

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, October 12, 2021 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, K. Davis, M. Decker, C. Dziedzic, A. Martin, C. Marchuska, M. Sopchak
Absent: T. Abdelazim (informed Executive Director of conflict prior to meeting)
Staff: J. Haas
CAP: M. Callahan, M. Irwin
Other: C. Cramer, C. Wagner

1. Call to Order: Chairman Martin called the meeting to order at 3:38 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the September 28, 2021 Board Meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin thanked the Board for rescheduling the meeting to allow the Land Bank's final round of demolition projects to begin a few weeks earlier and project close-out to occur prior to the grant completion date of December 31, 2021. Chairman Martin also thanked the Personnel and Finance Committees for convening to discuss Land Bank personnel matters and to discuss the 2022 proposed budgets.

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

33 Linden Street Rehabilitation Project: The property is in First Ward Action Council's title and a contract has been signed with Clearview Door & Window for the general construction. Keystone Environmental is drafting a lead plan to comply with federal CHDO HOME requirements. Contractor is ready to begin.

124 Gaylord Street Rehabilitation Project: Metro Interfaith and First Ward Action Council found that the first viable offer received did not qualify. Both organizations are moving forward with vetting additional offers based on date received.

15 Birch Street Rehabilitation Project: Asbestos abatement is being completed this week and general construction is going out to bid shortly.

J. Haas requested to discuss specifics about the next round of demolition projects during its respective agenda item. The Board approved.

J. Haas briefed the Board on updates related to the 3 King Ave Redevelopment Project. She is continuing to work with the developer, Bob Chan, to identify eligible tenants who meet HUD's income and affordability guidelines. She will inform the Board on decisions made.

J. Haas reported to the Board that the Land Bank is continuing to pursue alternative grant and funding opportunities.

J. Haas closed with the financial report.

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

6. Resolution Awarding a Contract for Asbestos Abatement, Demolition, and Limited Site Work at 3 Vacant Residential Properties in Broome County to Gorick Construction Co. (Resolution 2021-23): J. Haas reviewed the bid tabulation sheet and Gorick Construction's proposal for the demolition of 125 Nowlan Road in the Town of Fenton, 179 Main Street in the Town of Kirkwood, and 3303 NYS Route 79 in the Town of Colesville. She expressed that Gorick'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 Gorick. After a brief discussion, Chairman Martin called for a motion to award a contract for asbestos abatement, demolition and limited site work at 3 vacant residential properties in Broome County to Gorick Construction Co., Inc. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

7. Executive Session to Discuss Land Bank Staff Performance and Compensation: J. Haas requested the Board enter executive session to discuss the next two agenda items. Chairman Martin requested a motion to enter executive session to discuss Land Bank staff performance and compensation and other personnel matters. On a motion by C. Dziedzic, seconded by M. Decker, motion carried unanimously. Time: 3:51 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously. Time: 4:08 p.m.

8. Discussion of Other Personnel Matters: See agenda item #7.

9. Approve 2022 Operating, Administrative and Capital Budget: J. Haas reported that the Finance Committee made a recommendation to the full board to approve the 2022 Operating, Administrative and Capital budgets as proposed. She then briefly reviewed the budget with the full board and highlighted new line items and significant increases/decreases in existing line items. After a brief discussion, Chairman Martin called for a motion to approve the proposed 2022 operating, administrative, and capital budgets. On a motion by M. Decker, seconded by M. Sopchak, motion carried unanimously.

10. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by T. Augostini, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:18 p.m.