Minutes
Greater Syracuse Property Development Corporation
Regular Meeting of the Board of Directors
8:00 AM Tuesday, May 19, 2020
Via Video Conference

Board Members Present: Vito Sciscioli, Patrick Hogan, Julie Cerio, Mike LaFlair
Board Members Excused: El Java Abdul Qadir
Others Present: Katelyn Wright, John Sidd, Luke Avery-Dougherty, Terri Luckett, Shavel Edwards

I. Call to Order

Vito Sciscioli called the meeting to order at 8:01 AM.

II. Roll Call

Mr. Sciscioli noted that El Java Abdul Qadir was absent, but all other board members were present.

III. Proof of Notice

Mr. Sciscioli confirmed that notice of the meeting had been properly posted.

IV. Executive Summary and Financial Statements

Ms. Wright noted that the financial statements through the end of March were included in the packet and that otherwise the executive summary simply summarized new business.

V. New Business

A. Authorize the Land Bank to apply for CDBG funds for demolitions

Ms. Wright explained that all other demolition grant funds were allocated to other jobs, but that these demos appear relatively urgent and the City has expressed a willingness to fund the demolitions with CDBG funds. Mike LaFlair moved to authorize the Land Bank to apply for $200,184.05 in CDBG funds for the demolition of seven properties. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO APPLY FOR $200,184.05 IN CDBG FUNDS FOR THE DEMOLITION OF SEVEN PROPERTIES.**

B. Authorize the Land Bank to contract for multiple demolitions

Ms. Wright noted that they had put these properties out to bid and received three bids for these demolitions. She explained that they are seeking the board's authorization to contract with the lowest bidder in each case – awarding three jobs to Scanlon and four to Crisafulli.

Mike LaFlair moved to authorize the Land Bank to contract with the lowest bidder for each of the demolitions listed. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH THE LOWEST BIDDERS AS LISTED FOR EACH OF THE SEVEN DEMOLITIONS.**

C. Authorize the Land Bank to contract with McConnell Concrete to replace condemned sidewalks

Ms. Wright explained that several sidewalks had been condemned by the City of Syracuse and that if they don't contract for their replacement the City will do so and then bill the Land Bank at a much higher rate. She solicited bids based on a price per square foot for the coming year and McConnell Concrete bid $11/sq. ft. and Lostumbo Paving bid $12.50/sq. ft. She explained that she is seeking the board's authorization to replace three condemned sidewalks with McConnell Concrete, which will cost just under $12,000, noting that it would cost just under $20,000 if they allow the City to proceed with their contractor.

Julie Cerio moved to authorize the Land Bank to contract with McConnell Concrete for sidewalk replacement at 170 Fernwood, 1961 E Fayette, and 1965 E Fayette. Pat Hogan seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH MCCONNELL CONCRETE FOR THE REPLACEMENT OF MULTIPLE SIDEWALKS.**

D. Authorize the Land Bank to contract out for periodic inspections

Ms. Wright explained that for the past several years they have contracted out for the performance of periodic inspections. This ensures that each property is inspected at least once per month. The inspector uses a mobile app to take a front and rear photo of each property and completes a questionnaire letting us know whether it needs clean-up, board-up, or any other attention. Those reports are reviewed by our staff and turned into work orders for our other vendors when applicable.

She explained that they recently issued an RFP and received five proposals for the performance of periodic inspections and that the lowest bidder happens to be their current vendor and that they are very happy with the quality of his work.

Pat Hogan moved to authorize the Land Bank to contract with Tim Redmond for the performance of periodic inspections. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH TIM REDMOND FOR PERIODIC INSPECTIONS.**

E. Extend NJ Jones option to purchase 1525-39 South Ave

Ms. Wright noted that she hadn't received his revised budget yet so it might be premature to vote on this item. Pat Hogan moved to table the item. Mike LaFlair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO TABLE THIS ITEM.**

F. Authorize the Land Bank to enter into a MOU with the Center for Court Innovation – pat, Julie

Ms. Wright explained that one of Center for Community Progress's recommendations from the spring 2019 visioning session was to create a Land Bank ambassador program wherein neighborhood activists would be trained on the Land Bank and paid a stipend to do events and outreach to their neighbors to educate them about the Land Bank. She explained that the City is already doing something like this related to Code Enforcement and Housing issues and that they didn't want to duplicate it, but wish to pay the same vendor (Center for Court Innovation) to cross-train their ambassadors on the Land Bank. She explained that she's seeking the board's permission to pay them $24,000 for a year of service.

Pat Hogan moved to authorize the Land Bank to contract with the Center for Court Innovation for $24,000 to operate the Land Bank ambassador program for a year. Julie Cerio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH THE CENTER FOR COURT INNOVATION FOR $24,000 TO OPERATE A LAND BANK AMBASSADOR PROGRAM FOR ONE YEAR.**

VI. Old Business

A. MOU with Jubilee

Ms. Wright indicated that she had nothing new to report on this.

VII. Discussion

A. 2020-21 City budget

Ms. Wright noted that the 2020-21 budget was adopted with $500,000 for the Land Bank and that she anticipate ½ would be limited to demolitions and ½ to property maintenance and that she hoped to have a contract ready for their review and approval by their next meeting.

B. Re-opening for regular business – next steps

Ms. Wright indicated that they plan to resume showing buildings on June 1 and that they'll need to bring some people back to the office to staff the phone lines and schedule showings. Mr. Sidd noted that to do so the Land Bank needs to adopt a Reopening Plan per state guidance.

Julie Cerio moved to delegate the authority to draft the reopening plan to the executive director. Pat Hogan seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION DELEGATING THE AUTHORITY TO DRAFT A REOPENING PLAN CONSISTENT WITH STATE GUIDELINES TO THE EXECUTIVE DIRECTOR.**

VIII. Adjournment

Pat Hogan moved to adjourn the meeting. Julie Cerio seconded the motion. **ALL BOARD MEMBERS IN ATTENDANCE VOTED TO ADJOURN THE MEETING AT 8:48 AM.**