

CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT
AGENCY

PROPERTY ACQUISITION POLICY

SECTION 1. PURPOSE AND AUTHORITY. The purpose of this Property Acquisition Policy (the "Policy") is to establish written policies and procedures applicable to the acquisition of real property by the City of Newburgh Industrial Development Agency (the "Agency").

SECTION 2. DEFINITIONS.

(A) "Acquire" or "acquisition" shall mean acquisition of title or any other beneficial interest in real or personal property by the Agency in accordance with the applicable provisions of Article 18-A of the New York State General Municipal Law, but shall not include the acquisition of any interest in property to secure a loan or other financial obligation of another party.

(B) "Contracting Officer" shall mean the Executive Director of the Agency, or such other officer or employee of the Agency who shall be appointed by resolution of the members of the Agency to be responsible for the acquisition of property by the Agency.

(C) "Property" shall mean (1) personal property in excess of five thousand dollars (\$5,000.00) in value, and (2) real property, and any inchoate or other interest in such 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. DUTIES.

(A) Inventory Controls. The Agency shall maintain adequate inventory controls and accountability systems for all property owned by the Agency and under its control.

(B) Property List. The Agency shall prepare, not less frequently than annually, a report listing all real property owned by the Agency. Such report shall consist of a list and full description of all real and personal property acquired during such period. The report shall contain the price paid by the Agency and the name of the seller for all such real property acquired by the Agency during such period.

SECTION 4. ACQUISITION OF PROPERTY.

(A) Supervision and Direction. Except as otherwise provided herein, the Contracting Officer shall have supervision and direction over the acquisition of real property of the Agency. The Agency shall have the right to acquire its real property for any valid corporate purpose.

(B) Appraisal Report. An independent appraiser shall be hired to provide an opinion of fair market value before the Agency shall make an offer with respect to the acquisition of the real property. The appraiser should have a professional affiliation with a national appraisal organization and must not have an interest in the property (or be retained as an agent to sell the property). The appraisal report shall be in form and substance satisfactory to the Agency and shall be included in the record of the transaction.

Notwithstanding the foregoing, the preparation of an appraisal report shall not be required where the Agency is acquiring the real property pursuant to a donation, or if the valuation of the real property is

uncomplicated in the reasonable judgment of the Agency and the fair market value is determined to be less than \$10,000.

SECTION 5. METHOD OF ACQUISITION.

(A) Voluntary Acquisition: Unless otherwise permitted by applicable law or this Policy, the Agency shall acquire real property for not more than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Agency and/or contracting officer deems proper. The Agency may execute such documents for the acquisition of title or other interest in real property and take such other action as it deems necessary or proper to acquire such real property under the provisions of this Policy. Provided, however, the Agency may acquire real property for more than its fair market value, as described in an appraisal report reviewed by the Agency, upon a finding by the Agency pursuant to a resolution of the members of the Agency that the acquisition of such real property at such price is necessary for the Agency to (1) further its corporate purpose or (2) avoid the expense and delay of condemnation.

(B) Condemnation: Unless otherwise prohibited by applicable law, the Agency may acquire property by condemnation pursuant to the applicable provisions of New York law. The Agency shall initiate any condemnation proceedings by resolution of the Agency and such resolution shall include findings and determinations made by the Agency in connection with the decision by the Agency to initiate such condemnation proceeding. Such findings and determinations may include the following: that the owner of the property has not responded to a reasonable offer for the acquisition of the property, that the Agency has negotiated for a reasonable amount of time with the owner of the property, and that the property is necessary to further the corporate purposes of the Agency.

SECTION 6. 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 seller of the property and accepted by the Agency, purporting to transfer title or any other interest in the property of the seller to the Agency 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 grantor or transferor who has received valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to closing.

SECTION 7. INSURANCE. The Agency will ensure that all insurable real and personal property under its control is insured against physical loss or damage.