



**Wilmington Neighborhood Conservancy Land Bank**

**Meeting of the Board of Directors**

**August 2, 2023**

**8:00-9:00 a.m.**

**AGENDA**

**Call to Order**

**Review/Approval of the July 2023, Board of Directors Minutes**

**Finance Committee Report**

**Governance Committee Report**

**Technical Advisory Committee Report**

**Marketing Committee**

**Inventory Report**

- 158 Lots 137 Structures

**Project and Progress Status Report**

- ARPA Updates
- Hilltop Update
- East Side Acquisitions

**Executive Session (BOARD MEMBERS ONLY)**

- Chairman's Update

**Meeting Adjourned**



**The Wilmington Neighborhood Conservancy Land Bank  
Board of Directors Meeting Minutes  
July 5, 2023**

Rick Gessner called the regular Wilmington Neighborhood Conservancy Land Bank meeting to order at 8:06 a.m. All in attendance via zoom meeting and constituting a quorum were:

**Present:** Rick Gessner, Bob Weir, Tom Ogden, Ray Fitzgerald, Tim Lucas, Cassandra Marshall, David Ross, Van Hampton, Susan Frank, Kevin Smith, Hal Schneikert

**Absent:** Trippi Congo, Chris Johnson, Maria Cabrera, Raheemah Jabbar Bey

**Staff:** Natalie DiCostanza, Ray Saccomandi, Bud Freel

**MOTION by R. Gessner:** Move to approve the minutes of the June 2023 WNCLB Board meeting.  
*Seconded and carried unanimously.*

**Finance Committee Report**

S. Frank presented the Finance Committee report from the June 2023 Finance Committee meeting.

- Estimate receiving the City of Wilmington FY24 grant in August which will be one lump sum of \$1,000,000.
- Property sales are behind.
- M&T Bank grant of \$250,000 has been delayed because of their internal processing system.
- Have not used the NCCDE grant yet due to the strict retention agreement. Will determine the best use of these funds.
- The cost of Goods expenses is less than forecasted as the demolitions are still waiting for the appropriate signoffs.

**Governance Committee Report**

H. Schneikert presented the Governance Committee report from the June 2023 meeting.

- Presented the final draft of the Depository Program policy. A fee will be charged to maintain properties. Properties may remain in the Land Bank inventory for 3 years and 6 years for the City of Wilmington/government properties. If a property stays past the time limit, WNCLB has the right to take control of the properties.
- Presented a proposed Record Retention policy as the Land Bank did not have one.

**MOTION by H. Schneikert:** Move to approve the Depository Program Policy and Records Retention Policy as presented.

*Seconded and carried unanimously.*



### **Technical Advisory Board Report**

K. Smith presented the Technical Advisory Board report from June 2023.

- The Greening Committee took a trip to Philadelphia to view greening activities.
- Staying abreast of Council Member Darby's legislation.
- The Catalyst Fund through Cinnaire and DSHA is now available.
- Various developers reported on their activities.

### **Marketing Committee**

V. Hampton provided an update on WNCLB marketing activities.

- Develop a comprehensive map of Land Bank rehabbed properties (Policy Map).
- Include marketing efforts in fundraising materials.

### **Fundraising Report and Community Outreach**

B. Freel provided the June 2023 fundraising activities and community outreach report.

- M&T has committed \$250,000 to the Land Bank for the Hilltop initiative which is held up due to their internal processing system. M&T will tour Hilltop on August 8<sup>th</sup>.
- Received \$500,000 from the Bond Bill.
- Walked Hilltop with Capital One.

### **Inventory/Projects**

R. Saccomandi provided the inventory and project updates.

- Inventory: 145 structures and 158 lots. A majority held for development.
- East Side: 1<sup>st</sup> renovated home of 5 at 1006 Lombard Street almost finished. Will pass off the remaining East Side units to qualified developers. The remaining 4 rehabs are progressing.
- Sold 2 Hilltop properties with one remaining to sell. Looking at applying for the Catalyst Fund to subsidize construction.
- Hilltop: 28 acquired, 15 to rehab, 4 being held and 3 sold (one under contract).
- 617 West Street-HUD auction and the Land Bank was the highest bidder. We currently own 615 West Street. Putting together a plan to develop both units.
- Carey properties: Acquiring 5 blighted units on the East Side with ARPA dollars.
- 719 W 8<sup>th</sup> Street: Settled on liquor store unit.

**MOTION by R. Gessner:** Move to adjourn at 8:53 a.m.

*Seconded and carried unanimously.*



**Wilmington Neighborhood Conservancy Land Bank  
Technical Advisory Board Committee Meeting Minutes  
July 19, 2023**

**Attendance:**

K. Smith, Chair	R. Przywara
P. Zoltowski	T. Ogden
M. Hammond	R. Kowalczyk
R. Saccomandi	D. Sargent

**Land Bank Updates (listen to recording)**

- Will have properties available within project areas both on the East Side and Lower Hilltop communities. The units will only be offered to individuals that have already completed a project within the City of Wilmington.
- The Land Bank will apply for the catalyst fund to rehab Lower Hilltop properties.
- West Center City: Still have DSHA SNHF FY19 grant remaining. Revisiting the project. Will work with Cinnaire and set-up a meeting.
- Need to develop a pool of qualified general contractors.
- Acquired 617 West Street from HUD. To determine the development.

**Legislation**

- Labor Bill: R. Przywara reached out to S. Darby to discuss. The bill is still in committee. B. Weir will have more information at the next meeting.
- Sheriff's Sales proposed to move online. K. Smith will reach out to Sherry Dorsey Walker, the sponsor, to discuss.
- New Castle County is looking to require a sprinkler system in all new construction.

**Marva Hammond**

- Closed out DSHA rental assistance program at the end of June. A new program is being created. Also, DSHA has assistance for homebuyers. A third party is following up on overpayments and requesting the money back from the landlords.
- Southbridge: Moved the first tenants into the HOPE Center on Friday.
- First, the State Community Agency was approved for funding and will have space in the City of Wilmington.

**Peter Zwoltoski**

- Rehab of 834 W 6<sup>th</sup> Street: Attended the lead safety course through Brightfields which is a requirement by the CDBG funds. Received updated bid for additional requirements.
- Jefferson Street: applied for the Energize Delaware grant to obtain energy upgrades.

**Woodlawn**

- 800 block of Bennett Street finishing up comment period. Start demolition just before Labor Day. One remaining tenant to relocate. Architectural contracts are ready.
- 1000 block of Bennett Street- have one tenant refusing to leave or pay rent. Received grant money and will start working on some of the units in August.
- Flats phase IV- waiting for fire pumps and electrical units.



### **City of Wilmington**

- August 9<sup>th</sup> event to get the information about the East Side project to the residents. Will have a map of properties worked on and homeownership opportunities. Banners are being put on the properties to advertise. The event will be from 5-7 p.m. 9<sup>th</sup> and Pine Streets.
- RFQ for engineering services for CDBG funds to do infrastructure (streets, curbs). Have \$1,000,000.
- A HOME ARPA RFP will be coming out with a total of \$700,000 to produce affordable rental.
- West Center City Jump Start projects are making progress.
- In the final stages of negotiations with Delmarva to get cameras put on the poles approximately 100 cameras.
- 703 Washington Street: Working with owner to get started asap on the project.

### **Wilmington Alliance**

- Acquired certificate of occupancy for the Art O Mat. The Mayor visited. Beginning operations this summer. Planning an official ribbon cutting September/October.

### **Habitat for Humanity (Listen to recording)**

- Amala Way II project-sold the last one.
- 900 Bennett waiting for DRPC for the demolition of the remaining units on the block.
- Renovating 708 Bennett Street and 2226 Lamotte Street for the rent to own program.
- Acquiring 2 units on the 1000 block of Bennett Street to transfer from the Land Bank.

### **Cinnaire-Catalyst Fund**

- Received 6 Catalyst Fund applications. Get in asap. Have one with a \$5.2 million request. Have not approved any of the loans yet and the applications are strong.
- Some of the applicants are developing Land Bank or City owned properties.
- Having a \$6 million loan cap through DSHA, Cinnaire and JPMorgan Chase, and are looking into getting additional capital to fund the loan fund.

### **Meeting adjourned**

August 2023 No Meeting



**The Wilmington Neighborhood Conservancy Land Bank  
Marketing and Outreach Committee  
July 17, 2023**

**Attendees:**

Van Hampton  
Maria Cabrera  
Ray Fitzgerald  
David Ross (Absent)

**Staff:** Ray Saccomandi, Natalie DiCostanza

**Marketing RFPs**

- Received 2 marketing proposals from AB&C and NuPoint. Both have nonprofit experience and are well written. NuPoint has bilingual capabilities.
- M. Cabrera suggested the NuPoint firm as had a negative experience in the past with AB&C.
- The group strongly suggests using NuPoint and will present the RFPs to the board for comments and review.
- Perhaps, engage firms one section of the RFP at a time.
- N. DiCostanza to provide the RFPs to the board prior to our next meeting.

**Adjourned**



**The Wilmington Neighborhood Conservancy Land Bank  
Governance Committee Meeting Minutes  
July 24, 2023**

**Attendees:**

Raheemah Jabbar Bey  
Hal Schneikert  
Bob Weir  
Maria Cabrera (absent)

**Staff:** Ray Saccomandi, Natalie DiCostanza

The June 2023 Governance Committee Meeting Minutes were approved.

**Personnel Policy**

- N. DiCostanza recommended a revised personnel policy to the Governance Committee.
- R. Saccomandi will reach out to an employment attorney to review the policy and discuss if there is a waiting period for benefits.
- A more thorough vacation policy will need to be developed.
- It was unanimously agreed that the Land Bank will need a Personnel Committee for employment decisions and additional personnel concerns/reviews.

**Additional Discussions**

- N. DiCostanza has scheduled a meeting with the 2 bookkeeping/accounting firms, Breakwater and Troy Tax Services, for a preliminary review of the Land Bank's financial needs. The two organizations will present RFPs at which time a meeting with the Governance Committee will be scheduled.

**Adjourn**

**The Wilmington Neighborhood Conservancy Land Bank  
PERSONNEL POLICIES AND PROCEDURES**

**INTRODUCTION**

The management of the Wilmington Neighborhood Conservancy Land Bank, with the approval of its Board of Directors, establishes policies for the organization and is ultimately responsible for the oversight of these policies. We believe that sound personnel practices are conducive to a high quality of service and an atmosphere of compassion.

For the purpose of this personnel policy, individuals who are employees of the Wilmington Neighborhood Conservancy Land Bank (“WNCLB”) shall be considered “Personnel” including full time administrative staff, interns and part-time employees. “Personnel” shall not include directors, vendors, service providers, members of WNCLB committees or Technical Advisory Board or any other independent contractors.

The personnel policies are subject to change by the Board of Directors at any time. They remain in effect until such a time as the board of directors chooses to change them. No past personnel policies are no longer in force.

THIS POLICY IS NOT A CONTRACT OR GUARANTEE OF EMPLOYMENT. ALL WNCLB PERSONNEL ARE “AT-WILL” EMPLOYEES.

**IMPLEMENTATION OF THE PERSONNEL POLICY**

The WNCLB Board of Directors shall be responsible for the implementation and administration of this policy. The Director of Operations shall be responsible for the distribution of the policy to Personnel and day-to-day oversight of the policy guidelines.

**NON-DISCRIMINATION**

WNCLB is committed to the principles of equal employment opportunity, affirmative action, and equitable service delivery as set forth in federal, state, and local law. Accordingly, WNCLB prohibits any unlawful discrimination in actions related to employment and the delivery of services. Specifically, WNCLB shall not deny service or benefits to any person or engage in any unlawful employment practice because of race, religion, disability, age, gender, marital status, national origin, sexual orientation, sexual self-identification, pregnancy, genetics, military status, or past victimization based on sexual abuse, domestic abuse or stalking in accordance with applicable city, state, and federal laws.

Under Delaware law, employees have the right to be free from discrimination in relation to childbirth, pregnancy, and related conditions. In addition, Delaware law prohibits discrimination against employees who have been victims of sexual assault, domestic violence, and/or stalking, and establishes a right to reasonable accommodations for related limitations.

WNCLB Personnel are encouraged to bring any questions or concerns to the chairman of the board, or any other board member or officer of the organization.

## **GENERAL GRIEVANCE PROCEDURES**

Personnel are provided with a fair hearing process for grievances. Personnel should first attempt to resolve any problem by notifying the chairman of the board of directors. If the employee is not satisfied that the grievance has been properly resolved, the matter may be referred in writing to the board of directors. All grievances will be resolved as expeditiously and confidentially as possible.

## **ANTI SEXUAL HARRASMENT POLICY**

WNCLB prohibits all forms of sexual harassment and sexual discrimination by Personnel and the board of directors. Any person who believes that he, she, they, has been harassed or subject to discrimination should use the procedures outlined in WNCLB's Sexual Harassment Policy.

## **ILLEGAL SUBSTANCES AND ALCOHOL**

Personnel shall not be under the influence of illegal substances or alcohol at any time during working hours or while otherwise engaged in their duties of employment with WNCLB. Personnel violating this policy are subject to immediate termination.

## **EXPENSES**

If authorized in advance by the chairman and/or board of directors, Personnel will be reimbursed for usual customary expenses incurred while engaged in the duties of employment.

## **CONFIDENTIALITY**

WNCLB may, at times, be entrusted with confidential and proprietary information. Personnel and members of the board of directors are responsible for maintaining these confidences and treating all information received in a confidential manner to the extent permitted by applicable law. Decisions as to the release of information rest with the chairman and board of directors. Except as required by applicable law, Personnel should never disclose confidential information to the public.

## **EMPLOYMENT CLASSIFICATIONS**

The employee work week for regular full-time employees will average not less than 40 hours. Given the nature of the enterprise, it is expected that some work weeks during the year will require more than 40 hours per week. On these occasions, full assistance and cooperation is expected. WNCLB shall comply with applicable laws in relation to compensation for overtime. WNCLB does not currently have employees entitled to work overtime. The chairman of the board may authorize compensatory time to be made available for staff. All compensatory time must be authorized in advance.

Regular part-time employees work less than 40 hours per week on a consistent basis. Pay is based on the number of hours worked and in accordance with an hourly rate (for non-exempt) or salary (exempt) for the position to which the part-time employee is assigned.

## **COMPENSATION**

Personnel shall be paid in accordance with the customary payroll practices of the WNCLB. The Director of Operations and Contract Manager positions are considered exempt from overtime compensation. WNCLB shall withhold from the salary of all employees such amounts as may be required by law including, but not limited to: Federal Withholding Tax, FFIC-Medicare and Social Security, State Income Tax, City Wage Tax, and garnishments for back taxes, child support or other court or IRS required withholdings.

## **CONDITION OF EMPLOYMENT**

The first three (3) months of employment are a probationary period. After the probationary period, the employee performance shall be reviewed, and if satisfactory, that person may continue employment with WNCLB and may be eligible for employee benefits unless otherwise mandated by state or federal law, or otherwise provided for at the time of employment.

## **BENEFITS**

All benefit programs are reviewed on an ongoing basis, particularly at annual renewal time, and are subject to change. Benefits are provided to regular full-time employees after the 3-month probationary period and satisfactory performance.

## **ATTENDANCE**

WNCLB expects its Personnel will report for work during normal business working hours and have a good attendance record, and to be punctual so they can effectively perform their duties. Therefore, habitual absence and lateness will not be tolerated. These are serious violations that will lead to termination if not corrected. The chairman, and ultimately, the board of directors, is charged with the responsibility and authority to see that office hours and good business practices are observed.

## **DRESS CODE**

Business casual attire is appropriate and must project a professional image. Employees must use common sense and good judgment in relation to their attire when working in the office, attending meetings, or traveling on business.

## **PERFORMANCE EVALUATIONS**

An employee shall be reviewed after the probationary period, as well as on an annual basis. An employee's job description serves as the basis for evaluating employee performance. The Director of Operations and/or the chairman of the board of directors is responsible for implementing staff performance evaluations and making recommendations to the Personnel Committee on appropriate changes to Job title, content, classification, performance, and wage increases. Every employee's performance shall be reviewed and discussed with the employee prior to the end of each fiscal year as part of WNCLB's budget process.

## **PAY PERIOD**

Pay periods consist of 26 pay periods per year. The work week begins on Monday and ends on Friday. Paychecks are issued via direct deposit every other Friday, on the Friday following the end of the pay period.

## **VACATION-TBD**

## **SICK DAYS**

Employees are granted 12 paid sick days per year and must notify their immediate supervisor as soon as possible.

## **SEPERATION AND TERMINATION**

All terminations, both voluntary and involuntary, are coordinated through the WNCLB Board of Directors. Any employee contemplating resigning should discuss matters first with their immediate supervisor and chairman of the board of directors. Personnel who voluntarily leave the employment of

the WNCLB shall submit a written letter of resignation at least two (2) weeks prior to the last day of their work. Permanent employees who have resigned will be eligible to receive earned vacation benefits.

The decision to terminate an employee shall be reviewed and approved by the Personnel Committee.  
(TBD)

### **PAID HOLIDAYS**

WNCLB shall observe the same paid holiday schedule as the City of Wilmington, Delaware as set forth on the City of Wilmington's website.

### **AUDIT**

WNCLB hires an independent auditing firm that performs a full financial statement audit and other required audits each year. The outside auditors make recommendations to strengthen internal controls, report compliance, make observations of possible fraud and issue financial statements.

### **WHISTLEBLOWER POLICY**

It is the policy of WNCLB that neither it nor its employees will retaliate against anyone because that person made a complaint regarding alleged illegal or unethical behavior in the workplace. It is important to remember that this must be a legitimate and credible complaint and not a fabricated report by a disgruntled employee. Some examples, but not an exclusive list, of wrongdoing that should be reported if witnessed include:

- An act that is contrary to WNCLB's Code of Ethics
- Betrayal of the trust of donors and any other funding source
- Unauthorized destruction, modification, or falsification of any financial or program documents
- Any act that shows misuse or inappropriate use of any of WNCLB's property is under the fiduciary responsibility of management.

Personnel should first attempt to resolve any problem by notifying the chairman of the board of directors. If the employee is not satisfied with the findings or resolution, the matter may be referred in writing to the board of directors

### **NEPOTISM**

Nepotism employment decisions, opportunities for career advancements and all business decisions made on behalf of WNCLB shall be just, equitable and based on factual determinations rather than personal bias or family relationships. Individual qualifications, experience, work history, proven ability and job performance, character and suitability of the person shall be the prime considerations underlying all such decisions. Persons related by blood or marriage to a member of the Board, Committees, or Personnel may be hired as employees of WNCLB if otherwise fully qualified, provided that the Board of Directors approves of the hiring.



## WILMINGTON NEIGHBORHOOD CONSERVANCY LAND BANK

### PERSONNEL POLICY

For the purpose of this personnel policy, individuals who are employees of the Wilmington Neighborhood Conservancy Land Bank ("WNCLB") shall be considered "Personnel," including full time administrative staff, interns and part-time employees. "Personnel" shall not include directors, vendors, service providers, members of the Technical Board or other independent contractors.

#### **Implementation of Personnel Policy:**

The WNCLB board of directors shall be responsible for the implementation and administration of this policy. The Executive Director shall be responsible for the distribution of the policy to Personnel and day-to-day oversight of the policy guidelines.

#### **Equal Employment Opportunity:**

It is the policy of the WNCLB to grant equal opportunity to all persons without regard to race, color, sex, creed, age, gender, religion, national origin, ancestry, sexual orientation, or physical handicap. The WNCLB will comply, to the best of its ability, with all applicable employment opportunity requirements. Complete records of the hiring process will be kept on all job openings.

#### **General Grievance Procedures:**

Personnel are to be provided a fair hearing process for grievances. Employees should first attempt to resolve any problem by notifying the Executive Director, except that grievances with respect to the Executive Director should be first directed to the chairman of the board of directors. If the employee is not satisfied that the grievance is properly resolved, the matter may be referred, in writing, to the board of directors. All grievances will be resolved as expeditiously and confidentially as possible.

#### **Sexual Harassment:**

The WNCLB prohibits all forms of sexual harassment and sexual discrimination by Personnel and the board of directors. Any person who believes that he or she has been harassed or subject to discrimination should use the procedures outlined in the WNCLB's Anti-Sexual Harassment Policy.

#### **Illegal Substances and Alcohol:**

Personnel shall not be under the influence of illegal substances or alcohol at any time during working hours or while otherwise engaged in their duties of employment with the WNCLB. Personnel violating this rule are subject to immediate termination.

#### **Conflicts of Interest:**

Personnel shall comply with the WNCLB's Conflict of Interest Policy, as such may be amended from time to time

**Expenses:**

If authorized in advance by the board of directors, employees will be reimbursed for usual and customary expenses incurred while engaged in the duties of employment.

**Confidentiality:**

The WNCLB may, at times, be entrusted with confidential and proprietary information. Personnel and members of the board of directors are responsible for maintaining these confidences and treating all information received in a confidential manner to the extent permitted by applicable law. Decisions as to the release of information rest with the Executive Director and, ultimately, the board of directors. Except as required by applicable law, Personnel should never disclose confidential information to the public.

Personnel files are to be treated as confidential.

**Salaried Employee Work Week:**

The employee workweek for full-time employees will average not less than 40 hours. Given the nature of the enterprise, it is expected that some workweeks during the year will require more than 40 hours per week. On these occasions, full assistance and cooperation is expected. While the WNCLB shall comply with the law in relation to compensation for overtime, the WNCLB does not currently have employees entitled to overtime compensation. The Executive Director may authorize compensatory time to be made available for staff. The chairman of the board may authorize compensatory time for the Executive Director. All compensatory time must be authorized in advance.

**Compensation:**

Personnel shall be paid in accordance with the customary payroll practices of the WNCLB.

The Executive Director position is considered exempt from overtime compensation.

**Condition of Employment:**

The first three (3) months of employment is a probationary period. After the probationary period, the employee's performance shall be reviewed and, if satisfactory, that person may continue employment with the WNCLB. Only full-time regular staff members are eligible for employee benefits unless otherwise mandated by state or federal law, or as otherwise provided for at the time of employment.

**Attendance:**

It is expected that all Personnel will report for work during normal working hours. The Executive Director, and ultimately, the board of directors, is charged with the responsibility and authority to see that office hours and good business practices are observed.

**Dress Code:**

Business casual attire is appropriate, as long as it projects a professional image. Employees must use common sense and good judgment in relation to their attire when working in the office, attending meetings or traveling on business.

**Injuries/Worker's Compensation:**

Regardless of the severity or nature, all injuries incurred on the job must be reported to the Executive Director within one working day.

If required, an accident report shall be filed no later than 24 hours after the incident. The Executive Director shall notify the WNCLB's insurance carrier immediately following receipt of an accident report. WNCLB shall maintain such workers' compensation insurance as required by law.

**Regular Leave (Applicable to the Executive Director Only):**

The Executive Director shall be allowed up to a maximum of twenty (20) days per calendar year, or pro-rated portion thereof, to be used for any purpose including, but not limited to, the following purposes: sick, vacation or personal time off ("Leave").

Leave may be taken at any time during the year with prior approval of the chairman of the board, except in the case of emergency in which case no prior approval is necessary.

Unused Leave will not be carried over to the next calendar year. At the time of the Executive Director's separation from employment, the WNCLB will pay the Executive Director for up to twenty (20) accumulated unused Leave days. Paid days off shall be considered "advanced" at the beginning of each year of employment and, upon termination, only those that have been earned during the pro-rated portion of that year at a rate of one and two-thirds days per month shall be paid. For example, were the executive director to leave in the middle of their second year, they could be paid out for up to ten leave days if none had yet been used.

Pay in lieu of Leave is not allowed.

**Performance Evaluations:**

An employee shall be reviewed after the probationary period, as well as on an annual basis. An employee's job description serves as a basis for evaluating employee performance. The Executive Director is responsible for implementing staff performance evaluations and making recommendations to the hiring committee on appropriate changes to job title and content, classification, performance and wage increases. Every employee's performance shall be reviewed and discussed with the employee by the Executive Director. Performance evaluations will be performed prior to the end of each fiscal year as part of the WNCLB's budget process.

The Executive Director shall be reviewed on an annual basis by the board of directors. The job description serves as the basis for evaluating performance. The Chairman of the board of directors will make recommendations to the full board of directors as to wage

increases and/or performance compensation for the Executive Director.

**Separation and Termination:**

All terminations, both voluntary and involuntary, are coordinated through the WNCLB board of directors.

Any employee contemplating resigning should discuss matters first with the Executive Director. Personnel who voluntarily leave the employment of the WNCLB shall submit a written letter of resignation at least two (2) weeks prior to their last day of work. The Executive Director should give at least four (4) weeks' notice to the board of directors unless other requirements are set forth in an employment agreement.

Permanent employees who have resigned will be eligible to receive earned vacation benefits.

The decision to terminate an employee shall be reviewed by hiring committee and the board of directors.

**Paid Holidays:**

The WNCLB shall observe the same paid holiday schedule as the City of Wilmington, as set forth on the City website.

**Withholdings:**

The WNCLB shall withhold from the salary of all employees such amounts as may be required by law including, but not limited to, Federal and State income taxes and social security taxes.

**THIS POLICY DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. THE WNCLB BOARD OF DIRECTORS AS THE RIGHT TO AMEND THIS POLICY AT ANY TIME. ALL WNCLB EMPLOYEES ARE EMPLOYEES-AT-WILL.**



**The Wilmington Neighborhood Conservancy Land Bank  
Finance Committee Meeting Minutes  
July 25, 2023**

**Attendance:**

Susan Frank  
T. Ogden  
R. Fitzgerald  
H. Schneikert  
B. Taylor

**Staff:**

Ray Saccomandi  
Natalie DiCostanza

**Topics of Discussion**

**Reviewed the Cash Flow and Cash Flow Notes**

- Anticipate receiving the East Side ARPA reimbursements and the City of Wilmington grant (\$1,000,000) in August. Timing issue with ARPA reimbursements.
- Property sales are behind.
- M&T Bank \$250,000 grant delayed as they are experiencing internal processing difficulties.
- Have approximately \$15,000 in outstanding maintenance payments expect to hit our account at the end of July.

**Additional Discussions**

- Ask Bud Freel to attend the Finance Committee meetings going forward to discuss fundraising.
- The Land Bank will be receiving additional ARPA funds to acquire properties on the East Side. The timeline is to be determined in August.
- The Land Bank acquired the property located at 617 West Street from a HUD auction for \$363,000 on behalf of the City of Wilmington. T. Ogden suggested utilizing the Land Bank's \$1,000,000 City of Wilmington grant to fund the purchase until the unit is sold. A motion was made by T. Ogden but was dismissed with further discussion.

**Meeting Adjourned**

**Wilmington Neighborhood**

**Conservancy Land Bank**

**Cash Flow Report 2023**

	July 2023 <u>Forecast</u>	July 2023 <u>Actual</u>	
<b>Starting Bank Account Balance</b>	<b>\$847,313</b>	<b>\$1,011,479</b>	
<b>Income</b>			
City of Wilmington Grant			
ARPA HILLTOP			
NCCDE Hilltop Grant			
HILLTOP BOND BILL			
WEDCO LOAN			
EAST SIDE ARPA	\$103,000		Amending the contract to reflect the new acquisition amount for 808 N Pine Street.
SNHF FY 19			
Property Sales	\$4,000		Property Sales Due (Behind) : 314 E 22nd, 1006 Read St, 1226 W 4th, 2923 Market
Hilltop Program Income			
Corporate/Personal Contributions	\$250,000		R. Kunkle from M&T reported a delay in processing.
Misc. (Includes Rental Income)			
<b>Total Income</b>	<b>\$357,000</b>	<b>\$0</b>	
<b>Subtotal</b>	<b>\$1,204,313</b>	<b>\$1,011,479</b>	
<b>Operations</b>			
Salary	\$18,696	\$18,696	
Benefits	\$1,942	\$2,077	
WNCLB Payroll Taxes/Fees	\$1,677	\$1,677	
WEDCO LOAN PAYMENT	\$833	\$833	
Parking & Utilities	\$700	\$574	With the recent sale of two homes, utilities have decreased.
Telephone & Internet	\$469	\$474	
Computer Software/Website	\$250	\$193	Quickbooks charge did not hit the credit card this payment.
Office Supplies/Printing/Copies/Postage	\$250	\$324	Additional costs due to certified mail to delinquent homebuyers.
Dues/Subscriptions	\$15	\$15	
Accounting and Audit	\$1,200		Check has not yet hit the account.
Marketing			
Travel & Meetings			
Legal Fees /Prof. Services			
D&O and Office Insurance			
Umbrella/Cyber Insurance			
Work Comp Insurance	\$1,000	\$876	Completing the work comp audit for 2022 now and this cost may increase after its submittal.
Truck Repairs			
Miscellaneous	\$700		Check has not yet been cashed.
Truck Insurance			
Maintenance	\$27,000	\$7,346	Have approximately \$15,000 in checks written in July that are outstanding.
<b>Total Operations Cost</b>	<b>\$54,732</b>	<b>\$33,086</b>	
<b>Cost of Goods</b>			
Property Maintenance Supplies	\$400	\$176	Property supplies remain lower than normal due to using maintenance contractors
GL Insurance and Property			
Builders Risk Insurance			
Legal Fees - Property Transfers	\$5,600	\$978	T. Matlusky's Sheriff Sales invoices continue to be behind. Reached out.
Property Acquisition		\$10,000	Deposit for the acquisition of 617 West Street from the HUD auction. City to reimburse.
Property Appraisals			
Dump Fees	\$125	\$121	
Demolitions	\$150,000	\$40,000	Partial payment for 310 Franklin Street demo. Pleasant Street demo not yet started.
Structural Engineer	\$1,000		Check written in July and has not hit our account.
Environmental Services			
Property Contract Services	\$6,000	\$2,877	No additional stabilization/clean out activity needed this month.
Misc Rental Rebate			
SNHF GRANT FY19			
ARPA HILLTOP EXPENSES	\$26,000		Settlement of 1115 Conrad Street will not happen.
HILLTOP BOND BILL EXPENSES	\$75,000	\$605	Waiting for the settlement of 237 Franklin and 1211 Pleasant Street.
NCCDE Hilltop EXPENSES			
NBBF Expenses Property Greening			
ARPA EAST SIDE EXPENSES	\$145,000		Waiting for the settlement of 1026 Pine and 621 W 4th demo transactions.
<b>Total COG Cost</b>	<b>\$409,125</b>	<b>\$54,757</b>	
<b>Total Monthly Expenses</b>	<b>\$463,857</b>	<b>\$87,843</b>	
<b>Ending Bank Account Balance</b>	<b>\$740,456</b>	<b>\$923,637</b>	
<b>Less Restricted Funds (End of Period)</b>			
Minus NBBF Restricted Funds			
Hilltop Bond Bill Funds Restricted *	-\$87,486	-\$161,881	
Hilltop Program Income			
SBA Loan Restricted Funds			
<b>Total Restricted Funds</b>	<b>-\$87,486</b>	<b>-\$161,881</b>	
<b>Ending Available Operating Cash</b>	<b>\$652,970</b>	<b>\$761,756</b>	
<b>State of Delaware SLFRF EAST SIDE</b>			
SLFRF EAST SIDE Expenses	\$335,000	\$225,552	Able to purchase 3 East Side properties this month. Contractor payments remain behind.
SLFRF Remaining Balance Restricted Ft	-\$597,593	-\$707,041	

Wilmington Neighborhood

Conservancy Land Bank

Cash Flow Report 2023

	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	July 2023	August 2023	Sept 2023	Oct 2023
	Actual	Actual	Actual	Actual	Actual	Forecast	Actual	Forecast	Forecast	Forecast
<b>Starting Bank Account Balance</b>	\$793,173	\$730,578	\$1,015,413	\$828,177	\$891,741	\$847,313	\$1,011,479	\$731,181	\$1,801,298	\$2,222,979
<b>Income</b>										
City of Wilmington Grant		\$74,540	\$98,483	\$100,182				\$1,061,750		
ARPA HILLTOP	\$212,279	\$16,923			\$127,706					
NCCDE Hilltop Grant										
HILLTOP BOND BILL									\$500,000	
WEDCO LOAN		\$250,000								
EAST SIDE ARPA	\$34,346	\$255,580		\$134,059	\$151,720	\$103,000		\$150,000	\$70,000	
SNHF FY 19										
Property Sales	\$0	\$11,795	\$2,051	\$10,000	\$1,128	\$4,000		\$4,000	\$4,000	\$4,000
Hilltop Program Income				\$151,645	\$130,026			\$130,000		
Corporate/Personal Contributions						\$250,000		\$250,000		
Misc. (Includes Rental Income)	\$2,100		\$8,010	\$11,798	\$1,615			\$1,450		
<b>Total Income</b>	\$248,726	\$608,838	\$108,544	\$407,684	\$412,195	\$357,000	\$0	\$1,597,200	\$574,000	\$4,000
<b>Subtotal</b>	\$1,041,899	\$1,339,416	\$1,123,957	\$1,235,861	\$1,303,936	\$1,204,313	\$1,011,479	\$2,328,381	\$2,375,298	\$2,226,979
<b>Operations</b>										
Salary	\$22,536	\$22,536	\$22,536	\$22,392	\$28,045	\$18,696	\$18,696	\$18,696	\$18,696	\$18,696
Benefits	\$3,159	\$3,159	\$3,159	\$777	\$3,291	\$1,942	\$2,077	\$1,942	\$1,942	\$1,942
WNCLB Payroll Taxes/Fees	\$1,964	\$1,964	\$1,964	\$1,953	\$2,509	\$1,677	\$1,677	\$1,677	\$1,677	\$1,677
WEDCO LOAN PAYMENT				\$1,667	\$833	\$833	\$833	\$833	\$833	\$833
Parking & Utilities	\$986	\$2,071	\$813	\$1,190	\$1,155	\$700	\$574	\$500	\$500	\$500
Telephone & Internet	\$474	\$465	\$894	\$474	\$474	\$469	\$474	\$469	\$469	\$469
Computer Software/Website	\$115	\$173	\$473	\$1,154	\$283	\$250	\$193	\$250	\$250	\$250
Office Supplies/Printing/Copies/Postage	\$28		\$525	\$315	\$82	\$250	\$324	\$250	\$250	\$250
Dues/Subscriptions	\$15	\$175	\$395	\$30		\$15	\$15	\$15	\$15	\$15
Accounting and Audit	\$500	\$2,799	\$6,784	\$606	\$792	\$1,200		\$1,200	\$1,200	\$1,200
Marketing	\$720			\$3,225	\$955					
Travel & Meetings			\$637	\$3	\$778					
Legal Fees /Prof. Services	\$250		\$203							
D&O and Office Insurance								\$6,400		
Umbrella/Cyber Insurance								\$7,000		
Work Comp Insurance						\$1,000	\$876			
Truck Repairs			\$621	\$989						
Miscellaneous		\$16	\$112	\$350	\$5,017	\$700		\$700		
Truck Insurance			\$3,518							
Maintenance	\$8,653	\$2,664	\$8,952	\$17,298	\$32,569	\$27,000	\$7,346	\$34,000	\$27,000	\$27,000
<b>Total Operations Cost</b>	\$40,041	\$195,254	\$51,586	\$52,423	\$76,784	\$54,732	\$33,086	\$73,933	\$52,833	\$52,833
<b>Cost of Goods</b>										
Property Maintenance Supplies	\$1,530	\$1,760	\$1,389	\$332	\$243	\$400	\$176	\$950	\$400	\$400
GL Insurance and Property		\$9,416						\$20,000		
Builders Risk Insurance			\$10,964							
Legal Fees - Property Transfers		\$8,233	\$3,945		\$9,330	\$5,600	\$978	\$8,000	\$5,600	\$5,600
Property Acquisition		\$9,638		\$5,000	\$33,824		\$10,000			
Property Appraisals				\$200						
Dump Fees	\$315	-\$103	\$262			\$125	\$121			
Demolitions						\$150,000	\$40,000	\$70,000		
Structural Engineer					\$2,669	\$1,000				
Environmental Services										
Property Contract Services	\$62,300	\$20,637	\$12,033	\$7,853	\$2,032	\$6,000	\$2,877	\$10,000	\$6,000	\$6,000
Misc Rental Rebate	\$1,000									
SNHF GRANT FY19			\$1,973							
ARPA HILLTOP EXPENSES	\$141,668	\$1,000	\$25,702	\$74,811		\$26,000		\$26,000		
HILLTOP BOND BILL EXPENSES	\$32,820	\$63,350	\$86,219	\$70,315	\$56,356	\$75,000	\$605	\$75,000	\$86,881	
NCCDE Hilltop EXPENSES										
NBBF Expenses Property Greening	\$12,818	\$12,818								
ARPA EAST SIDE EXPENSES	\$18,828	\$2,000	\$101,707	\$133,187	\$111,184	\$145,000		\$145,000		
<b>Total COG Cost</b>	\$271,279	\$128,750	\$244,194	\$291,697	\$215,637	\$409,125	\$54,757	\$354,950	\$98,881	\$12,000
<b>Total Monthly Expenses</b>	\$311,321	\$324,004	\$295,780	\$344,120	\$292,421	\$463,857	\$87,843	\$428,883	\$151,714	\$64,833
<b>Ending Bank Account Balance</b>	\$730,578	\$1,015,413	\$828,177	\$891,741	\$1,011,515	\$740,456	\$923,637	\$1,899,498	\$2,223,584	\$2,162,146
<b>Less Restricted Funds (End of Period)</b>										
Minus NBBF Restricted Funds	-\$5,350									
Hilltop Bond Bill Funds Restricted *	-\$522,876	-\$374,526	-\$288,307	-\$218,842	-\$162,486	-\$87,486	-\$161,881	-\$86,881	\$0	\$0 *
Hilltop Program Income				-\$151,645	-\$130,026			-\$160,500		
SBA Loan Restricted Funds	-\$150,000									
<b>Total Restricted Funds</b>	-\$678,226	-\$374,526	-\$288,307	-\$370,487	-\$292,512	-\$87,486	-\$161,881	-\$247,381		
<b>Ending Available Operating Cash</b>	\$52,352	\$640,887	\$539,871	\$521,254	\$719,003	\$652,970	\$761,756	\$1,652,117	\$2,223,584	\$2,162,146
<b>State of Delaware SLFRF EAST SIDE</b>										
SLFRF EAST SIDE Expenses	\$113,951	\$72,478	\$80,264	\$0	\$140,522	\$335,000	\$225,552	\$300,000	\$200,000	\$200,000
SLFRF Remaining Balance Restricted Funds	-\$1,226,858	-\$1,154,380	-\$1,074,116	-\$1,073,116	-\$932,593	-\$597,593	-\$707,041	-\$407,041	-\$207,041	-\$7,041

\* Currently coordinating a reporting method to accurately track program income for the cash flow report.