

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, August 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. Abdelazim (arrived at 3:44 p.m.), T. Augostini, S. Duncan, C. Dziedzic, C. Marchuska (arrived at 3:40 p.m.), A. Martin, C. Papastrat, M. Sopchak
- Absent: M. Decker, C. Papastrat (both Board members informed the Executive Director of their conflict prior to the meeting)
- Staff: J. Haas
- CAP: M. Callahan, M. Irwin
- Other: F. Kitchin, V. Gialanella, R. O'Donnell

1. Call to Order: Chairman Martin called the meeting to order at 3:33 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the July 28, 2020 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

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

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

32 Hayes Street Rehabilitation Project: She informed the Board that with all expenditures included, the final cost of the project was \$101,264.75. This is \$12,000 under budget. A resolution appears later in the agenda to officially consider a purchase offer for the property.

76 Park Avenue Rehabilitation Project: Construction work is moving along. Expected completion date is September 7th. The contractor recently expressed and displayed to me that there is a water pressure issue in the house. There is a leak that seems to be located between the water service valve at the road and the meter on the house. I asked the contractor to seek three estimates. I have since authorized the contractor to move forward with the lowest estimate and the cost for this work will be consumed in the project's contingency line.

33 Linden Street Rehabilitation Project: J. Haas presented the HOME legislation to City Council on August 3rd and it passed on August 19th. The Land Bank's co-development partner, First Ward Action Council, is currently reviewing an MOU drafted by the Land Bank's legal counsel. She will be bringing the MOU to the Board at their September meeting. Keystone Environmental are finalizing the drawings associated with this property. Once the drawings are finalized, she'll be presenting at CAUD and Planning Commission for a Certificate of Appropriateness and a Special Use Permit.

124 Gaylord Street Rehabilitation Project: J. Haas mentioned that there is an agenda item related to this topic and would rather discuss such updates during that time. The Board agreed.

1125 Glenwood Road Rehabilitation Project: J. Haas informed the Board that an Abstract of Title has been ordered by the buyer's attorney and that the Land Bank is on schedule to close on September 30th, 2020.

J. Haas moved on to demolition projects. She reminded the Board that the Land Bank had a public bid opening on August 19th and received four proposals. There is an agenda item related to awarding a contract for demolition and would rather discuss specifics during that time. The Board agreed.

J. Haas briefed the Board on updates related to the 3 King Ave Request for Proposals. Thus far, SEPP Group and J. Haas have showed the property to one interested individual. She expressed to the Board that any continuous insight on advertising this opportunity and any help that Board members can give in spreading the word about this opportunity would be greatly appreciated.

J. Haas briefed the Board on recent administrative/housekeeping items. She reminded the Board that proposals are due for Independent Auditing Services on Wednesday, September 2nd at which point she will be contacting members of the Finance/Audit Committee to schedule a meeting to select a firm.

J. Haas concluded by reviewing the financial statement.

5. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Seeing none, Chairman Martin moved onto the next agenda item.

7. Upcoming City of Binghamton Housing Rehab Project: Review Scope of Work for 124 Gaylord Street: J. Haas introduced Frank Kitchin from First Ward Action Council. Mr. Kitchin briefed the Board on the layout and scope of work associated with 124 Gaylord Street based on the preliminary drawings Keystone Environmental provided.

6. Resolution Awarding a Contract for Asbestos Demolition and Limited Site Work at 4 Vacant Residential Properties in Broome County to LCP Group, Inc. (Resolution 2020-11): J. Haas reviewed the bid tabulation sheet and LCP Group's proposal for the demolition of 7 East Maine Road and 149 Endwell Street in the Town of Union and 47 Robinson Street and 55 Park Terrace Place in the City of Binghamton with the Board. She expressed that LCP's bid was the lowest cost proposal received and the Land Bank's term contractor, Delta Engineers, made a recommendation to award the contract to LCP. Chairman Martin called for a motion to award a contract for asbestos demolition and limited site work at 4 vacant residential properties in Broome County to LCP Group, Inc. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

8. Executive Session to Discuss the Disposition of Real Property: Chairman Martin reminded all board members that J. Haas sent an email with the purchase offer, income verification and affordability analysis regarding the buyer on 32 Hayes Street with her recommendation to approve sale. Chairman Martin asked if the Board would like to enter Executive Session to discuss the disposition of 32 Hayes Street. The Board members declined and moved forward with agenda item #9.

9. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 32 Hayes Street in the City of Binghamton to Dorian Robbins-Feggins (Resolution 2020-12): J. Haas reviewed with the Board the purchase offer of \$90,000 from Dorian Robbins-Feggins for 32 Hayes Street and recommended sale based on what was determined by the Land Bank's co-developer, First Ward Action Council. After a brief discussion, Chairman Martin called for a motion to authorize the Executive

Director to execute a sales contract for the sale of 32 Hayes Street in the City of Binghamton to Dorian Robbins-Feggins. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously.

10. Discussion of Side Lot Applications for 50 Thorp Street and 40 Julian Street in the City of Binghamton: J. Haas reminded the Board that there are two pending side lot applications for 50 Thorp Street and 40 Julian Street. Based on what was discussed during Executive Session at the Board's July meeting, J. Haas followed up with both applicants with additional questions and have not heard back. Her recommendation was to take no action on the items. The Board agreed.

T. Abdelazim asked J. Haas to brief the Board on the recent Community Advisory Panel meeting she had the week prior.

8. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Marchuska, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:00 p.m.