

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, February 23, 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. Abdelazim, T. Augostini, K. Davis, M. Decker (left at 4:15 p.m.), C. Dziedzic, C. A. Martin, S. Resciniti, M. Sopchak
Absent: C. Marchuska (informed Executive Director of conflict prior to the meeting)
Staff: J. Haas
CAP: M. Marinaccio
Other: K. Beebe, C. Cramer, V. Gialanella, L. Jackson, R. O'Donnell

1. Call to Order: Chairman Martin called the meeting to order at 3:36 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the January 26, 2021 Board Meeting. On a motion by T. Augostini, seconded by M. Sopchak, 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:

33 Linden Street Rehabilitation Project: First Ward Action Council is working with their attorney on the CHDO HOME agreement with the City of Binghamton. J. Haas has expressed to the Board that she anticipates an update at the next Board meeting.

124 Gaylord Street Rehabilitation Project: Asbestos abatement and preliminary lead testing is complete. FWAC is signing a contract with Clearview Door & Window this week. Clearview was the lowest bidder. FWAC and J. Haas agreed on a pro forma budget that reflects a total project cost of \$186,807 including contingency which happens to be \$15,000 lower than her original projection. Construction should be commencing next week upon approval from Enterprise.

15 Birch Street Rehabilitation Project: J. Haas reported that Keystone Environmental has some delays preventing them from beginning work prior to April; therefore, FWAC showed the property to L2 Architectural Studios and requested a proposal. So long as their pricing is comparable to the Land Bank's typical vendor, Keystone, J. Haas will move forward with L2.

J. Haas moved on to demolition projects. She reminded the Board that she briefly discussed the four properties intended for demolition at the prior Board meeting and she will discuss more specifics during each respective agenda item.

J. Haas briefed the Board on updates related to the 3 King Ave Redevelopment Project. The developer's first progress report is due on March 3rd. She reminded the developer what the Land Bank is expecting in the report such as the work that has been completed over the past four weeks, any progress photos and proof of funds expended. The Land Bank will use such documents to determine when the developer will qualify for his first disbursement of the \$75,000 project incentive. As a reminder to the Board, the developer must commit \$60,000 of his own funding before the Land Bank will begin to issue subsidy checks.

J. Haas moved on to updates regarding recently approved side lot sales. 29 Lydia Street, 40 Julian Street, and 50 Thorp Street in the City of Binghamton have been successfully transferred to the City as well as 7 East Maine Road to Broome County late last week. The Land Bank is awaiting return of the transfer paperwork for 149 Endwell Street from the Village of Johnson City.

J. Haas touched on a few Administrative/Housekeeping items. She informed the Board that EFPR Group engaged and since emailed a draft copy of the 2020 financial report and audit for the Land Bank. She thanked the Audit and Finance Committee for recommending a supplemental term contract with EFPR Group and the Board for approving the contract. She has been working closely with the same accounts that she did the year prior and her experience thus far has been much smoother. EFPR Group is conducting their work remotely and it's working out very well. J. Haas will be reaching out to the Audit and Finance Committee to schedule a meeting to review and recommend acceptance of the 2020 audit in March. As a reminder to the Board, the audit must be uploaded and certified on the ABO website on or before March 31st.

J. Haas will be presenting the Land Bank's 2020 annual report at the Broome County Legislature's Economic Development Committee on March 9th. She will provide copies of the annual report to all Board members prior to this meeting.

J. Haas met with the Community Advisory Panel on February 9th. She thanked Board Member Tarik Abdelazim for his ideas on how to engage the CAP over the upcoming year. Since the meeting, she's reached out to Katelyn Wright, the Executive Director of the Syracuse Land Bank, for some contacts that could assist in holding trainings that would be helpful to our CAP. Katelyn put her in touch with Leah Russell of the Syracuse Peacemaking Center. J. Haas is currently awaiting a response from Ms. Russell.

J. Haas concluded Administrative/Housekeeping items with some information on a new grant opportunity. On February 10th, the New York State Homes and Community Renewal released the 2020 notice of funding availability for CDBG. The Land Bank partnered with Broome County to administer a similar grant in 2014/2015. She has reviewed the 2020 funding application and is in the process of assessing various application requirements to determine whether the Land Bank has the means necessary to administer such grant. The application deadline is April 9th and she will keep the Board informed as things progress.

J. Haas reminded the Board that the Finance Committee recommended awarding independent auditing and tax preparation services to EFPR Group. The accountants that are assigned to the Land Bank will be reaching out soon to engage for the 2020 audit. They expressed to J. Haas earlier this month that they are offering auditing services remotely and many of their clients are choosing to partake. When they engage for the 2020 audit, she will likely opt for the remote option as the Land Bank is able to provide all documents in electronic format.

J. Haas concluded by reviewing the financial statement. After some discussion of the Executive Director's report, the Board moved on to Public/Community Advisory Panel Comments.

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

Chairman Martin suggested the Executive Director introduce agenda items 6 through 10 as a group as they relate to one another. J. Haas described each resolution and entertained a discussion for each prior to approval. See descriptions in each respective agenda item below:

6. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2021-01): J. Haas listed each property to be acquired in "Exhibit A": 22 Fuller Street in the Town of Dickinson, 108 Roosevelt Avenue in the Village of Endicott, and 1944 North Road and 2300 Owego Road in the Town of Vestal. Acquisition costs will be \$1 each per an agreement the Land Bank has with Broome County for intended demolition projects. Chairman Martin requested a motion to authorize the acquisition of properties from Broome County for the purposes of demolition. On a motion by T. Abdelazim, seconded by C. Dziedzic, motion carried unanimously.

7. Resolution to Approve a Proposed Demolition Project – 22 Fuller Street, Town of Dickinson (Resolution 2021-02): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located on the Easterly side of the Town of Dickinson. Town Code Enforcement cited 22 Fuller Street for foundation walls missing and in disrepair. After discussions with Supervisor Mike Marinaccio, the Town of Dickinson is willing to contribute \$3,000 toward the project. After demolition is complete, J. Haas expressed that she will attempt to side lot the vacant property to an adjacent neighbor. J. Haas concluded with the estimated project budget of \$17,501. Chairman Martin thanked the Town of Dickinson for their partnership in this project and invited M. Marinaccio to add any information to the discussion. M. Marinaccio also thanked the Land Bank for their assistance with the removal of this blighted property in the Town. Chairman Martin requested a motion to approve a proposed demolition project at 22 Fuller Street in the Town of Dickinson. On a motion by M. Sopchak, seconded by K. Davis, motion carried unanimously.

8. Resolution to Approve a Proposed Demolition Project – 108 Roosevelt Avenue, Village of Endicott (Resolution 2021-03): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located near Route 26 in the Village of Endicott, near McKinley Avenue. 108 Roosevelt Avenue has been cited for several code violations over the past few years including NYSEG and water/sewer utility shut offs, roof and foundation issues, interior wall and ceiling disrepair, unsafe porch and balcony and improper drainage capability. After discussion with Mayor Linda Jackson, the Village of Endicott is willing to contribute \$8,000 toward the project. After demolition is complete, J. Haas expressed that she will attempt to side lot the vacant property to the adjacent neighbor, but the Village has expressed interest in taking title if necessary. J. Haas concluded with the estimated project budget of \$26,001. Chairman Martin thanked the Village of Endicott for their partnership in this project and invited L. Jackson to add any information to the discussion. L. Jackson also thanked the Land Bank for their assistance with the removal of this property in the Village. Chairman Martin requested a motion to approve a proposed demolition project at 108 Roosevelt Avenue in the Village of Endicott. On a motion by M. Sopchak, seconded by S. Resciniti, motion carried unanimously.

9. Resolution to Approve a Proposed Demolition Project – 1944 North Road, Town of Vestal (Resolution 2021-04): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located on the Susquehanna River in the Town of Vestal. According to Town records, 1944 North Road was severely affected by the 2006 and 2011 floods leading to neglect of the property. The Town has condemned the structure unsafe for human habitation due to utility nonexistence. J. Haas expressed that the Land Bank will need to have our term contractors look at the overall structural

condition of the house to determine whether it can be structurally condemned. Assuming it cannot, J. Haas created an estimated project budget of \$28,001 which includes asbestos survey and abatement costs. After a brief discussion, Chairman Martin requested a motion to approve a proposed demolition project at 1944 North Road in the Town of Vestal. On a motion by M. Sopchak, seconded by S. Resciniti, motion carried unanimously.

10. Resolution to Approve a Proposed Demolition Project – 2300 Owego Road, Town of Vestal (Resolution 2021-05): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in the Ross Corners area of Vestal. According to Town records, 2300 Owego Road is severely dilapidated. The structure has suffered neglect of maintenance in the past and since has partially collapsed. The prior owner was issued a demolition permit through the Town Code Enforcement Office but failed to carry out the removal of the building. Currently, the Town has condemned the structure for being unsafe and structurally unsound. J. Haas concluded with the estimated project budget of \$18,001. After a brief discussion, Chairman Martin requested a motion to approve a proposed demolition project at 2300 Owego Road in the Town of Vestal. On a motion by K. Davis, seconded by S. Resciniti, motion carried unanimously.

11. Resolution Authorizing the Executive Director to Enter into an Agreement with the Town of Dickinson for the Demolition of 22 Fuller Street, Binghamton, New York (Resolution 2021-06): J. Haas informed the Board that when she joined the Land Bank over one year earlier, Town of Dickinson Supervisor Mike Marinaccio requested a meeting to discuss possible project candidates. Once Broome County was able to foreclose on the property, J. Haas discussed the importance of project partnerships with Supervisor Marinaccio to extend Land Bank funds further. M. Marinaccio discussed the possibility of assisting the Land Bank in the demolition with his Town Board members. \$3,000 in funding was approved unanimously by the Board to assist the Land Bank in the demolition of 22 Fuller Street. J. Haas reviewed the Land Bank's agreement with the Town and recommended approval to the Board of Directors. After a brief discussion, Chairman Martin requested a motion to authorize the Executive Director to enter into an agreement with the Town of Dickinson for the Demolition of 22 Fuller Street. On a motion by M. Sopchak, seconded by T. Augustini, motion carried unanimously.

12. Resolution Authorizing the Executive Director to Enter into an Agreement with the Village of Endicott for the Demolition of 108 Roosevelt Avenue, Endicott, New York (Resolution 2021-07): J. Haas informed the Board that several months prior, Mayor Linda Jackson had brought 108 Roosevelt Avenue to her attention as a possible demolition candidate. Once Broome County was able to foreclose on the property, J. Haas discussed the importance of project partnerships with Mayor Jackson to extend Land Bank funds further. L. Jackson discussed the possibility of assisting the Land Bank in the demolition with her Board of Trustees. \$8,000 in funding was approved unanimously by the Board to assist the Land Bank in the demolition of 108 Roosevelt Avenue. J. Haas reviewed the Land Bank's agreement with the Village and recommended approval to the Board of Directors. After a brief discussion, Chairman Martin requested a motion to authorize the Executive Director to enter into an agreement with the Village of Endicott for the demolition of 108 Roosevelt Avenue. On a motion by T. Augustini, seconded by S. Resciniti, motion carried unanimously.

13. Approve 2021 New York Land Bank Association Membership and Dues: J. Haas reviewed the memorandum she provided to the Board. The NYLBA agreed on \$1,000 dues amount for returning Land Bank members. She expressed how beneficial it has been to be a part of the Association throughout the years and especially over the past year. Land Bank members are always willing to assist with any questions or concerns others bring to the table. J. Haas recommended renewing the Broome County Land Bank's membership with the New York Land Bank Association and to pay the appropriate dues amount.

Board Member Tarik Abdelazim requested an abstention on this agenda item and it was granted. After a brief discussion, Chairman Martin requested a motion to approve the 2021 New York Land Bank Association membership and dues. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously with T. Abdelazim abstaining.

14. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by T. Abdelazim, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:30 p.m.