Minutes
Greater Syracuse Property Development Corporation
Regular Meeting of the Board of Directors
8:00 AM Wednesday, May 15, 2018
431 E. Fayette Street, 3rd Floor Conference Room
Syracuse, NY 13202

Board Members Present: Daniel Barnaba, Jim Corbett, El Java Abdul Qadir
Excused: Julie Cerio, Vito Sciscioli
Others Present: John Sidd, Katelyn Wright, Meghan Craner, Terri Luckett, Lizette Lewis, Chamar Otis, David Rowe, Sam Stamps, Hasan Stephens, Rich Puchalski, Hilary Donohue, Sekou Cooke, David Carnie

I. Call to Order
Jim Corbett called the meeting to order at 8:00 AM.

II. Roll Call
Mr. Corbett noted that Vito Sciscioli and Julie Cerio were excused and all others were present.

III. Proof of Notice
Mr. Corbett noted that public notice of the meeting was properly posted.

IV. Minutes
Ms. Wright presented the board with minutes from the April 17, 2018 board meeting and the May 1, 2018 Personnel Committee meeting. Mr. Barnaba stated that he had not been able to attend the Personnel Committee meeting and since Jim Corbett was the only committee member present who had attended the meeting those minutes should be tabled until both Jim and Julie could vote on them. Mr. Corbett agreed.

Mr. Barnaba moved to accept the minutes from April 17, 2018. El Java Abdul Qadir seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ACCEPT THE MINUTES FROM APRIL 17, 2018.**

V. Executive Summary & Financial Statements

VI. New Business

A. Authorize the Land Bank to make a purchase offer on 215 Tully St
Ms. Wright turned the board's attention to a map showing 215 Tully Street, which is an approximately one-acre site in close proximity to downtown, industrially zoned. She explained that the Land Bank often receives inquiries from people looking for industrially zoned land and that they have found it hard to come by such large industrially zoned parcels in the City. She stated that the property owner had obtained it through a bankruptcy proceeding (he was a creditor in the proceeding), it has been vacant for many years, and the building is badly deteriorated. He had it listed recently for $300,000. She estimates that if the building would have to be demolished for redevelopment the demolition may cost nearly $300,000. She noted that the Land Bank is the only local public authority with the power to form an LLC for the purpose of acquiring an environmentally questionable property like this and so is uniquely positioned to play a role in the redevelopment of this property. Given that it's so difficult to find large industrially zoned parcels like this it appears to be a unique economic development opportunity to get this property under public control so that a good developer can be recruited to the site.

She noted that if the Land Bank offered much less than the owner is asking and if he has an appraisal for a higher amount he could claim the difference as a tax deduction and she'd point that out when making an offer along with pointing out the anticipated costs of demolition.

She explained that this building had come to her attention because the Near Westside Initiative has found the building to be an eyesore and a nuisance for many years and complained about people breaking into the building and causing problems. They want to see the property redeveloped. Brian Anderson, who is an economic development specialist for National Grid (who provides funding for brownfield remediation), used to be the chairman of the Near Westside Initiative board of directors and is also keenly interested in seeing this building redeveloped. Ms. Wright explained that the City received complaints from the NWSI and neighbors and reached out to the Land Bank because it is uniquely positioned to acquire buildings like this given its ability to form subsidiary LLCs.

John Sidd explained that the Land Bank should obtain an updated Phase I and II prior to taking title and that he'd drafted a purchase offer that would give the Land Bank time to conduct this due diligence and the flexibility to terminate the purchase contract for any reason during that due diligence window. Ms. Wright explained that the EPA is willing to provide free technical assistance in the form of an updated Phase I. She stated that she obtained two quotes for a Phase I and II ESA and only one for an asbestos and lead survey, but that the Land Bank's procurement policy does not require competitive bidding for professional services that require special licensure and she further explained that although C&S's price was higher for the Phase I and II it was truly a not to exceed number for the full scope of work needed for a Phase II whereas the other quote excluded essential tasks like drilling and testing. Sam Stamps from C&S answered the board's questions regarding what work they would do on site for a Phase II.

Ms. Wright went on to explain that there was an interested purchaser in attendance who would like to pitch their plan for the building. She explained that the Good Life Foundation is in the preliminary stages of planning their use of the property and raising funds to renovate the building. She argued that whether or not they're able to raise the money to renovate the building, it would still be good for the building to be in public control so that the Land Bank can solicit proposals from other developers to redevelop this block for an economically viable purpose. She suggested that Mr. Stephens from the Good Life Foundation share his plans for the building and that the board wait until the end of the meeting to enter executive session to discuss the strategy they might take to make a purchase offer on the building.

Mr. Stephens and Mr. Sekou Cooke, a local architect and SU Architecture professor, gave a presentation on their plans for the building. They explained that the Good Life Foundation has contracts with the state and Onondaga County to provide youth services and that this building is a unique opportunity for them to work with youth from across the City because it's in an area considered to be neutral territory not controlled by any gangs that might prohibit some youth from visiting them if they were located elsewhere. He explained that their County funded programming had effectively reduced recidivism among youth in the criminal justice system from certain Southside zip codes. Mr. Stephens explained that numerous other nonprofits are interested in leasing space in the building, that the building would also house classroom space, performance space, several youth led entrepreneurial startups, and some live/work units that would generate rental income. There was some discussion of whether the building would be taxable and Ms. Wright noted that the income producing portion of the building would be considered taxable, but she wasn't sure about the rest. Mr. Stephens indicated that they were planning to apply for CFA grants in July for the project. Ms. Wright and the board members asked questions about their overall financing plan for the renovation and financial sustainability for the building going forward and they agreed that they would need a refined renovation budget and pro forma in order to apply for CFA funding and that they'd come back to the board with that pro forma the following month.

Ms. Wright suggested that the board consider whether to make an offer and acquire the property today and at the next months' meeting consider whether to give the Good Life Foundation an option to purchase, giving them the site control they need to apply for CFA funding. Mr. Corbett agreed they should consider it in executive session at the end of the meeting.

B. Authorize the Sale of Multiple Properties

Ms. Wright presented the board with a summary of all the offers received that month. Dan Barnaba moved to authorize the sale of multiple properties. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS IN ATTENDANCE UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE SALE OF MULTIPLE PROPERTIES.**

C. Accept IRS 990 and Char 500

Ms. Wright turned the board's attention to the 990 and CHAR 500 that had been distributed via email in advance of the meeting. She noted that these are based on the audited 2017 financials accepted by the board in March. Dan Barnaba moved to accept the 990 and CHAR 500 and approve of their submittal to the IRS and NYS. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ACCEPT THE 990 AND CHAR 500 AND APPROVE OF THEIR SUBMITTAL TO THE IRS AND NYS.**

D. Accept title to 606 South Ave.

Ms. Wright explained that the Land Bank already owns multiple properties on this block and is in the process of acquiring several adjacent City owned properties. She reminded the board that this is across from the Price Rite grocery store and that Home HeadQuarters, the Southwest Community Center, Jubilee Homes, and the Allyn Family Foundation are working on a plan to redevelop this block. She explained that this property is tax-delinquent but hadn't been included on any lists of properties the Land Bank had already voted to acquire and that it would support continued efforts to assemble a large site for redevelopment on this block. The Land Bank's intent is to assemble and land bank a site here (which it can carry tax-exempt and therefore more cost effectively than any of these partner organizations previously listed) for future redevelopment according to a plan being developed by the groups listed above. Dan Barnaba moved to authorize the Land Bank to acquire 606 South Ave. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO ACQUIRE 606 SOUTH AVE.**

E. Replace Sidewalk at 613 Tallman Street

Ms. Wright explained that the sidewalk at this unusually wide property (106' of frontage) had been condemned by the City and if they don't respond the City will replace it and bill the Land Bank $6,805.50. She went on to explain that earlier in the year she'd issued an RFP for a sq. ft. unit price on sidewalk replacement and received two replies, the lowest being from McConnell Concrete. Most sidewalk replacements fall under $5,000 and don't require board approval and so this is the first one coming to the board this year. At McConnell's quoted $10/sq ft this sidewalk replacement will cost $5,300.

El Java Abdul Qadir moved to authorize the Land Bank to contract with McConnell Concrete for the replacement of the sidewalk at 613 Tallman Street for an amount not to exceed $5,300. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH MCCONNELL CONCRETE FOR THE REPLACEMENT OF THE SIDEWALK AT 613 TALLMAN STREET FOR AN AMOUNT NOT TO EXCEED $5,300.**

F. Procure 113 Byrne septic system replacement

Ms. Wright explained that they had previously listed this house for $29,900, that it otherwise doesn't need much work, but that the fact it has a septic system was scaring away all interested buyers. So the Land Bank hired someone to inspect the septic, who determined that the system needs to be replaced. This entire street is on septic, not sewer, so hooking into the sewer system isn't an option. Since the lot is so small there isn't enough room for a standard sized leach field. The County Health Department requires that a licensed engineer design an acceptable alternative and the Land Bank hired GZA to draft the specs and obtain approval from the health department (for a cost of approximately $1,200). They'd then bid out the job and received multiple responses, summarized in a supplement to their agenda packet handed out this morning. She asked the board for approval to contract with Aalco the Drain Doctor for an amount not to exceed $7,250. Mr. Barnaba asked whether the whole street should be incorporated into the sewer system. Dave Rowe said that neighbors he's spoken to state that it's been voted down several times because the homeowners on that small street would have to bear the cost of installing a pumping station because their street is lower in elevation than S. Salina Street. There was some discussion about the likely sales price. Mr. Otis explained that it had been listed at $29,900 and that it likely wouldn't sell for more than that even with a new septic system.

Dan Barnaba moved to authorize the Land Bank to contract with Aalco the Drain Doctor for the septic system replacement for an amount not to exceed $7,250. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH AALCO THE DRAIN DOCTOR FOR THE SEPTIC SYSTEM REPLACEMENT AT 113 BYRNE PLACE FOR AN AMOUNT NOT TO EXCEED $7,250.**

G. Accept donation of 219 Fitch St

Ms. Wright explained that the Land Bank already owns 211 Fitch Street (a vacant lot) and 213 Fitch Street (a demo candidate). The board previously authorized us to purchase 215 Fitch, another vacant lot, from SURA. The owner of 219 Fitch would like to donate this adjacent property to the Land Bank. She explained that they are working on assembling adjacent clusters of properties so that a project like Housing Visions is developing on Butternut Street might be developed in other areas. She noted that project includes funds for demolitions and if this cluster was to be redeveloped using that same funding the demo candidate at 213 Fitch could be funded that way.

This property contains a house that was recently occupied. He has provided us with an updated abstract of title and the Land Bank would only accept the donation if there are no liens or judgements against the property. El Java Abdul Qadir asked whether the house is a demolition candidate. Ms. Wright said that she doubts it since it was recently occupied, but if it is they could work the demolition cost into the total development cost for the site redevelopment. El Java Abdul Qadir moved to authorize the Land Bank to acquire 219 Fitch Street via donation subject to attorney approval after reviewing title. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO ACQUIRE 219 FITCH STREET VIA DONATION SUBJECT TO ATTORNEY APPROVAL.**

H. Contract for Periodic Inspections

Ms. Wright explained that back when they outsourced property management they were paying about $20 for each periodic inspection. When they brought property management in house they decided they only had the capacity to check on a random sample of properties each month and planned to rely on lawn mowing contractors to call in other issues as they see each property about ever 2-4 weeks. That didn't work out well and so in the fall the Land Bank hired an independent contractor to complete these inspections for a few dollars each property. They use a smart phone app that shows a map of Land Bank properties, click on the property they wish to inspect, answer a few questions (does it require board up? Does it require debris removal? Brush removal?) and take and attach front/rear photos. The process is quite fast compared to when the Land Bank first started and the management companies took a lot of admin time to report back results and upload photos off of a digital camera. Mr. Corbett asked whether this was previously done by staff in house and Ms. Wright explained they never had the capacity in house to do all properties ever month, but that since they started doing this with an independent contractor last fall the number of code citations on Land Bank properties has dropped off significantly. She notes that they suspended the practice the past few months as each property was being visited for spring cleanup. She indicated that they'd put the work out to bid and received three responses, the lowest being from an individual named Tim Redmond ($2.75 for a house and $2.25 for a lot). She was initially concerned about how low his bid was, but had discussed it with him and is confident he can do the work. If he fails to perform that will be grounds to terminate his contract and put it back out to bid.

El Java Abdul Qadir moved to authorize the Land Bank to contract with Tim Redmond for periodic inspections of Land Bank properties. Dan Barnaba seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH TIM REDMOND FOR PERIODIC INSPECTIONS AT A RATE OF $2.75 per house and $2.25 per lot.**

I. Hire consultant to draft NR nominations for 678 W. Onondaga and 366 W. Onondaga

Ms. Wright explained that National Register listing gives the property owner the option to apply for grants or historic rehabilitation tax credits whereas local listing comes with extensive regulations. She described the condition of 366

W. Onondaga and indicated that any buyer would likely need to utilize the tax credits in order to make a redevelopment budget work for this property. She would like to hire a consultant to get both properties listed in order to attract developers to purchase and redevelop the properties, the availability of the tax credits being likely to lure someone to these properties. She indicated that the Land Bank had solicited proposals from qualified professionals and that she was seeking permission to contract with the lowest bidder, Renaissance Studio, for an amount not to exceed $4,080.

Dan Barnaba moved to authorize the Land Bank to contract with Renaissance Studio for the preparation and submission of two individual National Register nominations for 678 W. Onondaga and 366 W. Onondaga Street for an amount not to exceed $4,080. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH RENAISSANCE STUDIO FOR THE PREPARATION AND SUBMISSION OF TWO INDIVIDUAL NATIONAL REGISTER NOMINATIONS FOR 678 W. ONONDAGA AND 366 W. ONONDAGA STREET FOR AN AMOUNT NOT TO EXCEED $4,080.**

J. County Properties

Ms. Wright directed the board's attention to a table in the executive summary showing combined income and expenses for all three properties and summarized her rationale for renovating 53 Curtis, recommendation that 12 Lawrence be demolished, and that 209 Richfield be sold as-is. There was some discussion about the plan and consensus reached that this was the most cost effective course of action that would best utilize the funds the County allocated for these projects.

Dan Barnaba moved to authorize the Land Bank to contract with the lowest qualified bidder, Morris Construction, to renovate 53 Curtis for an amount not to exceed $76,444 and giving the executive director discretion to approve up to 10% in change orders. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH MORRIS CONSTRUCTION FOR THE RENOVATION OF 53 CURTIS AVE IN BALDWINSVILLE.**

Dan Barnaba moved to authorize the Land Bank to contract with the lowest qualified bidder, Crisafulli Trucking, to demolish 12 Lawrence Street in Jordan, for an amount not to exceed $15,175. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY AUTHORIZED THE LAND BANK TO CONTRACT WITH CRISAFULLI TRUCKING TO DEMOLISH 12 LAWRENCE STREET IN THE VILLAGE OF JORDAN.**

K. Enter into a lease with InterFaith Works of Central New York for 813 Park Street

Ms. Wright turned the board's attention to a supplemental handout outlining the proposed lease terms. She explained that their staff have been working with InterFaith Works to find a house that the organization might renovate and manage for two purposes. Firstly, single-men who are relocated to Syracuse as refugees often have a hard time finding affordable housing on their own. They would renovate the upper unit to provide a long-term rental option for 3-4 single men. In addition, they often don't get much advance notice of a refugee or family of refugees coming to Syracuse that will need their assistance. It's difficult to find permanent housing for large families and they often have to put them up temporarily in a hotel while they find them a decent apartment to move into. The lower floor would be used for temporary housing when families first arrive and would be renovated to be handicapped accessible. InterFaith Works has raised a considerable amount of pledged donations, both of cash and in-kind services, to complete the renovation, but their operating budget is very tight and they'd like to lease it from the Land Bank for the first year. This would preserve the property's tax-exempt status. They'd have the option to purchase for $1 (having invested heavily in the property's renovation) at any point during that one year lease. Ms. Wright suggested they get an option to renew for up to five years and that the price of the lease be equal to the Land Bank's cost of carrying the property. In addition the Land Bank would perform some maintenance services – lawn mowing, minor repairs, debris removal when needed – and bill InterFaith Works for time and material for those services. El Java Abdul Qadir moved to authorize the Land Bank to enter into a lease with InterFaith Works per the term outlined.

Mr. Barnaba suggested that he'd rather not get into such a long term commitment. He suggested that if both parties wanted to renew at the end of year 1 they could opt to extend the lease, but that he'd rather not give InterFaith Works the sole decision of whether to renew. Ms. Wright confirmed that the lease could be amended to just include one year with the option to purchase at any point during that term after the renovations are completed. El Java Abdul Qadir moved to authorize the Land Bank to enter into a lease with InterFaith Works as amended. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO ENTER INTO A LEASE WITH INTERFAITH WORKS FOR 813 PARK STREET PER TERMS AS AMENDED.**

L. 215 Tully Street

Jim Corbett moved to enter executive session for the purpose of discussing the proposed acquisition of real property because publicity would substantially affect the value thereof. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO ENTER EXECUTIVE SESSION AT 9:49 AM.**

After some discussion Jim Corbett moved to authorize the executive director to make a purchase offer and negotiate on the Land Bank's behalf to purchase 215 Tully Street for no more than $50,000, including a period of time for due diligence to determine whether environmental conditions would preclude them from closing. Dan Barnaba seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE A PURCHASE OFFER AND NEGOTIATE ON THE LAND BANK'S BEHALF TO PURCHASE 215 TULLY STREET FOR NO MORE THAN $50,000.**

Jim Corbett moved to leave executive session and reopen regular session. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO LEAVE EXECUTIVE SESSION AND REOPEN REGULAR SESSION AT 10:15 AM.**

Dan Barnaba moved to authorize the Land Bank to contract with C&S Engineers for a Phase II Environmental Analysis and HSE Consulting for an ACM and Lead survey, contingent upon the Land Bank entering into a contract to purchase 215 Tully Street. Jim Corbett seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO AUTHORIZE THE LAND BANK TO CONTRACT WITH C&S ENGINEERS FOR A PHASE II ENVIRONMENTAL ANALYSIS AND HSE CONSULTING FOR AN ACM AND LEAD SURVEY.**

VII. Adjournment

Dan Barnaba moved to adjourn. **ALL BOARD MEMBERS UNANIMOUSLY VOTED TO ADJOURN AT 10:16 AM.**