

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, January 25, 2022 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 (left at 4:47 p.m.), K. Davis, M. Decker, C. Dziedzic, C. Marchuska, A. Martin, M. Sopchak

Absent:

Staff: J. Haas

CAP: M. Callahan

Other: E. Barnes, K. Beebe, G. Doherty, C. Wagner

1. Call to Order: Chairman Martin called the meeting to order at 3:31 p.m.

2. Nomination of Officers: Chairman Martin called for nominations for Chairman. K. Davis made a motion to nominate A. Martin for Chairman, seconded by T. Augostini. All members voted for A. Martin for Chairman, motion carried unanimously. Chairman Martin called for nominations for Vice Chairman. A. Martin made a motion to nominate T. Augostini for Vice Chairman, seconded by C. Dziedzic. All members voted for T. Augostini for Vice Chairman, motion carried unanimously. Chairman Martin called for nominations for Secretary. M. Sopchak made a motion to nominate C. Dziedzic for Secretary, seconded by C. Marchuska. All members voted for C. Dziedzic for Secretary, motion carried unanimously. Chairman Martin called for nominations for Treasurer. C. Dziedzic made a motion to nominate M. Sopchak for Treasurer, seconded by M. Decker. All members voted for M. Sopchak for Treasurer, motion carried unanimously.

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

- Governance / Personnel Committee: T. Augostini (Chair), C. Marchuska and Vacancy
- Audit / Finance Committee: M. Sopchak (Chair), T. Abdelazim and K. Davis

Chairman Martin requested a voice vote to approve committee membership as presented. Approval carried unanimously.

4. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the December 14, 2021 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

5. Chairman's Remarks: Chairman Martin wished everyone on the meeting a Happy New Year and is looking forward to serving with his fellow Board members this coming year. Chairman Martin recognized the guests on the meeting.

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

33 Linden Street Rehabilitation Project: Contractor has completed the drywall and constructed the front porch. He is awaiting the arrival of kitchen appliances and cabinets. Bathroom tubs and toilets are installed. Awaiting the arrival of vanities. Contractor believes he is about four weeks out from completion. J. Haas expressed to the Board that if any member would like to see the progress at the cit to please let her know and she will schedule a time that works with Frank Kitchin from First Ward Action Council and the contractor. She also reported that she expects the Land Bank and FWAC to hold a joint press conference upon completion and listing of the property.

124 Gaylord Street Rehabilitation Project: J. Haas requested that updates related to 124 Gaylord Street be discussed during it's respective agenda item. The Board approved.

15 Birch Street Rehabilitation Project: J. Haas reminded the Board that at the December meeting, she reported that additional areas of the home will be disturbed during construction which required further asbestos abatement. LCP Group completed this phase of construction the day prior and FWAC is revisiting the property to refine the scope of work in order to bid the general construction.

J. Haas reported on the Land Bank's demolition program. She reported that the Land Bank has some funding remaining in the Community Revitalization Initiative grant for a small round of demolition projects in early 2022. She's working closely with Board member and Real Property Director Mike Decker to identify properties that need to be demolished. She informed the Board that if anyone has ideas, please let her know. She closed this section of the report by reminding the Board that project ideas will most likely need to be tax foreclosed properties held by the County or a local municipality.

J. Haas provided updates on the Land Bank's Community Development Block Grant (CDBG) with Broome County. The Land Bank received authorization to begin incurring costs associated with CDBG funded projects. She reported there is an item on today's agenda to acquire a property in a non-entitlement community. She reminded the Board that the CDBG grant with the County is subject to federal requirements which inevitably increase the costs associated with CDBG funded projects. For example, there are more environmental testing steps as well as remediation processes that CDBG requires unlike our Attorney General/Enterprise grant. As part of this grant, the Land Bank will need to RFQ for an environmental testing/structural engineering firm. She reminded the Board that the Land Bank RFQ'd for the same services for the Land Bank's demolition projects in early 2020. Such contracts are coming to a close; therefore, RFQing for these services for both demolition and rehabilitation projects will be beneficial to the Land Bank.

J. Haas briefed the Board on updates related to the City of Binghamton's recent announcement of American Rescue Plan Act (ARPA) funds to the Land Bank. She reminded the Board that the Land Bank currently holds title to 61 Park Avenue on the City's South Side and 21 Walnut Street on the City's West Side that could be used as properties to complete ARPA funded affordable homeownership projects. The City has expressed interest in moving forward with these two properties. She informed the Board that the Land Bank would need to identify one or two more properties off the current City of Binghamton tax foreclosure auction list to acquire for this program. The Land Bank and the City are continuing to work through specifics on the ARPA agreement.

J. Haas reported that she held a Community Advisory Panel meeting several weeks ago to bring the members into the loop on what projects and initiatives the Land Bank has upcoming in 2022.

J. Haas closed with the financial report.

7. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. CAP member M. Callahan address the Board regarding the positive impact of Land Bank projects in the community and other ideas and initiatives the Land Bank should consider in the future. Seeing no more speakers, Chairman Martin moved onto the next agenda item.

8. 2022 Meeting Schedule: Chairman Martin presented the 2022 meeting schedule to the Board and expressed that the meetings will take place via Zoom videoconferencing while the Governor's Emergency Declaration remains in effect. Chairman Martin requested a motion to adopt the 2022 meeting schedule for the Broome County Land Bank. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously. Board member K. Davis was absent for a period of time for an emergency. K. Davis recorded in the affirmative.

9. Approve 2022 New York Land Bank Association Membership and Dues: J. Haas reviewed the memorandum she provided to the Board. The NYLBA agreed on \$1,000 dues amount for returning Land Bank members. She expressed how beneficial it has been to be a part of the Association throughout the years and especially over the past two years. Land Bank members are always willing to assist with any questions or concerns others bring to the table. J. Haas recommended renewing the Broome County Land Bank's membership with the New York Land Bank Association and to pay the appropriate dues amount. Board Member Tarik Abdelazim requested an abstention on this agenda item and it was granted. After a brief discussion, Chairman Martin requested a motion to approve the 2022 New York Land Bank Association membership and dues. On a motion by C. Dziedzic, seconded by M. Decker, motion carried unanimously with T. Abdelazim abstaining.

10. Approve Proposed Amendments to the 2022 Operating, Administrative and Capital Budget: J. Haas presented a consolidated review of the proposed amendments to the 2022 budget to the full Board. She reported that the Finance Committee had met 15 minutes prior to the Board meeting to review and discuss the proposed amendments and that they recommend approval. After a brief discussion, the Committee agreed with the proposed amended budget. Chairman Martin requested a motion to accept the proposed amendments to the 2022 Budget. On a motion by M. Sopchak, seconded by T. Abdelazim, the motion carried unanimously.

11. Resolution Authorizing Renewal of the Administrative Services Agreement with Broome County for the Administration of the Broome County Land Bank for 2022 (Resolution 2022-01): Chairman Martin explained to the Board the agreement that Broome County has in place with the Land Bank. This administrative services agreement is in place for the Executive Director to operate the Land Bank. The agreement encompasses a grant to cover administrative expenses such as salary and benefits of the Executive Director and funding toward office supplies. Chairman Martin and J. Haas thanked the Broome County Executive's Office and the Broome County Legislature for their continued support of such agreement. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to renew the agreement with Broome County for the administration of the Broome County Land Bank for the 2022 calendar year. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

12. Resolution Authorizing the Acquisition of a Property from Broome County (Resolution 2022-02): J. Haas listed the one property to be acquired in "Exhibit A": 1593 Oakdale Road in the Town of Maine. This property is intended to be rehabilitated and sold as part of the Land Bank's Affordable Homes Program funded by CDBG. The acquisition price is \$1,500. Chairman Martin thanked the County Executive's Office and Legislature for working with the Land Bank to negotiate the acquisition prices. Chairman Martin then requested a motion to authorize the acquisition of 1593 Oakdale Road from

Broome County for the purposes of rehabilitation. On a motion by C. Marchuska, seconded by C. Dziejcz, motion carried unanimously.

13. Executive Session to Discuss the Disposition of Real Property: J. Haas requested the Board enter executive session to discuss the next three agenda items. Chairman Martin requested a motion to enter executive session to discuss the disposition of 124 Gaylord Street in the City of Binghamton, 3303 NYS Route 79 in the Town of Colesville and 108 Roosevelt Avenue in the Village of Endicott. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously. Time: 4:31 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Dziejcz, seconded by C. Marchuska, motion carried unanimously. Time: 4:46 p.m.

14. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 124 Gaylord Street in the City of Binghamton to Emily Heater (Resolution 2022-03): J. Haas reminded the Board that she provided the buyer's purchase offer, income verification, and affordability analysis in the board packet for their review. Ms. Heater's purchase offer is \$90,000 and the Land Bank's partners, First Ward Action Council and Metro-Interfaith, determined that she qualifies to purchase the property pursuant to the Land Bank's income and affordability guidelines. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 124 Gaylord Street in the City of Binghamton to Emily Heater. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously. T. Augostini absent.

15. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 3303 NYS Route 79 in the Town of Colesville to Everett Butler (Resolution 2022-04): J. Haas reviewed the side lot purchase application submitted by Everett Butler. She conducted due diligence to determine that the proposed purchaser is up to date on property and school tax payments as well as does not have a history of code violations. J. Haas recommended sale of 3303 NYS Route 79 to Everett Butler. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 3303 NYS Route 79 in the Town of Colesville to Everett Butler. On a motion by C. Dziejcz, seconded by M. Decker, motion carried unanimously. T. Augostini absent.

16. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 108 Roosevelt Avenue in the Village of Endicott to Seth Brooks (Resolution 2022-05): J. Haas reviewed the side lot purchase application submitted by Seth Brooks. She conducted due diligence to determine that the proposed purchaser is up to date on property and school tax payments as well as does not have a history of code violations. J. Haas recommended sale of 108 Roosevelt Avenue to Seth Brooks. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 108 Roosevelt Avenue in the Village of Endicott to Seth Brooks. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously. T. Augostini absent.

17. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by T. Abdelazim, seconded by C. Dziejcz, the motion carried unanimously. The meeting adjourned at 4:52 p.m.