GREATER SYRACUSE
LAND BANK

Minutes
Greater Syracuse Property Development Corporation
Regular Meeting of the Board of Directors
8:00 AM Tuesday, January 21, 2025
431 E Fayette Street, Second Floor Ballroom
Syracuse, NY 13202

Board Members Present: Patrick Hogan, Mike LaFlair, Oceanna Fair, Maurice Brown, Jonathan Link Logan
Others Present: Katelyn Wright, John Sidd, Shavel Edwards, Joel Kaigler, Luke Avery-Dougherty, Shannon Knickerbocker, Dave Rowe, Terri Luckett, Ed Mitchell, Jeanne Mitchell, Desaree Dixie, Doug Reicher, Rich Puchalski, Eric Ennis, Mike Collins, Cimone Jordan, Sarah Bruce, Ben Lockwood, Michelle Sczpanski, Beatriz Murphy, Nina Sullivan, Jamilah Damiani, Honorable Dan Romeo, Kevin Race, Nicole Watts, Honorable Nodesia Hernandez, Daniel Patrick, Honorable Alexander Marion, Darrell Buckingham, Zach Zeliff, Ed Griffin-Nolan, Hilary Donohue, Jim Vermillion, Lillian Abbott-Hook, Honorable Marty Nave, Tina Zagyva, Becky Tifft, George Lynch, Stephanie Pasquale

I. Call to order
Pat Hogan called the meeting to order at 8:30 AM.

II. Roll Call
Mr. Hogan confirmed that all board members were present.

III. Proof of Notice
Mr. Hogan confirmed that public notice had been properly posted

IV. Minutes
Jonathan Link Logan moved to approve the minutes from December 17, 2024. Mike LaFlair seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES OF THE DECEMBER 17, 2024 MEETING.**

V. New Business
A. 2024 Annual Report – presentation
Ms. Wright presented slides outlining the Land Bank's 2024 accomplishments and some of their plans for 2025. These slides are available here: http://syracuselandbank.org/wp-content/uploads/2025/01/2024-Annual-Meeting-PP.pdf

B. Set 2025 Meeting Dates
All board members agreed by acclamation to keep their regular meetings at 8:00 AM on the third Tuesday of each month at City Hall in the iLab.

C. Elect Officers and Committees

Mr. Hogan read out the current officers and committee members. Ms. Wright noted that they do not currently have a vice-chair. Mr. Hogan nominated Maurice Brown to serve as vice-chair and to serve on the Personnel Committee and for all other officers and committee members to keep their positions. Oceanna Fair moved to elect the officers and committee members as suggested by Pat Hogan. Jonathan Link Logan seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO ELECT OFFERS AND COMMITTEE MEMBERS TO THE ROLES NOMINATED BY PAT HOGAN.**

D. Re-Adopt Mission Statement, Policies and Procedures

Mr. Hogan noted that each January the board is asked to review and readopt the Land Bank's policies and procedures, all of which can be found on the Land Bank's website. Jonathan Link Logan moved to readopt the land bank's mission statement, policies, and procedures. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO READOPT THE LAND BANK'S MISSION STATEMENT, POLICIES, AND PROCEDURES.**

E. Authorize Sale of Multiple Properties

Ms. Wright summarized the purchase offers received. Jonathan Link Logan moved to authorize the sale of multiple properties. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO SELL MULTIPLE PROPERTIES.**

F. Southside Renaissance Project

Ms. Wright explained that the WEI project they're already familiar with has a co-developer, St. Nick's Alliance, who has experience with LIHTC projects. She noted that the project has expanded to serve a broader range of AMI's at the City's request. And she indicated that should they accept the offer, the Land Bank would be selling the property to an entity yet to be created that includes both WEI and St. Nick's and that St. Nick's would guarantee compliance with the tax credit rules and regulations.

She corrected an error in the packet and clarified that the purchase price would be $209,168 and she noted that sale would have to be subject to granting the owner of 105 Eastman Ave. an access easement over 1600 South Ave. so that they can access their backyard and that the properties in question are listed on p. 9 of their agenda packet.

Ms. Wright noted that the applicants are requesting 30+ months site control. Mr. Link Logan noted that with other LIHTC projects they have typically granted 12-18 months, although extensions are common if a complete application is submitted to HCR but not funded in the first round. Ms. Wright indicated that the applicant is concerned about projecting assurance to HCR that they'll have sufficient time to close on financing. Oceanna Fair suggested that they give 12 months to secure the financing and 12 months to close. Ms. Wright said that would work and that if they don't secure the financing within 12 months they'd be back to renegotiate or ask for an extension so it's not as if the board would have their hands tied for the whole 24 months.

Maurice Brown moved to authorize the Land Bank to sell the listed properties to a corporation jointly owned by WEI and St. Nick's for $209,168, contingent upon them securing the project financing within 12 months and then allowing another 12 months after the financing is secured to close. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH WEI AND ST. NICK'S PER THE TERMS OUTLINED.**

G. Contract with C&S for removal of underground tanks and pipelines at 3801 S. Salina St.

Ms. Wrigt explained that they'd used EPA grant funds to complete a Phase I and II here and that the Phase II had identified some "anomalies" underground that are most likely an underground fuel storage tank and fuel lines. She recommended that the Land Bank hire C&S to supervise their removal as they have completed the recent Phase II and are familiar with the site and prepared to dive into a plan for abatement.

Once the underground infrastructure is removed, they'll get a tank closure letter from the DEC so that potential buyers will be able to secure commercial financing to renovate the property. They plan to demolish the two auto-related buildings on site as they are badly deteriorated, and it will make room for off-street parking for the two-story building on site. She noted that those demolitions would be put out to bid at a future date. She noted that they would use up to $33,325 in unrestricted funds and hope to recoup the cost upon sale of the property.

Jonathan Link Logan moved to authorize the Land Bank to contract with C&S Companies for tank removal at 3801 S. Salina Street for an amount not to exceed $33,325. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH C&S COMPANIES FOR TANK REMOVAL AT 3801 S. SALINA STREET FOR AN AMOUNT NOT TO EXCEED $33,325.**

H. Contract with C&S for scoping roof replacement at 341 Delaware St.

Ms. Wright noted that C&S has already conducted hazardous building materials testing on site and that they need to scope out the roof repairs and asbestos abatement that are needed so that they can put the work out to bid and then seek grants to fund the capital project. She noted that their procurement policy allows for noncompetitive procurement of professional services that require state licensure – such as architectural design and engineering. She noted that the cost of just scoping this project was significant - $85,000 – and they'd need to use unrestricted funds.

Mr. Hogan noted that they'd purchased this church as a centerpiece of a larger project. Ms. Wright indicated that they had planned for it to complement La Liga's Delaware St project and that while she isn't sure of the status of tat project, either way they've assembled some great site on Delaware zoned R5 so this church will be the focal point of a neighborhood revitalization project featuring new construction of multi-family housing on Delaware St. He asked if they had other lots in the surrounding area and Ms. Wright confirmed that after the homes that they discussed today building jointly with Jubilee, they plan to move south and build on all of the blocks surrounding this church.

Maurice Brown moved to authorize the Land Bank to engage C&S to scope the asbestos abatement and roof repair needed at 341 Delaware St. Mike LaFlair seconded this motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH C&S COMPANIES TO SCOPE THE ASBESTOS ABATEMENT AND ROOF REPAIR NEEDED AT 341 DELAWARE ST.**

I. Contract with HKK for AHOP and Block by Block architectural designs

Ms. Wright explained that their procurement policy allows for noncompetitive procurement of professional services that require state licensure – such as architectural design – and that HKK has background working on HCR funded projects and that they have a reputation for designing homes that fit into the surrounding neighborhood. She indicated that they are seeking to hire HKK to design a single-family home they can use for their AHOP application and a two-family home that they can use for their Block-by-Block application. Both would be sold to owner-occupants and she referred to the map in their packet showing where these would be located, also noting that they would be complemented by 10 homes that HHQ plans to build on Merriman. She indicated that they would be able to reuse these designs on future projects and that she's already been discussing using them for a joint block by block application with Tucker Missionary Baptist Church. She also noted that although the up-front cost is approximately $25,000 for each design, they would recoup the cost of these designs if they are awarded the grants they are applying for.

Oceanna Fair moved to authorize the Land Bank to engage HKK for a single-family design and a two-family design per the engagement letters in their packet. Jonathan Link Logan seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH HOLMES, KING, KALLQUIST FOR TWO SETS OF ARCHITECTURAL DESIGNS AS PROPOSED.**

J. Authorize the Land Bank to sell 10 parcels on Merriman to HHQ for new construction

Ms. Wright noted that they are seeking the board's authorization to sell the lots on Merriman in pink on the map in their packet to HHQ for $5,000 each, contingent upon them securing the grant funds to construct these homes within 180 days.

Jonathan Link Logan moved to authorize the sale of 10 parcels on Merriman per the terms suggested. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO SELL 10 PARCELS ON MERRIMAN TO HOME HEADQUARTERS PER THE TERMS SUGGESTED BY STAFF.**

K. Engage Bonadio & Co. LLP for independent audit of our 2024 financial statements

Ms. Wright turned their attention to a proposed engagement letter and noted that their price had increased only $750 over the prior year. She noted that their procurement policy allows for noncompetitive procurement of professional services that require state licensure – such as CPAs – and that they believe switching firms would cost many hours to just bring a new firm up to speed on the Land Bank's operations.

Jonathan Link Logan moved to authorize the Land Bank to engage Bonadio & Co. for their 2024 audit. Oceanna Fair seconded this motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO ENGAGE BONADIO & CO. FOR THEIR 2024 AUDIT.**

L. Engage Bowers & Co. for Accounting services for 2025-26

Ms. Wright noted that the increase over prior contracts' rates were outlined on p. 11 of their packet. She noted that their procurement policy allows for noncompetitive procurement of professional services that require state licensure – such as CPAs – and that they believe switching firms would cost many hours to just bring a new firm up to speed on the Land Bank's operations.

Jonathan Link Logan moved to authorize the land bank to engage Bowers & Co. as their CPAs for 2025-2026. Mike LaFlair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO ENGAGE BOWERS & CO. AS THEIR CPAS FOR 2025-2026.**

M. Renew contract with CCOC for relocation assistance

Ms. Wright indicated that they are receiving occupied foreclosed properties again and noted that Catholic Charities is uniquely qualified to provide relocation assistance to these occupants, justifying this non-competitive procurement. She explained that while the Land Bank's policy is to give tenants living in the home at the time of foreclosure the right of first refusal to purchase, the occupants often require relocation assistance because they are living in uninhabitable conditions, they don't have the financial ability to buy, or they are the former owners of the property. She went on to explain that they are proposing the same funding amount agreed to in 2024. Mr. Hogan noted that the occupants living in the properties at the time of foreclosure receive extensive outreach and foreclosure prevention efforts prior to the property being foreclosed upon and conveyed to the Land Bank.

Jonathan Link Logan moved to authorize the Land Bank to contract with CCOC for 2025 relocation services. Oceanna Fair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH CCOC FOR 2025 RELOCATION SERVICES.**

N. Contract for multiple demolitions

Ms. Wright explained that they recently put out to bid the demolition of 404 Merriman, 625 Gifford, and 226-28 Holland and that all are sites where they plan to build homes as outlined on the AHOP/Block-by-Block map and that they are seeking the board's authorization to contract with the lowest bidder for each. She noted that there is enough LBI funding left to cover these demolitions and still have ~$37,600 remaining unallocated.

Oceanna Fair moved to authorize the Land Bank to contract with the lowest bidders for the demolitions as listed. Jonathan Link Logan seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO AUTHORIZE THE LAND BANK TO CONTRACT WITH THE LOWEST BIDDERS FOR THE DEMOLITIONS AS LISTED.**

O. Contract for multiple stabilizations

Ms. Wright explained that they'd only received one bid so they plan to solicit more and bring this back to the board next month and that no action is needed at this time.

VI. Discussion

A. First Lutheran Church possible donation from St. Joe's

Ms. Wright updated the board after their discussion last month to let them know that St. Joe's decided to go with the other buyer.

B. Public Developer RFI

Ms. Wright explained that she and City staff have been working with Center for Public Enterprise to explore whether a "public developer" model would work in Syracuse. They've recommended that we and the City jointly issue a Request for Information modeled after the attached RFI from the City of Kingston. The board agreed it made sense to jointly issue the RFI with the City.

VII. Adjourn

Oceanna Fair moved to adjourn the meeting. Mike LaFlair seconded the motion. **ALL BOARD MEMBERS PRESENT VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:27 AM.**