
Syracuse Urban Renewal Agency
201 E. Washington Street, Suite 600
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Tel (315) 448-8100 Fax (315) 448-8036

Minutes

Board of Directors Meeting
Tuesday, February 26, 2019
3:00 pm
Mayor's Conference Room

Board Members Present: Mayor Ben Walsh, Vice-Chair Helen Hudson, Treasurer David Delvecchio
Staff Present: Stephanie Pasquale, Meghan Ryan, Esq.

I. Call Meeting to Order

Mayor Walsh called the meeting to order at 3:01 P.M.

II. Roll Call

Mayor Walsh noted all Board members were present.

III. Proof of Notice

Mayor Walsh acknowledged notice of the meeting had been timely and properly provided.

IV. Minutes

Mayor Walsh asked for a motion to approve the minutes from the January 22, 2019 Board of Directors meeting. Ms. Hudson made a motion to approve the minutes. Mr. Delvecchio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES FROM THE JANUARY 22, 2019 BOARD OF DIRECTORS MEETING.**

V. New Business

1) Resolution No. 3412

Resolution No. 3412 approving the 2019-2020 Budget for the Syracuse Urban Renewal Agency was presented by Mr. Delvecchio. He informed the Board that the payroll is reimbursable, the worker's compensation amount is passed on to the City. The Budget accounts for the payment of real estate taxes for SURA-owned parcels. Mr. Delvecchio indicated that payroll is the biggest expense. Mayor Walsh inquired if the Land Bank is interested in any other SURA-owned parcels. Ms. Ryan advised that as previously discussed with the Board, the Land Bank has applied to purchase five (5) vacant lots from SURA. There will be an auction scheduled soon. Ms. Pasquale indicated that the SURA-owned parking lot on West Washington Street in Downtown is valuable. The Budget includes

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\$3,300 in rental income from the City's lease of that parking lot. Ms. Pasquale advised the Board that SURA staff is having difficulty securing professional services from appraisers. Ms. Ryan stated that an appraisal is required before SURA disposes of any property. Mayor Walsh encouraged Ms. Pasquale to continue seeking an appraisal for the parking lot in order to pursue a future sale. Ms. Hudson inquired about the number of people on the SURA payroll. Ms. Pasquale estimated that there are about seventy (70) people on the SURA payroll. Mayor Walsh advised that payroll will be addressed come budget time. The majority of individuals on the SURA payroll work in Code Enforcement and the Department of Neighborhood and Business Development. Ms. Ryan indicated that she will present payroll changes to the Board soon for approval. There was a question about how much SURA has in unrestricted funds. Ms. Pasquale indicated that SURA has approximately \$858,000 in cash and \$147,000 in a CD. There is \$7,600 in restricted cash. Mr. Delvecchio said that there is a potential for the restriction to be lifted. He also indicated that SURA is receiving some interest from loans it has given for projects as well.

Mayor Walsh asked for a motion to approve Resolution No. 3412 approving the 2019-2020 Budget for the Syracuse Urban Renewal Agency. Mr. Delvecchio made the motion. Ms. Hudson seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED RESOLUTION NO. 3412 APPROVING THE 2019-2020 BUDGET FOR THE SYRACUSE URBAN RENEWAL AGENCY.**

2) **Resolution No. 3413**

Resolution No. 3413 authorizing payment to Haylor, Freyer & Coon, Inc. (HFC) for liability insurance was presented to the Board by Ms. Ryan. Ms. Ryan advised the Board that SURA insures two SURA-owned properties, Perseverance Park and the parking lot on West Washington Street adjacent to Perseverance Park. SURA awarded the insurance contract for the parcels to HFC in 2014. SURA staff recently realized that HFC classified both the properties as public parking lots instead of a public parking lot and a public park. SURA staff notified HFC of this and they provided a new proposal to provide liability insurance for both properties with the proper classification. The proposal was for \$1,632.16. SURA previously paid HFC \$1,576.16 so there is a slight increase. Mayor Walsh asked if it was necessary to seek bids from other insurance companies. Ms. Ryan indicated that SURA did that in 2014 and has been paying HFC annually for insurance since then. She explained that there is an increase in the amount of the insurance due to the corrected property classifications so that is why this is before the Board now. Mayor Walsh asked Ms. Ryan to review the ABO's best practices and advise the Board if a new bid is necessary in the future. Mayor Walsh also asked if SURA insures the property it owns in Kennedy Square as there

are basketball courts there and could expose SURA to liability. Ms. Pasquale indicated that she will look into that.

Mayor Walsh asked for a motion to approve Resolution No. 3413 authorizing payment to Haylor, Freyer & Coon, Inc. for liability insurance. Mr. Delvecchio made the motion. Ms. Hudson seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED RESOLUTION NO. 3413 AUTHORIZING PAYMENT TO HAYLOR, FREYER & COON, INC. FOR LIABILITY INSURANCE.**

VI. Items for Discussion

1) Review Audit for fiscal year ending June 30, 2018

Mr. Delvecchio handed out the audit report, which included SURA's financial statements. The Auditors brought up an issue with payroll which Mr. Delvecchio will talk to the City's Budget Director about. Mr. Delvecchio indicated that the relationship between SURA and the City creates a delay in issuing the Audit. Mayor Walsh asked about the Airport Authority. Mr. Delvecchio stated that there was an issue. The City had to hire an actuary. Mayor Walsh would like to meet with the auditors once the City's audit is complete. Now that SURA's audit is complete SURA staff can upload it to the Authorities Budget Office website. SURA has until the end of March to do so. The audit will be submitted on time. Mayor Walsh asked for a motion to accept the audit. Mr. Delvecchio made the motion. Ms. Hudson seconded. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION TO ACCEPT THE AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2018.**

VII. Adjournment

There being no further business to discuss, Mayor Walsh asked for a motion to adjourn the meeting. Ms. Delvecchio made the motion. Ms. Hudson seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION TO ADJOURN THE MEETING AT 3:27 P.M.**