

A regular meeting of the Broome County Land Bank Corporation was convened in public session at the Broome County Public Library, 185 Court Street, in the City of Binghamton, Broome County, New York on Tuesday, March 28, 2017 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: S. Duncan, J. Gregory, D. Hamlin, A. Martin, E. Miller, C. Papastrat, D. Reynolds,
L. Shumaker
Absent: T. Augostini
Staff: M. Scarinzi
CAP: E. Bielecki
Other: C. Gates, J. Kraham, J. Roby, J. Sutryk

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 February 22, 2017 Board meeting. On a motion by E. Miller, seconded by S. Duncan, motion carried unanimously.

3. Welcome New Board Members – Oath of Office: Chairman Martin welcomed new Board members who were recently appointed by the Broome County Legislature. New members are: Tom Augostini, Jen Gregory, Daniel Reynolds and Linda Shumaker. For the new members present, Chairman Martin administered the Oath of Office.

4. Appointment of Committees: Chairman Martin reviewed current membership of both Land Bank committees: Governance/Personnel Committee and Audit/Finance Committee. He asked E. Miller if she would like to remain Chair of the Governance/Personnel Committee. She said yes. Next, he said the Chair of the Audit/Finance Committee was currently vacant. He asked S. Duncan, Board Treasurer, if she would be Chair of the Audit/Finance Committee. She agreed. For the remaining spots on each committee, Chairman Martin said he would email suggestions to the Board.

5. Chairman's Remarks: Due to a full agenda, Chairman Martin made only a few remarks and advanced to the next agenda item.

6. Presentation of the FY 2016 Independent Audit: Ms. Sutryk, Piaker and Lyons, reviewed the findings of the FY 2016 independent audit with the Board members. She also reviewed the opinion and management letter provided and noted they found nothing of concern about the financial mechanisms in place. She noted there were more footnotes than last year, due to the increased activity of the Land Bank, and also noted the Land Bank received the highest opinion they can provide. There was no discussion at the conclusion of her presentation. Chairman Martin asked for a motion to accept the findings of the

FY2016 Independent Audit. On a motion by C. Papastrat, seconded by D. Reynolds, motion carried unanimously.

7. Executive Director's Report and Financial Statement: M. Scarinzi presented updates on the following items:

BCLBC Updates: M. Scarinzi began by welcoming the new Board members and saying she hopes to have new Board member orientation in the near future. She referenced the 2016 Annual Report and said in the essence of time she would not run through the report but encouraged Board members, especially the new ones, to review because it would provide a nice overview of Land Bank activities.

Office of the Attorney General Grant: M. Scarinzi updated the Board that she had received 2015-2016 CRI Contract extension paperwork that she signed and returned. The contract is extended until December 31, 2017 and there is approximately \$140,000 remaining to use. She also mentioned the Land Bank was awarded \$650,780 in Round 3 of the Community Revitalization Initiative. She said she would discuss the award later on the agenda.

1605 Davis Avenue (former Christ the King) – She informed the Board the demolition was complete as of February 28 and discussions of next steps, including the community garden, have started.

117.5 Main Street, Village of Windsor: M. Scarinzi reminded the Board the property at 117.5 Main was demolished in October 2016 but the municipal parking lot still needed to be constructed. She said there is \$20,000 of CRI funds allocated toward its construction and that the Mayor of the Village is currently seeking cost estimates that she says she hopes to bring to the Board in the near future.

CDBG: M. Scarinzi said Sunstream had submitted the winning bid to perform environmental remediation on the two rehab homes. She said she is currently drafting a solicitation to seek quotes for project monitoring and management to oversee the remediation project. She also mentioned that later in the meeting there was a resolution to approve entering into an agreement with First Ward Action Council to bring them on board as the construction manager for these rehab projects.

50 Front Street: M. Scarinzi said they closed on the building on March 1st. She said the developer has already started the asbestos abatement and said they expect to be completed by the end of May, with demolition occurring this summer. She briefly mentioned an issue with the on-site underground storage and said it would be discussed in greater detail later in the meeting.

She concluded by reviewing the financial statement.

8. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Hearing none, he moved to the next agenda item.

9. Resolution Authorizing the Executive Director to Enter into an Agreement with 50 Front Street Associates, LLC for Removal of an Underground Storage Tank at 50 Front Street, City of Binghamton: M. Scarinzi explained to the Board that she was contacted by the NYS DEC in February about the underground storage tank at 50 Front Street. They wanted to conduct a tightness test, as it had been several years since it was done. After receiving the news, M. Scarinzi soon discovered the DEC reached out to Broome County for the same reason back in 2014, prior to County transferring the property to the Land Bank. It was discovered at that time, the gauges and other measurement tools on the tank were too corroded to conduct the test and the tank needed to be removed. The County went as far as to solicit quotes for tank removal but never had it removed. M. Scarinzi noted that since learning the history of the

tank, several discussions have occurred between the Land Bank and County. Chairman Martin said the right thing to do is to remove the tank and not put that burden on the new owner, since the problem was known years before but never taken care of. Chairman Martin told the Board the County was agreeable to pay for the tank removal and the Legislature would be considering a resolution for the cost of the tank removal at its April session. M. Scarinzi told the Board the Land Bank would contract with the tank removal company and pay for its removal, with reimbursement coming from the County. M. Scarinzi said she informed 50 Front Street Associates, LLC, about the tank issue at the closing on March 1, 2017. The agreement between the Land Bank and 50 Front Street Associates, LLC, stated the tank will be removed by the Land Bank with oversight by the developer, and \$50,000 was placed in escrow until such time the tank is removed. Chairman Martin asked for a motion approving the resolution authorizing the Executive Director to enter into an agreement with 50 Front Street Associates, LLC for removal of an underground storage tank at 50 Front Street, City of Binghamton. On a motion by E. Miller, seconded by D. Hamlin, motion carried unanimously.

10. Resolution Authorizing the Executive Director to Enter into an Agreement with Broome County for Underground Tank Removal at 50 Front Street, City of Binghamton: M. Scarinzi told the Board the County feels comfortable with the Land Bank contracting with the tank removal company and has agreed to reimburse the Land Bank for the cost of the tank removal, and is bringing forth a resolution in April to authorize the reimbursement. Chairman Martin asked for a motion approving the resolution authorizing the Executive Director to enter into an agreement with Broome County for underground tank removal at 50 Front Street, City of Binghamton. On a motion by S. Duncan, seconded by D. Reynolds, resolution carried unanimously.

11. Resolution Awarding a Contract to Bluestone Environmental, Inc. for Underground Storage Tank Removal at 50 Front Street, City of Binghamton: M. Scarinzi stated that back in 2014, the County solicited quotes for the tank removal with assistance from Delta Engineers. M. Scarinzi stated she reached out to Delta to solicit updated quotes from the contractors who responded previously. She said Bluestone Environmental was the low bidder at \$32,000. She was asked who the other bidders were. She said Gary Dyer Excavating and Monroe Mechanical. Chairman Martin asked M. Scarinzi to email the Board those quotes. After brief discussion, Chairman Martin asked for a motion to approve the resolution awarding a contract to Bluestone Environmental, Inc. for underground storage tank removal at 50 Front Street, City of Binghamton. On a motion by C. Papastrat, seconded by D. Hamlin, motion carried unanimously.

12. Resolution Authorizing the Executive Director to Enter into an Agreement with the First Ward Action Council for all Property Rehabilitation Activities Relating to the New York State Community Development Block Grant Program: As she's mentioned during previous Board meetings, M. Scarinzi stated that it was recommended by the NYS CDBG administrators to bring on First Ward Action Council (FWAC) as the construction manager to provide technical assistance for our housing rehabilitations. M. Scarinzi stated the FWAC Board has approved entering into an agreement with the Land Bank. She said the FWAC would be paid a not-to-exceed amount of \$25,000, or \$5,000 per house up to five houses. After a brief discussion, Chairman Martin asked for a motion to approve the resolution authorizing the Executive Director to enter into an agreement with the First Ward Action Council for all property rehabilitation activities relating to the New York State Community Development Block Grant Program. On a motion by L. Shumaker, seconded by J. Gregory, motion carried unanimously.

13. Resolution Accepting a Land Bank Community Revitalization Initiative Grant from Enterprise Community Partners, Inc. in the Amount of \$650,870: M. Scarinzi was pleased to announce the Broome County Land Bank was awarded \$650,870 in grant funds through Round 3 of the Community Revitalization Initiative, a program funded by bank settlements negotiated by the NYS Attorney General.

She said the funding will support a demolition program and is anticipated to fund at least 10 demolitions. M. Scarinzi said she hopes to present to the Board with several projects at its next meeting. M. Scarinzi stated Enterprise Community Partners would be the grant administrator and in order to execute an grant agreement, there were a number of due diligence documents that need to be provided, including a Board resolution accepting the grant. Chairman Martin asked for a motion to approve the resolution accepting a Land Bank Community Revitalization Initiative Grant from Enterprise Community Partners, Inc. in the amount of \$650,870. On a motion by L. Shumaker, seconded by J. Gregory, motion carried unanimously.

14. Old Business: Chairman Martin mentioned the need to pick a recurring day/time to have our monthly Board meetings. With new members, he felt now was a good time to get input. After some discussion, the Board agreed on the 4th Tuesday at 3:30pm. However, many Board members have conflicts or are unavailable that day in April, so on the suggestion of L. Shumaker, M. Scarinzi will reach out to Board members through Doodle Poll to determine the date/time of the April meeting. Regular meeting day/time will resume in May.

E. Miller inquire about the proceeds from the sale of 50 Front Street. She said we should determine how they should be used. Chairman Martin agreed and also mentioned the Land Bank, per an agreement with the County, will need to give the County its portion of the sales proceeds once the underground tank is removed.

15. New Business: There was no new business discussed.

14. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Papastrat, seconded by J. Gregory, the motion carried unanimously. The meeting adjourned at 4:55 p.m.