Minutes
Greater Syracuse Property Development Corporation
Regular Meeting of the Board of Directors
8:00 AM Tuesday, September 21, 2021
431 E Fayette Street, 3rd Floor
Syracuse, NY 13202

Board Members Present: Patrick Hogan, Mike LaFlair, Jonathan Link Logan, El Java Abdul Qadir, Nancy Quigg
Others Present: Katelyn Wright, John Sidd, Luke Avery-Dougherty, Shavel Edwards, Dave Rowe, Joel Kaigler, Rich Puchalski, Hilary Donohue, Jessica McCormick, Brandon Johnson, Jim Williams, Terri Luckett, Luke Esposito

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I. Call to order
Mr. Hogan called the meeting to order at 8:00 A.M.

II. Roll Call
Mr. Hogan noted that everyone except El Java Abdul Qadir was present.

III. Proof of Notice
Mr. Hogan confirmed that notice was properly posted.

IV. Minutes
Mike LaFlair moved to approve the minutes from August 17, 2021. Nancy Quigg seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY VOTED TO APPROVE THE MINUTES FROM AGUUST 17, 2021.**

V. Executive Summary & Financial Statements
Ms. Wright asked if there were any questions on the financial statements attached. There were none.

VI. New Business
A. Authorize sale of multiple properties
Ms. Wright summarized the offers received.

El Java Abdul Qadir arrived at 8:04 AM.

For 6123, 1631, and 1641 S. Salina Street, Ms. Wright turned their attention to elevations and a site plan included in their packet, summarized HHQ's plans to build three two-family homes and explained that they would have one year to secure the subsidy needed prior to closing. She introduced Jim Williams from HHQ. Mr. Williams described their plan in a bit more detail and noted that they will have to get approval from the Landmark Preservation Board so their plans may change slightly based on their feedback. Nancy Quigg asked how much the homes would sell for. Mr. Williams said they wouldn't be sure until the construction costs were finalized.

Mr. Hogan indicated that he is okay with approving these sales today, but that other Councilors have raised concerns about the size cutoff for whether lots are considered buildable or not and that this is something he wants to discuss further.

Nancy Quigg moved to authorize the Land Bank to sell multiple properties. Jonathan Link Logan seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO SELL MULTIPLE PROPERTIES.**

B. Authorize Sale of 338 Whittier

Ms. Wright described the history of this property and why the prior contract was terminated and explained that the Tipp Hill Neighborhood Association had urged them to sell it to Home HeadQuarters. She went on to explain that HHQ qualifies for their Affordable Housing Development discount since it will be sold to an income-qualified buyer and the affordability period enforced by the state because they'll use State HOME funds for the renovation. Nancy Quigg moved to authorize the Land Bank to sell 338 Whittier to Home HeadQuarters, Inc. Jonathan Link Logan seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO SELL 338 WHITTIER TO HOME HEADQUARTERS, INC.**

C. Authorize Sale of 135 Annetta

Ms. Wright explained that this was a demolition candidate so it hadn't been listed for sale, but that they were approached by a Strathmore resident who owns several rentals in this area. He presented a viable plan, budget, and proof of funds to renovate the property. El Java Abdul Qadir moved to authorize the Land Bank to sell 135 Annetta to Brandon Johnson. Nancy Quigg seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO SELL 135 ANNETTA TO BRANDON JOHNSON.**

D. Authorize Sale of 205 ½ N Geddes

Ms. Wright explained that they'd recently acquired this property and that it requires a costly demolition. She went on to explain that the parcel is only 34' wide so there isn't much likelihood that the parcel will be built on post-demolition. The owner of the store next door submitted a purchase offer for $1,000 and has a quote and proof of funds to cover the demolition and development of a parking lot.

Mr. Hogan expressed that the 100 and 200 blocks of N. Geddes are plagued with code violations and other issues and that he'd like to hold this item and meet with the buyer before voting on it. Ms. Wright said that she could arrange that.

E. Authorize Sale of 261-63 Webster

Ms. Wright explained that they hadn't listed this property yet when they were approached by Four Square Gospel Church, but that they felt that the Church should be allowed to move forward with their plans to renovate the property given their longstanding presence on this block and desire to improve the neighborhood. Nancy Quigg moved to authorize the Land Bank to sell 261-63 Webster to Four Square Gospel Church. Jonathan Link Logan seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO SELL 261-63 WEBSTER TO FOUR SQUARE GOSPEL CHURCH.**

F. 120 Snell Terrace – deed restriction

Ms. Wright reminded the board that they'd voted the previous month to sell this 2.6 acre landlocked parcel to Tom Halliwell, an adjacent owner-occupant for less than appraised value ($6,500) on the condition that it be subject to a deed restriction keeping it open space forever. Mr. Halliwell is willing to accept a deed restriction that sunsets after 15 years as he doesn't want his children to inherit a property with those restrictions. Ms. Wright suggested it may not matter much if the restriction sunsets because the landlocked, sloped parcel, next to an interstate, without utility service would be very difficult for someone to develop under normal circumstances. After some discussion, Nancy Quigg moved to shorten the deed restriction to 15 years. Jonathan Link Logan seconded this motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO SHORTEN THE DEED RESTRICTION ON 120 SNELL TERRACE TO 15 YEARS.**

G. Northside Demolition Bundle Change Order

Ms. Wright explained the error that had been made, as summarized in the executive summary, and that change orders of this magnitude require board approval. Mr. Abdul Qadir asked if this still left this vendor as the low bidder and she confirmed that they were still the lowest price even with the change order. El Java Abdul Qadir moved to authorize the Land Bank to approve a change order request increasing the price of this bundle to $185,520. Nancy Quigg seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO INCREASE THE SUBJECT CONTRACT AMOUNT TO $185,520.**

H. Award demolition contracts and Authorize the Land Bank to apply for CDBG funds for 7 demolitions

Ms. Wright summarized the properties put out to bid and bids received and explained that they are looking for the board's authorization to:

- contract with Bronze for bundles 1 and 2 and 139 Maxwell,
- contract with Crisafulli for 135 Maxwell
- Apply for CDBG funds for 7 demolitions, and,
- If awarded funds, to contract with the low bidders for those 7 demolitions.

Jonathan Link Logan moved to authorize the Land Bank to award demo contracts and apply for CDBG funds. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO ENTER INTO CERTAIN DEMOLITION CONTRACTS AND APPLY FOR CDBG FUNDS.**

I. Award building stabilization contracts

Ms. Wright explained that they are trying to spend $1.2 million and stabilize at least 18-21 homes, plus a few larger projects, by 6/30/22. She summarized the bids received. Mr. Hogan commented that this work relies heavily on the Land Bank's property management staff and Ms. Wright agreed that it would entail a lot of supervision from Dave Rowe. Jonathan Link Logan moved to authorize the Land Bank to contract with the low bidders bolded in their handout for the property stabilization services specified. Nancy Quigg seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH THE LOW BIDDERS BOLDED IN THEIR HANDOUT FOR THE PROPERTY STABILIZATION SERVICES SPECIFIED.**

J. Procure stabilization at 2110 S Salina St

Ms. Wright explained that as King + King is developing renovation plans on behalf of Simply Ingram, LLC they noted that the SE corner of the building needs interim stabilization to prevent the tower from collapsing. They drafted a scope of work for the stabilization needed and the Land Bank solicited bids from six contractors. We received bids from two. She noted that they would also need to use ARPA funds to pay King + King for drafting the scope of work and construction supervision. She noted that even if Simply Ingram's plan falls through this would be good for the Land Bank to avoid a partial roof collapse.

Nancy Quigg moved to authorize the Land Bank to contract with King + King and VIP Structures to complete this stabilization project. El Java Abdul Qadir seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH KING + KING AND VIP STRUCTURES FOR STABILIZATION WORK SPECIFIED AT 2110 S SALINA ST.**

K. Procure stabilization at 366 W Onondaga St

Ms. Wright explained that the situation is similar at 366 W Onondaga Street – they have buyers under contract but the building needs interim stabilization to make it through the winter. She explained that Luke Esposito, one of the buyers, is the Vice President of RF Esposito, Inc. who has offered to act as the GC and waive their 10% construction management fee and that this is also a case where it makes sense for the Land Bank to preserve the asset it still owns. El Java Abdul Qadir moved to authorize the Land Bank to contract with RF Esposito, Inc. as a sole source procurement. Nancy Quigg seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO CONTRACT WITH RF ESPOSITO, INC. AS A SOLE SOURCE PROCUREMENT.**

L. Acquire Certain Properties from the City of Syracuse

Ms. Wright turned the board's attention to the resolution summarizing their strategy for each property they're requesting the City foreclose upon. Mr. Hogan expressed his gratitude for the Land Bank requesting three properties at the corner of Burnet and Crouse, which will be part of the Land Bank's brownfield program. Mr. LaFlair asked how they determine which properties the Land Bank votes on each month. Ms. Wright explained that since they haven't voted on a large batch of properties in nearly 2 years, that as properties come to their attention the Land Bank passes a resolution to ask the City to initiate foreclosure. She walked them through the list to explain how each one came to their attention – either requested by a potential buyer, a joint plan with the City such as RNI, or a lot adjacent to an existing Land Bank property where they wish to engage in site assembly. Nancy Quigg asked whether the pace of foreclosures has increased and Ms. Wright said not quite yet but that they have hired a second attorney who will work on foreclosures and that seems promising.

Mike LaFlair moved to authorize the Land Bank to acquire certain properties from the City of Syracuse. Jonathan Link Logan seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE LAND BANK TO ACQUIRE CERTAIN PROPERTIES FROM THE CITY OF SYRACUSE.**

VII. Discussion

A. Application for EPA Brownfield Assessment Grant this fall – RFP out

Ms. Wright summarized how the current grant is being spent and explained that they plan to apply for more assessment funds in October and that there's currently a Request for Proposals out for consultants to assist with applying and, if awarded, administering the grant.

B. Cities 2 NY Senate Committee Chair listening tour

Ms. Wright explained that the NY Land Bank Association has been trying for some time to get an invitation to present to this NY Senate Committee that focuses on upstate cities, noting that it's a relatively new committee and Syracuse's Senator Rachel May is a member and that the Chairman is Senator Cooney from Rochester. She briefed the board that Senator Cooney is on an upstate cities listening tour and that she and Pat Hogan will attend a meeting next week where they hope to raise awareness about the utility of land banks and the need for state funding for their work.

VIII. New Business

A. Extend ED's employment contract

Nancy Quigg moved to enter executive session to discuss the employment of the executive director. El Java Abdul Qadir seconded this motion. All board members voted to enter executive session to discuss the employment of the executive director at 8:44 AM.

Pat Hogan moved to renew Katelyn Wright's contract for another two-year term with a 2% raise at the start of each year. El Java Abdul Qadir seconded this motion. All board members voted unanimously to renew Katelyn Wright's contract for another two-year term with a 2% raise at the start of each year.

Mike LaFlair moved to leave executive session and resume regular session. Nancy Quigg seconded this motion. All board members voted to resume regular session at 8:50 AM.

IX. Adjournment

Nancy Quigg moved to adjourn the meeting. Mike LaFlair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:50 AM.**