

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, April 21, 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. Abdelazim, T. Augostini, M. Decker, C. Dziedzic, C. Marchuska, A. Martin,  
C. Papastrat, M. Sopchak

Absent: S. Duncan (board member informed the Executive Director of her conflict prior to the meeting)

Staff: J. Nejeschleba

CAP: M. Callahan, M. Irwin

Other: K. Patel, T. Smith, J. Willard

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

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the February 25, 2020 Board Meeting. T. Abdelazim suggested an addition of excused absences to the minutes. Chairman Martin requested the Executive Director note which Board members informed her of their conflict prior to the meeting. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin thanked all Board members and guests for meeting remotely to conduct business. He made a few other remarks regarding the recent COVID-19 outbreak.

4. Presentation of the FY 2019 Independent Audit: Thomas E. Smith, EFPR Group, reviewed the findings of the FY 2019 independent audit with the Board members. He noted they found nothing of concern about the financial mechanisms in place. After a brief discussion between T. Smith and the Board, Executive Director J. Nejeschleba asked for a motion to accept the findings of the FY 2019 Independent Audit. On a motion by M. Sopchak, seconded by T. Abdelazim, motion carried unanimously.

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

J. Nejeschleba expressed that she has been working remotely since March 18<sup>th</sup> and Land Bank business is moving along well with some exceptions.

Quarter 1 of 2020 Report to Enterprise Community Partners: She expressed to the Board that Enterprise has accepted the report as written and a disbursement request in the amount of \$150,428.70 has been approved for general administration expenses, full construction costs for 76 Park Avenue, asbestos abatement costs for 3 King Avenue, and pre-demolition environmental work for 4-6 properties. The check should be arriving in a few days.

Executive Orders and related business: Over the past few weeks there have been several Executive Orders issued by the Governor in response to the COVID-19 outbreak in New York. J. Nejeschleba expressed to the Board that she requested an opinion from the Land Bank's legal counsel regarding on-going and future projects. J. Meagher issued an opinion that the Land Bank may advise our co-developers that the Land Bank has no opposition to continuing construction work on rehabilitations as planned per the Governor's Executive Order regarding affordable housing projects. She explained to the Board that the Land Bank's proposed demolition projects cannot continue as they are considered "non-essential" construction work. She informed the Board that the City of Binghamton's Code Enforcement office is operating on limited staff but has assured her that inspections will be completed, and permits will be issued for the Land Bank's on-going and future rehabilitation projects. J. Nejeschleba thanked the City of Binghamton for their hard work.

32 Hayes Street Rehabilitation Project: She informed the Board that the contractor is finishing tile grout work and will be cleaning in preparation for final lead tests. J. Nejeschleba will be making a field visit to take completion photos to submit to Enterprise in preparation to close the project. She expects the final draw invoice to arrive in a few weeks after a certificate of occupancy is issued by the City.

76 Park Avenue Rehabilitation Project: She informed the Board that the project has been approved in full. Asbestos abatement is complete and paid out. All relevant construction permits have been issued and work has begun.

3 King Avenue Rehabilitation Project: She expressed to the Board that the topic of 3 King Ave. appears later in the agenda and would prefer to discuss specifics once the project is presented.

1125 Glenwood Road Rehabilitation Project: She informed the Board that the work is moving along, and the first draw has been paid.

J. Nejeschleba moved on to demolition projects. She re-visited what was mentioned earlier in her report that demolition projects cannot move forward due to a pause on "non-essential" construction work. She informed the Board, however, that she did request a disbursement for pre-demo environmental work for a total of six properties per the Land Bank's grant agreement deliverables. Having these funds on hand will allow the Land Bank to begin work immediately when the Governor lifts his order. Enterprise is aware of the conflicts that have risen due to the virus outbreak.

J. Nejeschleba informed the Board that demolitions on 55 Park Terrace Place and 47 Robinson Street in the City of Binghamton were both approved by the Commission of Architecture and Urban Design on April 7<sup>th</sup>. She mentioned to the Board how she thanked the Commission's continued support of Land Bank projects in the City.

J. Nejeschleba closed her report with a review of a recent Community Advisory Panel meeting where she and several members discussed different revenue sources, increasing the Land Bank's presence in the community such as a newsletter. She plans to include the CAP in ideas going forward.

J. Nejeschleba concluded by reviewing the financial statement.

6. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Marion Irwin introduced herself as a member of the Community Advisory Panel. She asked the Chairman several questions regarding a Land Bank project.

7. City of Binghamton Housing Rehab Project: Review Scope of Work and Architectural Drawings for 3 King Avenue: J. Nejeschleba introduced Jerry Willard of First Ward Action Council and Kanti Patel of

Keystone Associates. She invited them to present the proposed scope of work and architectural drawings for 3 King Avenue. After a discussion between all Board members, J. Willard and K. Patel, the Chairman asked for a motion to table the project as presented with a request for the Executive Director to return with alternative approaches to the project. On a motion by C. Papastrat, seconded by C. Marchuska, motion carried unanimously.

8. Resolution Approving Environmental Testing/Structural Engineering Firms for Two-Year Term Contracts (2020-06): A. Martin informed the Board that a small group of Board members selected four out of the eight firms who responded to the RFQ issued on January 22<sup>nd</sup> for professional Environmental Testing/Structural Engineering Services: C.T. Male Associates, Delta Engineers, Architects, & Land Surveyors, Keystone Environmental Services, and NKB Architecture & Engineering. The group interviewed said firms on April 8<sup>th</sup>. The group made a recommendation to enter into term-contracts with both Delta and Keystone. After a brief discussion, Chairman Martin called for a motion approving Delta and Keystone for two-year term contracts to provide Environmental Testing/Structural Engineering services to the Broome County Land Bank. On a motion by M. Sopchak, seconded by T. Abdelazim, motion carried unanimously.

9. Governance Committee – Community Advisory Panel Membership Recommendation: J. Nejeschleba expressed that CAP member Robert Murphy submitted his resignation due to a new unrelated appointment. J. Nejeschleba introduced the application for Megan J. Brockett and requested Board member T. Augostini make a formal recommendation to the Board. T. Augostini reminded the Board that R. Murphy represented the City of Binghamton and M. Brockett is to replace such representation on the panel. Chairman Martin requested a motion to approved M. Brockett as presented by the Governance Committee. On a motion by T. Abdelazim, seconded by C. Papastrat, motion carried unanimously.

10. Resolution Amending Resolution 2020-02 (Property Acquisitions) to Remove the Acquisition of 65 Saratoga Avenue (2020-07): J. Nejeschleba explained to the Board that she requested the presence of J. Willard and his team from First Ward Action Council through a tour of each rehabilitation property the Land Bank was to acquire. After touring 65 Saratoga Ave., FWAC made their recommendation that (1) it would be a costly rehabilitation and (2) marketing the property would be a challenge. J. Nejeschleba expressed that the purpose of such resolution is to correct the record. A. Martin thanked M. Decker for his assistance. Chairman Martin called for a motion to amend resolution 2020-02 to remove the acquisition of 65 Saratoga Avenue. On a motion by T. Augostini, seconded by C. Dziedzic, motion carried unanimously.

11. Approve 2020 New York Land Bank Association Membership and Dues: J. Nejeschleba presented the Board with a brief overview of services obtained through the New York Land Bank Association (NYLBA). The NYLBA contracts with CenterState CEO. After a brief discussion, Chairman Martin called for a motion to approve the 2020 NYLBA membership and dues. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously.

12. 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 5:13 p.m.