to households being relocated and funding ¾ of a full time position and that their contract required they relocate at least 24 households, but that they had outperformed this metric. This contract calls for funding a full time staff position and doubles the deliverables to 50 households for 2016. The total contract amount is within the GSPDC's adopted 2016 budget. Mr. Barnaba expressed concern over the increased cost and Ms. Wright noted that a higher percentage of foreclosed properties have been occupied as of late and that they expect that trend to continue.

Julie Cerio moved to approve the Relocation Services Contract with Catholic Charities. Jim Corbett seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO RENEW THE RELOCATION SERVICES CONTRACT WITH CATHOLIC CHARITIES OF ONONDAGA COUNTY.**

E. Approve a One-Year Contract for Debris Removal

Ms. Wright explained that Mitchell Construction was the lowest bidder responding to the recently issued RFP for Debris Removal. She continued to explain that the Land Bank's current contract for debris removal with Dee's Property Maintenance runs through March 2016. This overlap will allow the Land Bank to utilize Mitchell Construction and verify that they have the capacity to handle the land bank's volume of work and give them time to reassess if needed between now and March.

Jim Corbett moved to approve the contract for debris removal with Mitchell Construction. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO APPROVE A ONE-YEAR CONTRACT FOR DEBRIS REMOVAL WITH MITCHELL CONSTRUCTION.**

F. Approve a One-Year Contract for Property Preservation Services

Ms. Wright explained that Dee's Property Maintenance was the lowest bidder responding to the recent RFP for Property Preservation Services. She reminded the board that this more limited scope of work would replace the full suite of property management services previously outsourced to Willowbank Company adding that occupied property management would now be performed in house and that the land bank is currently advertising for an Assistant Property manager who would be on staff to perform routine maintenance and repairs, periodic property inspections, and help with occupied property management.

Julie Cerio moved to approve the contract for Property Preservation Services. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO APPROVE A ONE-YEAR CONTRACT FOR PROPERTY PERSERVATION SERVICES.**

G. Enter into an Agreement with the Near Westside Initiative for Marketing Services

Ms. Wright explained that the Land Bank would like to enter into a formal agreement with the Near Westside Initiative to provide marketing services for the proposed $1 House Program. The agreement would fund 80 hours of staff time, at a cost of no more than $2,000, to develop and maintain a website to promote the program, develop a marketing and advertising plan, and advertising materials; the NWSI would provide an additional 80 hours of staff time as an in-kind contribution to the co-branded project.

Jim Corbett moved to enter authorize an agreement with the Near Westside Initiative for marketing services. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION TO ENTER AN ARGREEMENT WITH THE NEAR WESTSIDE INITIATIVE FOR MARKETING SERVICES.**

H. Approve an Agreement with the City of Syracuse Allowing Police and Fire Department Staff to Access Land Bank Properties for Training Exercises

Ms. Wright explained that the City of Syracuse Police and Fire Department ask to utilize Land Bank properties for training exercises from time to time and that this agreement would allow them access while protecting the land bank from liability. Ms. Wright went on to explain that the Land Bank give access to properties that are slated for demolition if the training exercises are expected to cause property damage. The board inquired if the Land Bank would be liable for any injuries that took place on the property or as a result of the poor condition of the house. John Sidd informed the board that this agreement holds harmless and indemnifies the land bank. Mr. Abdul-Qadir asked if the agreement limits the Police to accessing the properties for just training exercises. Ms. Wright explained that the agreement is specifically for training exercises and doesn't allow them access for any other purpose. Dan Barnaba suggested that other fire departments or police departments elsewhere in the County may be interested in the same opportunity and suggested the land bank offer them access for this purpose, as well.

Julie Cerio moved to approve the agreement with the City of Syracuse. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO ENTER AN AGREEMENT WITH THE CITY GRANTING POLICE AND FIRE PERSONNEL ACCESS TO LAND BANK PROPERTIES FOR TRAINING EXERCISES.**

VII. Discussion

Jim Corbett moved to move to enter executive session to discuss potential litigation related to 5201 S. Salina St., 315 Kellogg St., and 224 Davis St. Julie Cerio seconded the motion. **THE BOARD UNANIMOUSLY VOTED TO ENTER EXECUTIVE SESSION AT 11:43 AM.**

Julie Cerio moved to sell 315 Kellogg Street to Juan Rivera for an amount equal to what taxes were owed at the time of the City's foreclosure and the Land Bank's costs associated with the property. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT APPROVED THE SALE OF 315 KELLOGG STREET TO JUAN RIVERA PER THE TERMS PROPOSED.**

Julie Cerio moved to sell 5201 S Salina Street to Sheila Brown for an amount equal to what taxes were owed at the time of the City's foreclosure and the Land Bank's costs associated with the property, with closing to occur as soon as the buyer can provide proof of funds sufficient to close, but no later than six months from now. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT APPROVED THE SALE OF 5201 S SALINA STREET TO SHEILA BROWN PER THE TERMS PROPOSED.**

Jim Corbett moved to sell 224 Davis Street to Juan Gonzalez for an amount equal to what taxes were owed at the time of the City's foreclosure and the Land Bank's costs associated with the property. Julie Cerio seconded this motion. **ALL BOARD MEMBERS PRESENT APPROVED THE SALE OF 224 DAVIS STREET TO JUAN GONZALEZ PER THE TERMS PROPOSED.**

Jim Corbett moved to leave executive session. Dan Barnaba seconded the motion. **THE BOARD UNANIMOUSLY VOTED TO LEAVE EXECUTIVE SESSION AT 12:09 PM.**

Julie Cerio moved to adjourn the meeting at 12:10 PM. El Java Abdul Qadir seconded the motion. All board members unanimously voted to adjourn the meeting.