

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, December 15, 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. Augustini (left at 4:06 p.m), M. Decker, S. Duncan, C. Dziedzic, C. Marchuska, A. Martin, C. Papastrat, M. Sopchak
Absent: T. Abdelazim (informed Executive Director of absence)
Staff: J. Haas
CAP: M. Brockett, M. Callahan
Other: G. Bezama, V. Gialanella

1. Call to Order: Chairman Martin called the meeting to order at 3:35 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the November 17, 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:

76 Park Avenue Rehabilitation Project: J. Haas reminded the Board that the final costs with all invoices paid was \$184,387 which is \$9,233 under what was projected for the project. The Land Bank’s realtor reported that the buyer has secured his mortgage and we are cleared to close.

33 Linden Street Rehabilitation Project: An asbestos proposal from LCP Group was the lowest at \$2,800 which is significantly lower than what was originally projected for abatement. She reminded the Board that this project includes CHDO HOME funding from the City of Binghamton. She participated in a meeting with the City and First Ward Action Council the day before regarding an appropriate development agreement for the property. As discussed before, HOME funding entails additional tasks to be compliant with HUD than what we are normally required to complete under our CRI grant. J. Haas informed the Board that she wants them to be aware of these additional tasks when she presents a pro forma budget to them in the coming weeks.

124 Gaylord Street Rehabilitation Project: LCP submitted the lowest cost proposal for asbestos abatement at \$4,200 which is lower than projected. J. Haas authorized FWAC to schedule this work with LCP. FWAC is also soliciting bids for the construction phase of the project and those should be arriving late next week. She is hopeful to present a pro forma budget in the coming weeks for this project.

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: She informed the Board that there were some delays with the closing but she's glad to announce that the buyer closed on the property yesterday. The Land Bank net a little more than \$121,000 in sale proceeds. There are three invoices remaining and she expects those invoices to put the Land Bank approximately \$2,400 over budget. She will report the total project cost once it is closed out.

J. Haas moved on to demolition projects. J. Haas updated the Board on upcoming financial partnerships for future demolitions. 108 Roosevelt Avenue in the Village of Endicott is currently owned by Broome County and is a good demolition candidate. Mayor Jackson approached J. Haas about this problem property and has committed \$8,000 in funding toward the demolition. 22 Fuller Street in the Town of Dickinson is expected to appear on the upcoming foreclosure list and the Town issued a commitment letter for \$4,000.

J. Haas briefed the Board on updates related to the 3 King Ave Request for Proposals. All development and sale agreements are finalized for the project. The Developer has sent back the agreements signed and notarized. He also sent back his certificate of insurance. J. Haas consulted with Smith Brothers Insurance to review the certificate and they recommended a few changes to the endorsements, but they confirmed that the policy coverage is appropriate and complies with Enterprise standards. The closing is scheduled for January 15th and construction will begin after that.

J. Haas moved on to updates regarding pending side lot sales. 47 Robinson Street and 55 Park Terrace Place are scheduled to close later this month with the adjoining neighbors. The lots scheduled to transfer to the City (29 Lydia Street, 40 Julian Street, and 50 Thorp Street) should also occur later this month. She'll be following up with the Village of Johnson City later this week as their consideration for acquisition of 149 Endwell Street had to age for 30 days. The Land Bank should be able to execute the sale agreement later this week and closing should occur in mid-January. Lastly, 7 East Maine Road is being considered for acquisition by the Legislature on Thursday this week and J. Haas is expecting execution of the agreement to take place shortly after that. Closing to occur in late January.

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. Resolution Amending Resolution 2020-07 to Replace the Rate Schedule Associated with a Term Contract Awarded to Keystone Environmental Services (Resolution 2020-22): J. Haas pointed the Board toward the cover letter provided by Keystone Environmental Services for revised fees to the Land Bank's term contract from 2020 to 2022. Keystone was able to negotiate lower fees with their laboratory contractor and also reduced some of the hourly rates of personnel. These lower fees will result in cost savings for Land Bank demolition projects. After a brief discussion, Chairman Martin called for a motion to amend resolution 2020-07 to replace the rate schedule associated with a term contract awarded to Keystone Environmental Services. On a motion by C. Papastrat, seconded by C. Marchuska, motion carried unanimously.

7. Resolution Authorizing the Executive Director to Enter into an Agreement with the Goodwill Theatre to Utilize a Portion of the Land Bank's Tipping Fee Allocation for the Demolition of 28 Willow Street, Johnson City, New York (Resolution 2020-23): J. Haas informed the Board that Naima Kradjian from the Goodwill Theatre reached out to the Land Bank for a funding request for further demolition projects near the Goodwill Theatre in Johnson City. At this time with several projects remaining under our CRI grant, it is not feasible to advance funds toward projects that are not planned. Chairman Martin and J. Haas were brainstorming ideas on how the Land Bank could assist with the Goodwill Theatre's demolition of 28 Willow Street. She reminded the Board that the Land Bank has access to an annual Tipping Fee allocation in the amount of \$30,000 which has not been utilized this year. The tipping fee estimate is \$8,000 and the demolition is scheduled for Monday, December 21st, 2020. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with the Goodwill Theatre to utilize a portion of the Land Bank's tipping fee allocation for the demolition of 28 Willow Street, Johnson City, New York. On a motion by M. Sopchak, seconded by S. Duncan, motion carried unanimously.

8. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 33 Linden Street in the City of Binghamton to First Ward Action Council (Resolution 2020-24): J. Haas grouped agenda items #8 and #9 together. She informed the Board that HUD requires projects fully or partially funded by CHDO HOME to be owned and sold by the developer. In this case, the developer is First Ward Action Council. The Land Bank would transfer the property to FWAC for these purposes with the understanding that the Land Bank will reimburse property insurance expenses. Further, J. Haas reminded the Board that the current agreement that the Land Bank has with FWAC is insufficient for this project as the Land Bank is usually the property owner and FWAC develops and assists in the sale of the property. An agreement with FWAC will need to be executed that outlines the specifics of this project. Most importantly, how the sale proceeds will revert to the Land Bank at closing. J. Haas ensured the Board that an agreement will not be executed until the Board reviews the draft contract and has an opportunity to offer feedback and ask questions, like 3 King Avenue. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 33 Linden Street in the City of Binghamton to First Ward Action Council. On a motion by C. Dziedzic, seconded by C. Papastrat, motion carried unanimously. Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with First Ward Action Council for the Rehabilitation and Subsequent Sale of 33 Linden Street in the City of Binghamton. On a motion by M. Sopchak, seconded by M. Decker, motion carried unanimously.

9. Resolution Authorizing the Executive Director to Enter into an Agreement with First Ward Action Council for the Rehabilitation and Subsequent Sale of 33 Linden Street in the City of Binghamton (Resolution 2020-25): See agenda item #8.

10. Resolution Authorizing the Executive Director to Renew the Agreement with Broome County for the Administration of the Broome County Land Bank for the 2021 Calendar Year (Resolution 2020-26): 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 thanked the Broome County Executive's Office and the Broome County Legislature for their continued support of such agreement. J. Haas then noted the slight increase in funding from the County compared to 2020. The increase represents and increase in funding in the office supply budget line and health insurance. The Executive Director's salary will remain the same as 2020. 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 2021 calendar year. On a motion by S. Duncan, seconded by C. Marchuska, motion carried unanimously.

Several members of the Board of Directors and J. Haas expressed their enjoyment in being a part of the Land Bank's success this year and are optimistic for projects in 2021. C. Papastrat informed the Board that he will be resigning from the Board and believes it is time for someone to replace him. All thanked him for his time on the Board of Directors.

14. 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 4:18 p.m.