

# Resolution 21-14

## Finger Lakes Regional Land Bank Corporation Board of Directors

### RESOLUTION TO ADOPT CERTAIN FLRLBC POLICIES, STATEMENTS AND PROCEDURES

Moved By *Frank Sinicropi, Jill Henry*

**WHEREAS**, the FLRLBC is a not-for-profit corporation duly organized and validly existing under the laws of the State of New York; and

**WHEREAS**, the FLRLBC desires to adopt certain policies, statements and procedures to assist in the implementation of its stated purposes and in compliance with the New York Not-For-Profit Corporation Law, the New York Public Authorities Accountability Act of 2005 and the New York Public Authorities Reform Act of 2009, as amended; and

**WHEREAS**, the Governor of New York has issued Executive Order 202.1 which reads "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed;" and

**WHEREAS**, this meeting was held on a publicly advertised and available conference call line in compliance with Executive Order 202.1; and

**NOW, THEREFORE BE IT RESOLVED**, by the Finger Lakes Regional Land Bank Corporation as follows:

The FLRLBC hereby adopts the following policies and guidelines in the form presented by the meeting as Appendix "A":

1. Real Property Acquisition Policy
2. Real Property Disposition Policy
3. Purchasing Policy
4. Mission Statement

I, Jill Henry, Secretary of the Finger Lakes Regional Land Bank Corporation, a corporation organized and existing under the laws of the State of New York (the "Corporation"), do hereby certify that the above is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the Corporation duly held and convened under a State and County declared State of Emergency on March 22<sup>nd</sup>, 2021, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout, and that such resolution has not been modified, rescinded, or revoked, and is at present in full force and effect.

IN WITNESS THEREOF, the undersigned has affixed their signature this 22 day of March, 2021. The Corporation has no corporate seal.

x   
 Jill Henry  
 Corporation Secretary

## Resolution 21-14

### Finger Lakes Regional Land Bank Corporation Board of Directors

#### RESOLUTION TO ADOPT CERTAIN FLRLBC POLICIES, STATEMENTS AND PROCEDURES

Moved: Frank Sinicropi, Jill Henry

	Yes	Nay	Abstain	Absent
Cindy Garlick-Lorenzetti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Hayssen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jill Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don Northrup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Nesbit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Sinicropi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Barnhart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# FINGER LAKES REGIONAL LAND BANK CORPORATION REAL PROPERTY ACQUISITION POLICY

## OVERVIEW

The primary focus of the Finger Lakes Regional Land Bank Corporation's ("Land Bank's") operations is the acquisition of real property that is tax delinquent, tax foreclosed, vacant, or abandoned.

This Policy specifies the guiding criteria for acquisition of property by the Land Bank. The Land Bank primarily intends to use this policy to guide its acquisition of real property in the County of Seneca; however, the Land Bank may also acquire property located within the jurisdiction of another municipality if the Land Bank has entered into an intergovernmental cooperation with that municipality.

Pursuant to New York State Law, and the Land Bank's by-laws, the final determination to acquire any real property will be made by a majority vote of the Board of Directors of the Land Bank. The Land Bank will maintain an inventory of all property acquired. This inventory will be publicly available within one week of acquisition and within one week of disposition.

## DEFINITIONS

**"Acquisition"** means that the Land Bank will acquire real property or interests in real property by gift, devise, transfer, exchange, foreclosure, purchase, or otherwise, on terms and conditions and in the manner the Land Bank considers property.

**"Real Property"** means lands, land under water, structures and any and all easements, air rights, franchises and incorporeal hereditaments and every estate and right therein, legal and equitable, including terms for years and liens by way of judgment, mortgage or otherwise, and any and all fixtures and improvements located thereon. Under New York State Law, the real property of a land bank and its income and operations are exempt from all taxation by the state of New York and by any of its political subdivisions.

## GUIDING CRITERIA

All potential real property acquisitions will be evaluated using the following set of guiding criteria:

- Properties that support the mission of the Land Bank.

- Proximity to other real property owned by the Land Bank or other development activities.
- Proposals and requests by governmental, nonprofit and for-profit entities that identify specific properties for ultimate acquisition and redevelopment, which:
  - a) act as catalyst for further development;
  - b) are part of a neighborhood, comprehensive or development plans;
  - c) support infrastructure, public and green space development; or
  - d) reduce blight in the community. In particular, acquisition will be prioritized where the land bank participation is necessary to complete the redevelopment. In the case of municipal involvement, inter-local agreements (if required for development or maintenance) must be in place prior to acquisition.
- Properties that are available for immediate rehab opportunities without need for substantial rehabilitation.
- Properties located in reinvestment areas that would support strategic neighborhood stabilization, neighborhood plans, development plans and comprehensive plans.
- Properties that meet the criteria for demolition, and such demolition will support blight elimination and neighborhood revitalization plans. This activity is contingent upon the funding available for the Land Bank to facilitate demolition.
- Properties that would form a part of a land assemblage development plan by either the land bank or partnering entities. (e.g. land banking)
- Vacant, non-conforming, or undevelopable properties that could be placed into a side lot, green space or parking lot Disposition Program or support a planned development.
- Properties that may generate operating income for the functions of the Land Bank.
- If requested, the cost of a full title search, and Phase I environmental assessment is the responsibility of the current property owner. If the property appears to be of strategic importance to the Land Bank and the current property owner demonstrates financial hardship and inability to pay for the title search or Phase I assessment, the Land Bank may agree to bear this cost.
- The Land Bank must be aware of any and all financial liabilities. All financial liabilities will be reviewed and a plan to remediate the financial liabilities. The financial liabilities may include, but not limited to the following items:
  - Any defects in title and ability to obtain title insurance
  - Condition and market value of the property
  - Cost to remediate any hazards or nuisances posed by the property
  - Cost to fully redevelop the property
- The Land Bank must be aware of any environmental conditions. A Phase I environmental assessment may be required depending on the type and location of the property. If any adverse conditions are determined, a remediation plan with secured funding must be in place.

- Properties for which title issues are preventing the property from being developed to its highest and best use.
- Properties that have a designated end use in place prior to acquisition.
- Any exception to the policies governing acquisition shall be taken to the governing body of the Land Bank for approval.
- Properties that have significant historic value and that the cost to rehab is not cost prohibitive.
- Properties that are municipal-owned and/or near schools, senior centers, community centers or high visible areas that may pose safety issues to the community.

The policy will be effective immediately upon adoption by resolution of the Board. The Board retains the right to modify this policy at any time. This policy may also be modified as necessary to comply with the law, or to reflect new programs implemented by the Land Bank.

### **Tax Exempt Notification Upon Acquisition**

The Land Bank upon acquiring any property from tax foreclosure, private sale, donation, or otherwise shall notify the following by formal letter of its tax exempt status:

Town Assessor  
Town Tax Collector  
Town Supervisor  
Sewer and Water Districts  
Seneca County Director of Real Property  
Seneca County Manager  
Seneca County Treasurer

Adopted 9 August, 2016

**FINGER LAKES REGIONAL LAND BANK CORPORATION**  
**DISPOSITION OF REAL AND PERSONAL PROPERTY POLICY**

**SECTION 1. PURPOSE.**

This policy (the "Policy") sets forth guidelines for the Finger Lakes Regional Land Bank Corporation's (Land Bank) disposal of real and personal property in accordance with the mission and purpose of the Land Bank and all applicable law.

**SECTION 2. DEFINITIONS.**

a. "**Land Bank**" shall mean Finger Lakes Regional Land Bank Corporation.

b. "**Contracting Officer**" shall mean the person responsible for the Land Bank's compliance with, and enforcement of, this Policy and such person shall be the Executive Director of the Land Bank.

c. "**Dispose**" or "**disposal**" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with Article 16 of the New York State Not-For Profit Corporation Law.

d. "**Property**" shall mean personal property in excess of five thousand dollars (\$5,000) in value, real property regardless of value, and any other interest in property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

**SECTION 3. GENERAL DUTIES.**

a. The Land Bank shall:

- maintain adequate inventory controls and accountability systems for all property owned by the Land Bank and under its control;
- periodically inventory such property to determine which property may be disposed of;
- produce a written report of such in accordance with Section 3(b); and
- transfer or dispose of such property as promptly as possible in accordance with this Policy.

b. The Land Bank shall:

- i. publish, not less frequently than annually, a report listing all real property owned by the Land Bank. Such report shall consist of a list and full description of all real

and personal property disposed of during such period. The report shall contain the price received by the Land Bank and the name of the purchaser for all such property sold by the Land Bank during such period; and

- ii. deliver copies of such report to all agencies required by law including the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, the Director of the Authority Budget Office and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly).
- iii. maintain and make available for public review and inspection a complete inventory of all real property dispositions by the Land Bank. Such inventory shall include a complete copy of the sales contract including all terms and conditions including, but not limited to, any form of compensation received by the Land Bank or any other party which is not included within the sale price. All property dispositions shall be listed on the property disposition inventory established pursuant to this subsection (iii) of this Section 3(b) within one week of disposition. Such records shall remain available for public inspection in the property disposition inventory indefinitely.

#### SECTION 4. TRANSFER OR DISPOSITION OF PROPERTY.

- a. **Supervision and Direction.** Except as otherwise provided herein, the Contracting Officer shall have supervision and direction over the disposition and sale of property of the Land Bank. The Land Bank shall have the right to dispose of its property for any valid purpose.
- b. **Custody and Control.** The custody and control of Land Bank property, pending its disposition, shall be performed by the Contracting Officer.
- c. **Method of Disposition.** Unless otherwise permitted, the Land Bank shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other consideration as provided for herein, with or without warranty, and upon such other terms and conditions as the Land Bank or the Contracting Officer deems proper. The Contracting Officer may execute such documents for the transfer of title or other interest in property and take such other action as is necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, or any interest in real property shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction, and, provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for

similar property shall be made without a similar appraisal. Every deed executed by the Contracting Officer shall contain a covenant which shall run with the land that the Transferee, his heirs and assigns consent to the jurisdiction of the New York State Supreme Court in any action to enforce payment of real property taxes assessed against the property pursuant to the New York State Real Property Tax Law.

- d. **Validity of Deed, Bill of Sale, Lease, or Other Instrument.** A deed, bill of sale, lease, or other instrument executed by or on behalf of the Land Bank, purporting to transfer title or any other interest in property of the Land Bank in accordance herewith shall be conclusive evidence of compliance with the provisions of this Policy and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to transfer of title of such property.
- e. **Board Approval for Disposition of Property.** The Land Bank shall not sell, lease, encumber, or alienate real property, improvements, or personal property unless authorized by a majority vote of the Board of Directors.

#### **SECTION 5. BUYER QUALIFICATIONS; APPLICATION; CONSIDERATION; DISCOUNT/PREFERENCE PROGRAMS; ENFORCEMENT; LEASING.**

- a. **Buyer Qualifications.**
  - i. All disposals of Land Bank property shall be made to qualified buyers. A person submitting a proposal or offer to purchase property owned by the Land Bank (an "Applicant") must meet the following requirements to be considered a "qualified buyer":
    1. The Applicant's Principal Residence for the year immediately preceding the date of the Applicant's application was in Seneca County, New York, or the Applicant has agreed to engage a property manager located in Seneca County, New York to manage the property which is being disposed of pursuant to this policy. The term "Principal Residence" means the property that the Applicant uses as his or her residence. If the Applicant uses more than one property as his or her residence, the Applicant's Principal Residence is the property in which the Applicant lives for the majority of the time during the year and not less than half of the year.
    2. In the event the Land Bank requires the Applicant to complete any renovations or repairs with regard to the property being disposed of pursuant to this Policy, the Applicant has submitted satisfactory evidence that he or she has a feasible plan and adequate financing to complete the necessary renovations or repairs;



3. If requested by the Land Bank, the Applicant has completed a home- buyer education course;
  4. The Applicant is not disqualified pursuant to subsection (ii) of Section 5(a); and
  5. The Applicant has completed an application pursuant to Section 5(b).
- ii. An Applicant is disqualified if:
1. A property owned by the applicant has been foreclosed upon for tax- delinquency by Seneca County;
  2. At the time of the Applicant's application, the Applicant owes Seneca County amounts for past due bills, fines, or fees;
  3. There are open code violations or a history of code violations with respect to real property owned by the Applicant;
  4. Multiple nuisance abatement cases or proceedings have been commenced with respect to real property owned by the Applicant; or
  5. The Applicant, or any spouse, parent, sibling or child of the Applicant, possessed an interest in the property for which the Applicant is applying to purchase at the time such property was foreclosed upon by Seneca County for tax delinquency.
- b. **Applications.** Land Bank staff shall develop purchase application forms which Applicants shall be required to complete, so that the Land Bank can evaluate the qualifications of Applicants and select Applicants with development plans that are consistent with the Land Bank's mission and purpose and the comprehensive plans of the municipalities in which the Land Bank's real property is located. The information requested in such applications may vary depending on the type of property that the Land Bank is intending sell. The Land Bank may require Applicants to submit redevelopment plans and/or management plans as part of the application process. The Land Bank shall require Applicants to submit a contract to purchase with each application. In addition, the Land Bank shall require Applicants to submit a good faith deposit and application fee.
- c. **Consideration.** In accordance with the terms and conditions of the Land Bank's discount/preference programs, the Land Bank may accept monetary payments, secured financial obligations, covenants and conditions related to the present and future use of any property being disposed of pursuant to this Policy, contractual commitments of the buyer or lessee, and such other forms of consideration deemed appropriate by the Board of Directors.

- d. **Discount/Preference Programs.** The Land Bank has adopted the following discount and/or preference programs in order to support, through the sale of land bank property, private development activities which further the Land Bank's mission and purpose:
- i. **Home Owner Choice Program.** The Land Bank may list certain properties as only available for sale to Applicants who plan to occupy the property as their Principal Residence or who will renovate the property and sell to a buyer who will occupy the property as their Principal Residence. This program may be applied to properties being disposed of pursuant to this Policy which are move-in ready or require only minimal renovation. Such promise to occupy as a Principal Residence shall be secured by a second mortgage on the property in the amount of \$5,000 which will provide that amount shall be repayable in full should the Applicant or subsequent buyer move or sell the property within 5 years of taking ownership.
  - ii. **Tenant to Home Owner Program.** The Land Bank may provide a preference to Applicants who occupy a property being disposed of pursuant to this Policy as tenants at the time the Land Bank acquires such property. The Land Bank will encourage all first time homebuyers to take home owner education courses and to receive other financial counseling.
  - iii. **Affordable Housing Development Program.** Due to the community benefit derived from the development of affordable housing, the Land Bank may sell certain properties, including properties with vacant buildings, at a discounted price to Applicants who plan to develop income-restricted affordable housing. In order to qualify for this discount, the development must be subject to restrictive covenants or otherwise regulated by an affordable housing funder for a defined affordability period.
  - iv. **Residential Side-Lot Program.** Certain vacant residential lots acquired by the Land Bank may not be readily marketable because of their size, location, or other characteristics. The Land Bank may sell certain vacant residential lots for a discounted price to property owners who own lots which are directly adjacent to such vacant lots. Owners of adjacent, well-maintained properties are the mostly likely purchasers to take care of these vacant lots in many instances, thereby enhancing the value of the buyer's property, beautifying the surrounding neighborhood, and improving surrounding property values.
  - v. **Community Garden/Green Space Program.** The Land Bank recognizes the economic, environmental, and social value of community gardens and green space. Accordingly, the Land Bank may sell or lease certain unimproved residential parcels for a nominal fee to Applicants who plan to develop such

parcels into community gardens or green spaces. Any lease agreement entered into by the Land Bank and a lessee pursuant to this Community Garden/Green Space Program will require the lessee to be responsible for all property maintenance and upkeep; obtain any required permits for use or development; comply with all local building, zoning, and property maintenance ordinances; obtain approval from the Land Bank prior to installing improvements exceeding \$1,000 in value or placing any signs on the property; and furnish the Land Bank with liability waivers signed by each gardener who will have the right to use the property; and provide the Land Bank with copies of all insurance policies and must name the Land Bank as an additional insured on said policies.

- vi. **Geographically Targeted Revitalization Programs.** From time to time, the Land Bank may reduce the sales price of properties in a clearly defined geographic area in order to attract multiple private investors, such that the investors might leverage one another's investments. These targeted programs will be created by resolution of the Board of Directors. The resolution will define the geographic boundaries of the program, whether it is limited to a certain category of real property, the percentage by which the sales price is to be discounted, and the duration of the program. These programs will be advertised on the Land Bank's website and in other promotional materials during the course of the program, and the justification for discounting the sales price will be stated in the resolution disposing of each property.
- vii. **Additional Discount/Preference Programs.** From time to time, the Land Bank may adopt by resolution of the Board of Directors additional discount or preference programs in furtherance of its purpose or mission.
- e. **Enforcement.** In the event the real property disposition is being made in conjunction with a development plan proposed by the Applicant and approved by the Land Bank or with conditions imposed by the Land Bank, the Land Bank shall take appropriate measures to secure the Applicant's completion of the development plan or compliance with the conditions.
- f. **Leasing.** It may be in the best interest of the Land Bank and the furtherance of its mission to lease its real property under certain circumstances, including but not limited to the following circumstances:
  - i. **Existing Occupants.** In order to avoid displacing persons occupying real property at the time it is acquired by the Land Bank, the Land Bank may enter into lease agreements with any such persons. The Land Bank may offer occupants relocation assistance if the real property is not habitable or if the occupants are unwilling to enter into lease agreements.

- ii. **Properties Pending Sale.** The Land Bank may lease an occupied parcel of real property for which a sale is pending in order to allow the occupant to enhance the value of the real property and prevent vandalism to which vacant properties are susceptible.

## SECTION 6. LAND BANKING AND PLANNED DEVELOPMENT

In some instances the Land Bank will acquire a dense concentration of properties in a geographic area and may "land bank" those properties for a period of time prior to advertising them for sale until a coordinated redevelopment plan can be developed. Such plan will include input from relevant stakeholders such as the municipality, community development corporations and neighborhood associations. Once a plan has been developed, certain properties may be appropriate for the Land Bank to hold for a longer period of time until necessary funds have been raised for their redevelopment pursuant to the plan, until the Land Bank has acquired other strategic properties nearby, assembled larger parcels, certain development approvals have been granted, or other necessary conditions to effectuate the plan are met.

Properties identified as appropriate for affordable housing development (see definition of Affordable Housing in 5.d.iii. of this Policy) through such a planning effort will be advertised as available only for redevelopment that accomplishes the objectives stated in the plan. These objectives may include certain income-restrictions/affordability thresholds, restriction to rental or owner-occupancy, and minimum standards for the quality of renovation or new construction. Other properties in the plan may be deemed appropriate for sale to private developers or individuals using standard methods to advertise properties for negotiated sale. Particular terms of sale (such as design standards or minimum renovation standards) and/or a hierarchy of preferred redevelopment plans may be adopted by the Board of Directors specific to this geographic area as allowable under 5.d.ix. of this Policy.

In other instances the Land Bank acquires a scattered assortment of properties and moves to list them for sale soliciting competing offers. In both instances the Land Bank will take into consideration that funds may not yet have been awarded for subsidized projects and that the Applicant may not yet be able to demonstrate proof of funds awarded, and the Land Bank may approve the sale with a closing date to occur once proof of funds is obtained and when the applicant is ready to take title and begin work (i.e. land banking it for the project in order to minimize the buyer's total carrying costs in light of the community benefits these projects provide).

## SECTION 7. MISCELLANEOUS.

- a. **Modification and Amendment; Filing.** These guidelines are subject to modification and amendment at the discretion of the Land Bank and shall be filed annually with all local and state agencies as required under applicable law.
- b. **Posting on the Land Bank Website.** This Policy shall be posted on the Land Bank's website.

- c. **Annual Review**. This Policy shall be reviewed annually by the Land Bank and approved by the Board of Directors of the Land Bank.

## FINGER LAKES REGIONAL LAND BANK PURCHASING POLICY

ADOPTED February 26<sup>th</sup>, 2018 BY THE BOARD OR DIRECTORS

**PURPOSE:** This policy, adopted by the Finger Lakes Regional Land Bank (referred to as the Land Bank) Board of Directors, establishes a standard purchasing and procurement program for all land bank activities. It is the policy of the Land Bank to maximize the purchasing power of the corporation.

Any employee or officer who violates the terms of this policy shall be personally responsible for the cost of the equipment if return to the vendor is not possible.

This policy shall be effective as of this date: August 28<sup>th</sup>, 2017. This policy supersedes any previously approved policies that are inconsistent with the amendments as set forth within.

### 1. CONTROLS

- A. All purchasing procedures will comply with the applicable laws and regulations of the State of New York.
- B. The Land Bank, will procure all supplies and equipment as needed at the best possible prices in the best possible timeframe and maintain adequate records to document the purchase.
- C. Purchasing contracts for materials, equipment and supplies involving an estimated annual expenditure of more than \$20,000.00 require public advertising, sealed bids and an award by resolution of the Land Bank Board of Directors.
- D. Equal opportunity will be provided to all responsible suppliers to do business with the Land Bank.
- E. No official or employee of the Land Bank, involved in the decision of an award, can have a financial interest in any contract entered into by the Land Bank. There will be no acceptance of gratuities, financial or otherwise by anyone with a financial interest with any supplier of materials or services to the Land Bank.
- F. The Land Bank will not be deemed responsible for commitments made circumventing these procedures.

## 2. GENERAL GUIDELINES AND AUTHORITY TO PURCHASE

### A. Initiation and Oversight:

The Land Bank CEO, CFO or Secretary may initiate the processing of and grant the approval for requisitions of up to and including \$10,000.00. The quantity, quality, delivery date, delivery method, etc. should be considered while in pursuit of efficiencies. The Board of Directors retain the authority to deny any purchase and is the approval authority of requisitions between \$10,001.00 up to and including \$20,000.00.

### B. Authority to Purchase Goods and Services:

1. Expenditures up to and including \$10,000.00 do not require Board of Directors approval when the adopted budget accommodates the expenditure.
2. Expenditures exceeding \$500.00 up to and including \$10,000.00 require 3 documented quotes and Board of Directors notification.
3. Expenditures exceeding \$10,000.00 up to and including \$20,000.00 require 3 written quotes and the legislative approval of the Board of Directors prior to soliciting quotes.
4. All goods and service purchases exceeding \$20,000.00, require competitive bidding as detailed below, and the legislative approval of the Board of Directors prior to soliciting bids.

### C. Competitive Bidding

Purchase contracts exceeding \$20,000.00 are awarded to the lowest responsible bidder after public advertising requesting submission of sealed bids. **(FAXED BIDS WILL NOT BE ACCEPTED).**

#### 1. NON-COLLUSION CERTIFICATION

If competitive bidding is required, each bid must contain the following 'Non-Collusion Certification'

- A. By submissions of this bid or proposal, the bidder certifies that:

1. The bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
  2. The bid or proposal has not been knowingly disclosed, prior to the opening of the bids or proposals for this project, to any other bidder, competitor or potential competitor;
  3. No attempt has been or will be made to induce any other corporation to submit or not to submit a bid or proposal;
  4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
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3. Bid specifications shall be prepared by the CEO or Land Bank staff in conjunction with the Board of Directors. Detailed specifications, when required, will be approved by the Board of Directors.
  4. The CEO will arrange for the legal notice to be printed in the official newspapers of the County and will also establish a date and time for the opening and reading of the sealed bids.
  5. The bids will be opened by the CEO or his/her designee. All interested parties may attend the bid opening. A minimum of two (2) individuals (CEO and another) shall witness the bid opening. Any bids arriving after the time designated shall not be considered and will be returned unopened. Telephone and facsimile transmitted bids are not accepted on formal bids.
  6. A record must be made of all bids. The bids are then turned over to the CEO for review to ensure the bidders have complied with the bid specifications, to make a cost analysis and to make a recommendation regarding the bid award (generally made to the lowest responsible bidder). If the low bidder does not meet specifications or, for some other reason does not meet the necessary standards or requirements to be given the award, a recommendation to award the next qualified low bidder would be given.

When there is a discrepancy or a question as to whether bid specifications are met, the CEO must contact the current attorney working with or for the land bank prior to contacting the bidder. The CEO shall confer with the Land Bank attorney prior to recommending an award to another bidder if other than the low bidder.



<b>COST</b>	<b>BID REQUIREMENT</b>	<b>CHAIN OF APPROVAL</b>
\$0 to & including \$500	None	CEO Approval
\$501 to & including \$10,000	3 Quotes/Documented	CEO Approval - Board notification
\$10,001 to & including \$20,000	3 Written Quotes	Board Of Directors - Prior Legislative Approval Required
Over \$20,000 for goods and services	Competitive	Board of Directors - Prior Legislative Approval Required

**Verbal Quotations:** A telephone log or other record displaying: date, time, price quoted, name of vendor. An emailed quotation may be included.

**Written Quotations:** Vendors should provide at a minimum: date, description of item or details of service to be provided, price quote, name and title of contact.

**Competitive Bids:** the CEO, after conferring with the Board of Directors, will solicit formal proposals from three or more vendors.

Personal purchases for employees by the Land Bank are prohibited. Land Bank employees are also prohibited from using the Land Bank's name or the employee's position to obtain special consideration in personal purchases.

### 3. PURCHASE ORDER

A. **Purpose:** Provides a formal document and authority for the purchase of goods and services. Provides documentation of goods and services ordered and received. Provides the necessary authority to pay vendor claims. Initiates and substantiates various accounting processes. Provides the necessary tax-exempt documentation required of vendors.

B. **Frequency:** Prepared by the CEO as required, upon receipt of a purchase requisition.

#### 4. EXCEPTIONS TO THE PURCHASING SYSTEM

There are certain expenditures for which the processing of a purchase order is unnecessary. The following should be made without purchase orders:

- A. Contracts for professional services.
- B. Utility bills.
- C. Service contracts for a fixed monthly or annual rental.
- D. Advertisement and Legal notices
- E. Postal fees.
- F. Valid membership and dues.
- G. Subscriptions
- H. Mileage, Travel and Conference Reimbursement: The current Travel Voucher system will be used in recording and claiming reimbursement for mileage, meals, and other travel or conference expenses.
- I. Reimbursement for petty cash funds.

**FINGER LAKES REGIONAL LAND BANK CORPORATION**

**MISSION STATEMENT**

**ADOPTED MARCH 26, 2019**

*“The Finger Lakes Regional Land Bank Corporation acquires, improves, and redistributes vacant, blighted, and tax-abandoned properties to eliminate the harms and liabilities caused by such properties and return them to productive use, while being consistent with local municipalities’ redevelopment and comprehensive plans.”*