

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, January 23, 2018 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, S. Duncan, J. Gregory, S. Herz, C. Papastrat, A. Martin, D. Reynolds,  
L. Shumaker

Absent: D. Hamlin

Staff: M. Scarinzi

CAP: N. Pappas

Other: C. Cramer, S. Mosher, J. Williamson, Jr.

1. Call to Order: Chairman Martin called the meeting to order at 3:37 p.m.

2. Oath of Office: R. O'Donnell, Legislative Analyst to the Broome County Legislature and Notary Public, administered the Oath of Office to the Board of Directors.

3. Nomination of Officers: The following Directors were nominated as Board Officers FY 2018:

Chairman: L. Shumaker nominated Aaron Martin for Chairman. On a motion by L. Shumaker, seconded by S, Duncan, A. Martin was unanimously approved.

Vice-Chairman: L. Shumaker nominated Chris Papastrat for Vice-Chairman. On a motion by L. Shumaker, seconded by J, Gregory, C. Papastrat was unanimously approved.

Secretary: A. Martin nominated Tom Augostini for Secretary. On a motion by A. Martin, seconded by D, Reynolds, T. Augostini was unanimously approved.

Treasurer: L. Shumaker nominated Stacey Duncan for Treasurer. On a motion by L. Shumaker, seconded by T. Augostini, S. Duncan was unanimously approved.

4. Conflict of Interest Acknowledgement: Chairman Martin referenced the Conflict of Interest Policy and Conflict of Interest Acknowledgement form, both included in the meeting packet. He told the Board each director, officer and committee member with governing board delegated powers is required to sign an acknowledgement form each year. He requested all signed forms be returned to M. Scarinzi. No motion necessary.

5. Acknowledgement of Fiduciary Duties and Responsibilities: Chairman Martin discussed the Acknowledgement of Fiduciary Duties and Responsibilities, a statutory requirement of the Public Authorities Law, with the Board. Each Board member is required to sign a new acknowledgement at the

start of each new term. By signing the acknowledgment, a board member is stating “that he or she understands his or her role and fiduciary responsibilities’ as well as his or her “duty of loyalty and care to the organization and commitment to the authority’s mission and the public interest.”

6. ABO Training: Chairman Martin mentioned that each new Board member and members who have not completed training in three years are required to partake in ABO Training as a requirement of Public Authorities Law. He mentioned they can sign up for upcoming online training sessions on the ABO website ([www.abo.ny.gov](http://www.abo.ny.gov)). He asked M. Scarinzi to email Board members their current training statuses.

7. Appointment of Committees: Chairman Martin recommended the following for committee membership. After a brief discussion, the Board unanimously approved the recommendations.

- Governance / Personnel Committee: S. Duncan (Chair), J. Gregory and L. Shumaker
- Audit / Finance Committee: T. Augostini (Chair), S. Herz and C. Papastrat

8. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the December 19, 2017 Board meeting. On a motion by T. Augostini, seconded by L. Shumaker, motion carried. L. Shumaker, S. Duncan and S. Herz abstained.

9. Chairman’s Remarks: Chairman Martin made only a few remarks and advanced to the next agenda item. No motion necessary.

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

*BCLBC Updates:* M. Scarinzi began her report by welcoming new Board member, S. Herz. She then told the Board the FY 2017 audit was underway. EFPR group had already been on site and completed the fieldwork. She said a draft would be done mid-February with completion at the end of February.

She informed the Board the BCLBC and First Ward Action Council submitted a joint application to the Greater Binghamton Fund (GBF) for \$5.3 million for the rehabilitation of up to six residential properties with the JC iDistrict. Winner are expected to be announced this summer. After discussion about the GBF, J. Gregory asked the Landbank to consider projects for Washington Avenue and seek additional funding sources that could match the Landbank’s State program this year. The consideration is based on a recently completed occupancy study. After a brief discussion, M. Scarinzi continued with her report.

She told the Board the NYLBA continues to work towards identifying a sustainable funding source for NY Land Bank. She said NYLBA is advocating to have \$60 million added to the 2019 State budget, so the Association is reaching out to Senate and Assembly members.

She concluded by saying she is currently working on multiple annual reports relating to the different programs the BCLNC is administering and she said she will present the 2017 Annual Report to the Board at the next meeting.

*CRI Round 2:* M. Scarinzi stated she is in the process of closing out the grant. The BCLBC met all its deliverables, expended all grant funds and paid all invoices. A close-out report is the final item she is working on.

She also told the Board the BCLBC will soon be taking title to 4 of the 5 First Ward demo properties. The BCLBC will RFP the commercial property, 34 Jarvis, and will send Side Lot applications to neighbors of the remaining three.

*CRI Round 3:* M. Scarinzi informed the Board its 4-demolition project, involving demolitions County-wide were completed in December. She said she mailed Side Lot applications to surrounding neighbors of each residential property. Applications are due February 14. She also mentioned that Land Bank attorney has engaged the Town of Kirkwood to begin efforts to transfer 634 Upper Court Street to the Town. She stated she's looking for additional demolition projects to satisfy the deliverables for Round 3 and to please let her know of any.

*1605 Davis Ave.:* She reminded the board the BCLBC took title to 1605 Davis in October from Broome County. The parcel will be divided and transferred to Triumphant Life Church and the Town of Union. BCLBC attorney has engaged the Church's attorney to begin the process.

*CDBG:* M. Scarinzi informed the Board that renovations have started at each property and they should be complete by the end of March.

*NY Main Street Project – Village of Windsor:* M. Scarinzi informed the Board the State approved a six-month extension for the program, allowing time for the projects to finish. She told them two of the four projects were complete, a third would be complete in Q1 2018, and the last was timed out due to weather and would start up again in the Spring when the weather improves.

M. Scarinzi concluded by reviewing the financial statement.

11. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Sharon Mosher introduced herself. She is the pastor for Blessed Hope SDA Church located at 227 Bevier Street in the Town of Dickinson. She expressed the Church's desire to purchase the now-vacant lot at 231 Bevier Street. She said the Church would like to build a playground for its youth, and they would also like to construct a pavilion and parking lot. She submitted the Church's side lot application to the Board.

Hearing no further comments, Chairman Martin moved to the next agenda item.

12. Resolution Authorizing Amendment to the Agreement with the Broome County Department of Planning and Economic Development for Administrative Services for 2015-2017: M. Scarinzi explained that this resolution applied to the CDBG grant that the Land Bank is administering for Broome County. It extends the term of the original agreement through July 11, 2018. Chairman Martin asked if there were any questions, hearing none he called for a motion. On a motion by S. Duncan, seconded by S. Herz, motion carried unanimously.

13. Old Business: There was no old business discussed.

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

15. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Papastrat, seconded by D. Reynolds, the motion carried unanimously. The meeting adjourned at 4:48 p.m.