

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, October 27, 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, M. Decker (arrived at 3:40 p.m.), S. Duncan, C. Dziejcz, C. Marchuska (left at 4:30 p.m.), A. Martin, C. Papastrat, M. Sopchak
Absent: T. Augostini
Staff: J. Haas
CAP:
Other: J. Bernardo, G. Bezama, 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 August 25, 2020 Board Meeting. On a motion by M. Sopchak, seconded by C. Papastrat, 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 the Land Bank and buyer officially closed on the property. 32 Hayes Street insurance and utilities is in the buyer's name and off the roll of the Land Bank. She thanked the Board for their support with this successful project.

76 Park Avenue Rehabilitation Project: J. Haas reminded the Board that construction is complete and the Land Bank listed the property for sale at \$79,900. She informed the Board that the Land Bank received an offer and the prospective buyer is currently in the vetting process with First Ward Action Council. She thanked the City of Binghamton for the 50/50 Sidewalk Assistance program that the Land Bank took part in to replace the sidewalk frontage. There are at least four remaining invoices to close out this project.

33 Linden Street Rehabilitation Project: J. Haas informed the Board that there is an agenda item to discuss the architectural drawings and scope of work for the Land Bank's Linden Street project. She brought the Board up to speed on some recent developments that caused a delay in approval from the City of Binghamton. The scheduled CAUD and Planning Commission meetings were delayed but she ensured the Board she would be presenting in the next week and hopefully obtain approval from the appropriate Boards to move forward. She also reminded the Board that First Ward Action Council has recommended a negotiated contract with WL Kline due to the complexity of HOME Funding involved in the project. FWAC is working through specifics with the City of Binghamton regarding a contract for the funding. Lastly, Keystone is in the process of completing their asbestos testing report.

124 Gaylord Street Rehabilitation Project: She noted that 124 Gaylord Street is in the same stage as Linden regarding asbestos testing. Keystone is in the process of completing their report.

15 Birch Street Rehabilitation Project: J. Haas reported that the Land Bank partner, First Ward Action Council, has suggested that we get Gaylord and Linden in the construction phase before beginning work on Birch Street.

1125 Glenwood Road Rehabilitation Project: J. Haas informed the Board that there is an agenda item regarding this property later in the packet and would prefer to discuss it then. The Board agreed.

J. Haas moved on to demolition projects. She reminded the Board that the Land Bank completed the demolitions and all projects have been closed out. The total cost to demolish 7 East Maine Road, 47 Robinson Street, 55 Park Terrace Place, and 149 Endwell Street was \$68,161. Approximately \$4,000 qualifies for reimbursement from Broome County's Brownfield Grant and \$7,605 was waived by Broome County for tipping fees. She thanked the County Executive's Office and the Broome County Legislature for supporting the legislation that makes projects like these possible.

J. Haas touched briefly on where the Land Bank stands on future demolition projects. It is her understanding from the Real Property Office that Broome County is waiting on a final determination from an Administrative Judge on whether they are cleared to foreclose on their 2018 delinquent property tax list. She briefed the Board on two commitments she received from local municipal leaders regarding potential demolition projects next year. Supervisor for the Town of Dickinson, Mike Marinaccio, worked with the Town Board to commit \$3,000 toward the demolition of 22 Fuller Street and Village of Endicott Mayor, Linda Jackson, can commit \$8,000 toward the demolition of 108 Roosevelt Avenue. If these two properties appear on upcoming lists, J. Haas intends to move forward with both commitments.

J. Haas briefed the Board on updates related to the 3 King Ave Request for Proposals. She reminded the Board that during the initial RFP process, the Land Bank did not receive proposals. However, an applicant was referred to her by Board member, T. Abdelazim. She thanked him for this effort. The Land Bank has since received a proposal and she informed the Board that she will be meeting with the applicant and SEPP Group for a phone call later in the week to discuss specifics of the proposal. After such discussion, she will schedule a meeting with the review committee to discuss the proposal in full.

J. Haas briefed the Board on recent administrative/housekeeping items. She mentioned that Board member, T. Abdelazim, suggested adding a tab to the Land Bank's website for active and upcoming listings for completed homes and lots available for sale. The new tab should be live in the next week. She discussed briefly with the Board about what the Community Advisory Panel has suggested to her in the past. CAP has suggested hosting an open meeting about what the Land Bank does and what services we provide. J. Haas currently has the Land Bank's intern drafting a PowerPoint presentation for such meeting. She will get in touch with the CAP and determine an appropriate date for the meeting early next year. She concluded with Authorities Budget Office reporting is due on October 31st. Once the budget is approved by the Board, she will begin the reporting and let the Board know when she submits the necessary reports to the ABO.

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.

6. Upcoming City of Binghamton Housing Rehab Project: Review Scope of Work for 124 33 Linden 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 33 Linden Street based on the preliminary drawings Keystone Environmental provided. After a brief discussion, Chairman Martin asked for a motion to approve the scope of work and architectural drawings for 33 Linden Street. On a motion by S. Duncan, seconded by C. Marchuska, motion carried unanimously.

7. 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 new buyer on 1125 Glenwood Road with her recommendation to approve sale. Chairman Martin asked if the Board would like to enter Executive Session to discuss the disposition of 1125 Glenwood Road. The Board members declined and moved forward with agenda item #9.

8. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 1125 Glenwood Road in the Town of Vestal to Ian Sansone (Resolution 2020-13): J. Haas reminded the Board about the previous purchase offer on 1125 Glenwood Road. Due to personal issues, the buyers decided not to pursue the purchase. She reviewed with the Board the new purchase offer of \$130,000 from Ian Sansone for 1125 Glenwood Road and recommended sale based on what was determined by the Land Bank's co-developer, SEPP Group. J. Bernardo provided a synopsis of the buyer and his recommendation to approve sale. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 1125 Glenwood Road in the Town of Vestal to Ian Sansone. On a motion by C. Dziezic, seconded by M. Sopchak, motion carried unanimously.

9. Resolution Awarding a Contract for Independent Auditing and Tax Preparation Services for Fiscal Years 2020 through 2022 to EFPR Group, CPAs, PLLC (Resolution 2020-14): J. Haas informed the Board that she met with the Finance Committee several weeks ago to recommend a firm to the full Board. The Finance Committee recommended incumbent, EFPR Group, CPAs based out of Williamsville, New York. She deferred to Finance Committee Chairwoman S. Duncan for comments. After a brief discussion, Chairman Martin called for a motion to award a contract for independent auditing and tax preparation services for fiscal years 2020 through 2022 to EFPR Group, CPAs, PLLC. On a motion by T. Abdelazim, seconded by M. Sopchak, motion carried unanimously.

10. Approve Proposed 2021 Operating, Administrative, and Capital Budget: J. Haas expressed to the Board that in between the time she met with the Finance Committee and the current Board meeting, Enterprise suggested that the Land Bank use funds from the sale of real property to cover administrative expenses in 2021 and move the funding originally allocated there to a project contingency budget line in the Capital budget. Those were the only significant changes that occurred. After a brief discussion, Chairman Martin called for a motion to approve the proposed 2021 operating, administrative, and capital budgets. On a motion by M. Sopchak, seconded by C. Papastrat, motion carried unanimously.

11. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by M. Sopchak, seconded by C. Papastrat, the motion carried unanimously. The meeting adjourned at 4:46 p.m.