

A regular meeting of the Broome County Land Bank Corporation was convened in public session at the Broome County Public Library, 185 Court Street, in the City of Binghamton, Broome County, New York on Tuesday, February 25, 2020 at 3:30 p.m., local time.

The meeting was called to order by a Director of the Corporation and the following Directors of the Corporation were:

Present: T. Augostini, C. Dziedzic, M. Decker, M. Sopchak, A. Martin, C. Marchuska,
C. Papastrat
Absent: T. Abdelazim, S. Duncan (both Board members informed the Executive Director of their
conflict prior to the meeting)
Staff: J. Nejeschleba
CAP: N. Pappas
Other: J. Solak, E. Jablon

1. Call to Order: Chairman Martin called the meeting to order at 3:30 p.m.

2. Nomination of Officers: Chairman Martin presented the current slate of officers: Chairman Aaron Martin, Vice Chairman Chris Papastrat, Treasurer Stacey Duncan and Secretary Tom Augostini. After a brief discussion, Chairman Martin requested a motion to nominate the slate of officers as presented. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Appointment of Committees: Chairman Martin recommended the following for committee membership.

- Governance / Personnel Committee: T. Augostini (Chair), C. Marchuska and C. Papastrat
- Audit / Finance Committee: S. Duncan (Chair), T. Abdelazim and M. Sopchak

After some discussion, Chairman Martin requested a motion to approve committee membership as presented. On a motion by C. Dziedzic, seconded by M. Decker, motion carried unanimously.

4. Conflict of Interest Acknowledgment: Chairman Martin expressed that a Conflict of Interest acknowledgment form must be completed by each member of the Board annually. J. Nejeschleba circulated the forms prior to call of order.

5. Acknowledgment of Fiduciary Duties and Responsibilities: Chairman Martin expressed that an acknowledgment form of Fiduciary Duties and Responsibilities must be completed by each member of the Board annually. J. Nejeschleba circulated the forms prior to call of order.

6. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the February 4, 2020 Board meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

7. Chairman's Remarks: Chairman Martin did not make any remarks.

8. Executive Director's Report and Financial Statement: J. Nejeschleba presented updates on the following items:

J. Nejeschleba expressed that the Quarter 4 report required by Enterprise Community Partners has been accepted and a disbursement request of \$127,510.86 has been approved for beginning of the year expenses, 32 Hayes Street rehab project, and property acquisition costs. The check should be arriving in 1-2 weeks.

32 Hayes Street Rehabilitation Project: Enterprise has approved the project as written and the winning bidder, Clearview Door & Window has begun preliminary work pursuant to NYSEG regulations. An electrical inspection was completed and NYSEG has successfully turned on the electricity. The contractor has been approved for an electrical permit.

76 Park Avenue Rehabilitation Project: J. Nejeschleba stated that LCP has won the bid for asbestos abatement; however, cannot begin work until there is running water and electricity. NYSEG has successfully turned on the gas and electricity in the building. First Ward Action Council will need to commence a contract with LCP and Clearview Door & Window prior to approval from Enterprise to begin work.

3 King Avenue Rehabilitation Project: J. Nejeschleba updated the Board on new drawings for 3 King Ave per the City of Binghamton's recommendations. These drawings still need approval from the Commission on Architecture and Urban Design. She expressed that she should be going in front of the Board on either March 3rd or March 10th.

1125 Glenwood Road Rehabilitation Project: J. Nejeschleba stated that the contractor has begun construction as of February 24, 2020 and work is moving along.

J. Nejeschleba expressed that she has identified 65 Saratoga Avenue, 33 Linden Street, and 124 Gaylord Street in the City of Binghamton as future rehabilitation projects pursuant to the grant agreement with Enterprise Community Partners.

149 Endwell Street Demolition: J. Nejeschleba reminded the Board that she contacted the Town of Union Planning Department to see if transfer of 149 Endwell Street from Broome County to the Land Bank would be more appropriate. She expressed to the Board that she found out that the title was already transferred to the Town of Union; therefore, she has requested that the Land Bank's legal counsel work with the Town's counsel to transfer the property to the Land Bank.

J. Nejeschleba expressed that she has identified 55 Park Terrace Place and 47 Robinson Street in the City of Binghamton and 7 East Maine Road in the Town of Union as demolition properties.

J. Nejeschleba briefed the Board on several Administrative and Housekeeping items. Smith Brothers Insurance has renewed the Land Bank's brokerage service as well as the insurance policies. Both the service and policies are set to expire on March 13, 2021.

J. Nejeschleba announced that the RFQ issued on January 24, 2020 received a total of 8 responses from the following firms: NKB Architecture & Engineering from Syracuse, New York; MJ Engineering &

Land Surveying from Clifton Park, New York; LaBella Associates from Dunmore, Pennsylvania; Lu Engineers from Rochester, New York; C.T. Male Associates from Latham, New York, Keystone Environmental Services from Binghamton, New York; D&B Engineers & Architects from Syracuse, New York; and Delta Engineers, Architects, & Land Surveyors from Endwell, New York. J. Nejeschleba suggested to the Board to schedule interviews within the next few weeks in order to award the two term contracts at the March 24, 2020 Board meeting. She reminded the Board that she will not be participating in the selection process upon the advice of the Land Bank's legal counsel.

J. Nejeschleba moved on to an update regarding the Land Bank's audit. EFPR group arrived in person on February 10, 2020 to commence their audit. They will be presenting by phone at the Land Bank's March 24, 2020 Board meeting.

J. Nejeschleba concluded with expressing to the Board that the figures reflected in the Administrative Grant financial statement are incorrect due to some clerical errors in payroll. She stated that she will update the Board as soon as the correct figures are reflected. She also requested that the Board refer to a new financial statement, 1125 Glenwood Road, to track what funds are expended throughout the project.

9. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. John Solak introduced himself. He expressed his concerns with Board attendance and requested that the Board consider adopting an attendance policy. He also raised potential conflict of interest issues with individuals who are involved with the Broome County Land Bank in various capacities. Emily Jablon spoke next. She introduced herself as the owner of Jablon Studios in Binghamton, New York. She explained what supplies and services her business could provide the Land Bank going forward. She asked the Executive Director to follow up with her via email.

10. 2020 Meeting Schedule: Chairman Martin presented the 2020 meeting schedule to the Board and deferred to J. Nejeschleba for additional information. She stated all meeting times are 3:30 pm. And has requested that the Library place each meeting in the Exhibit Room for the remainder of 2020. She expressed that she will send Outlook meeting invitations to each Board member once confirmed by the Library. Chairman Martin requested a motion to adopt the 2020 meeting schedule for the Broome County Land Bank. On a motion by T. Augostini, seconded by C. Papastrat, motion carried unanimously.

11. Resolution Authorizing the Acquisition of Properties from Broome County: Chairman Martin introduced the resolution and differed to J. Nejeschleba for background information. J. Nejeschleba reviewed Exhibit "A" with the Board. She further explained each rehabilitation property in detail as the demolition properties appear later in the agenda. She expressed to the Board that 65 Saratoga Avenue is in the worst shape compared to 33 Linden Street and 124 Gaylord Street and likely 65 Saratoga Avenue will be the last rehabilitation project to commence. 33 Linden Street is currently a two-family property and will be converted into a single family upon rehabilitation. J. Nejeschleba explained that 124 Gaylord Street is in the best condition. She reminded the Board that the rehabilitation projects have to take place in the City of Binghamton with First Ward Action Council as the Land Bank's co-developer pursuant to an agreement with Enterprise Community Partners. J. Nejeschleba thanked the County administration for assisting her in viewing the properties, negotiating sale prices, and supporting the Land Bank's rehabilitation projects. Chairman Martin called for a motion to authorize the acquisition of properties from Broome County. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

12. Resolution to Approve a Proposed Demolition Project – 7 East Maine Road, Town of Union: Chairman Martin introduced the resolution and differed to J. Nejeschleba for background information. J. Nejeschleba briefed the Board on where the property is located and what kind of condition exists. The

property is located on a creek in the Town of Union and contains four blighted trailer units. She told the Board that the Town has condemned the property for unsafe human habitation, not for structural issues. T. Augustini and M. Decker reiterated the importance of demolishing this property as soon as possible. J. Nejeschleba then reviewed the estimated demolition budget with the Board. She expressed that the figures presented are “worst case scenario” totals and the bid will likely come in less than budgeted. After a brief discussion on future uses of the property, Chairman Martin called for a motion to approve a resolution for a proposed demolition project for 7 East Maine Road in the Town of Union. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

13. Resolution to Approve a Proposed Demolition Project – 47 Robinson Street, City of Binghamton:

Chairman Martin introduced the resolution and differed to J. Nejeschleba for background information. The property is located on the North Side of Binghamton in a significantly blighted area. According to City records, there was a fire that occurred in the detached garage on October 27, 2019. Part of the garage roof collapsed. The residential structure was not affected by the fire; however, the structure is vacant, boarded up, and severely blighted. J. Nejeschleba then reviewed the estimated demolition budget with the Board. She expressed that the figures presented are “worst case scenario” totals and the bid will likely come in less than budgeted. Chairman Martin called for a motion to approve a resolution for a proposed demolition project for 47 Robinson Street in the City of Binghamton. On a motion by C. Papastrat, seconded by C. Marchuska, motion carried unanimously.

14. Resolution to Approve a Proposed Demolition Project – 55 Park Terrace Place, City of Binghamton:

Chairman Martin introduced the resolution and differed to J. Nejeschleba for background information. The property is located on the South Side of Binghamton. The structure is located towards the back of the parcel and is severely blighted. The Board members asked if the property is still occupied. J. Nejeschleba informed the Board that the property is occupied, then deferred to M. Decker for more information. M. Decker explained that after discussions with the habitants, they intend to vacant the property by the end of March. Chairman Martin then told the Board that the County Legislature will be acting upon approving transfer of the six properties to the Land Bank on March 19, 2020. He informed the Board that if the habitants vacant the property in late March, that the Land Bank will likely acquire the property as vacant in early April. J. Nejeschleba then reviewed the estimated demolition budget with the Board. She expressed that the figures presented are “worst case scenario” totals and the bid will likely come in less than budgeted. Chairman Martin called for a motion to approve a resolution for a proposed demolition project for 55 Park Terrace Place in the City of Binghamton. On a motion by C. Dziedzic, seconded by T. Augustini, motion carried unanimously.

15. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Papastrat, seconded by C. Marchuska, the motion carried unanimously. The meeting adjourned at 4:12 p.m.