

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, March 22, 2022 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, R. David, K. Davis, M. Decker, C. Dziedzic,
C. Marchuska (left at 4:51 p.m.), A. Martin, M. Sopchak

Absent:

Staff: J. Haas

CAP:

Other:

1. Call to Order: Chairman Martin called the meeting to order at 3:31 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the January 25, 2022 Board Meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin welcomed new Board member and former City of Binghamton Mayor Richard C. David. Chairman Martin then requested a change in the order of agenda items to allow EFPR Group Representative Tom Smith to present the Land Bank's FY 2021 Independent Audit. The Board was all in agreement.

4. Accept the FY 2021 Independent Audit: Chairman Martin and J. Haas introduced Tom Smith from EFPR Group to present an abbreviated version of the Land Bank's FY 2021 Independent Audit. He discussed several key items in the financial statements and reported that the Land Bank is in good financial standing. Chairman Martin requested that Finance Chairman Sopchak report to the full Board the Finance Committee's official recommendation. M. Sopchak reported that the Finance Committee was voted unanimously to recommend approval of the FY 2021 audit. After a brief discussion, Chairman Martin requested a motion to accept the FY 2021 Independent Audit as presented. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

5. Executive Director's Report and Financial Statement: J. Haas presented updates on the following items:

33 Linden Street Rehabilitation Project: Contractor has completed all construction at the site. FWAC is awaiting final City Code Enforcement inspections and issuance of the certificate of occupancy. J. Haas expressed that she expects to have a meeting in the near future with FWAC and the Land Bank's realtor, Mike Rizzo, to discuss an appropriate sale price. Additionally, she expects to hold a joint press conference with FWAC upon listing of the property.

124 Gaylord Street Rehabilitation Project: During the routine home inspections that the buyer opted for, the radon test came back higher than acceptable. The Land Bank has since installed a radon system to remediate the issue. The Land Bank is awaiting the FHA addendum from the buyer's lending agency. J. Haas reported that the Land Bank is on track to close by the end of March/early April.

15 Birch Street Rehabilitation Project: Phase 2 asbestos abatement is complete and FWAC is awaiting final bids from contractors. FWAC expressed that the bid tabulation sheet should be complete and contract drafted with the lowest bidder by early next week.

J. Haas reported on the Land Bank's demolition program. She reported that the Land Bank has some funding remaining in the Community Revitalization Initiative grant for a small round of demolition projects. In working closely with Board member and Real Property Director Mike Decker, she identified 179 Floral Avenue in the Village of Johnson City and 10137 Route 79 in the Town of Lisle. Conducting due diligence, the Land Bank will need to determine whether the structures can be condemned as unsafe; therefore, exempt from asbestos testing and abatement. J. Haas is developing narrative and budgets for Enterprise review. She reminded the Board that she will not recommend a green light on these two projects until FWAC has awarded a general construction contract to the lowest bidder on 15 Birch Street. The pro forma budget on 15 Birch Street will determine how much funding the Land Bank has remaining in our CRI Round 4 grant.

J. Haas provided updates on the Land Bank's Community Development Block Grant (CDBG) with Broome County. The Land Bank acquired 1593 Oakdale Road in the Town of Maine and is beginning property clean-out with Hawk's Haven shortly. J. Haas is drafting an RFP for general or blanket environmental testing services for all CDBG funded projects throughout the term of this grant. NYS HCR has expressed that such services cannot be RFQ'd, rather they must be awarded based on price as opposed to qualification. However, as opposed to issuing an RFP for each individual site, we can issue one that encompasses all of our projects under CDBG. We have to issue a similar RFP for engineering services for those properties that need structural assessments and specifications drafted. J. Haas closed with reporting that there is an item on today's agenda to acquire a property in a non-entitlement community.

J. Haas briefed the Board on updates related to the City of Binghamton's award of American Rescue Plan Act (ARPA) funds to the Land Bank. She reported that there is an item on today's agenda to acquire two properties in the City of Binghamton. She reminded the Board that the Land Bank currently holds title to 61 Park Avenue to include into this program as a rehabilitation project. J. Haas informed the Board that she is continuing to work through specifics on the ARPA agreement with the City. She closed with discussing 21 Walnut Street. In discussions with Chairman Martin, an idea of perhaps doing another project like 3 King Avenue was raised but the Land Bank would need to work through specifics of what that would entail and whether the ARPA funding would allow a project like that.

J. Haas reported that she and Chairman Martin presented the Land Bank's 2021 annual report to the Broome County Legislature's Economic Development Committee in early March. She informed the Board that she has hard copies of the report in her office and to let her know if they would like a hard copy.

J. Haas reported that responses to the Land Bank's RFQ for environmental testing and structural engineering services are due on March 31st. Like two years ago, she will not participate in the interviewing or selection of firms due to her spouses' role at Delta Engineers. She reminded all Board members that Land Bank legal counsel, Joe Meagher, had issued an official opinion in 2020 that no conflict exists; however, she will still remove herself from the process. If any Board member wants a copy of the opinion, let her know.

J. Haas closed with the financial report.

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

7. Community Advisory Panel Appointment: J. Haas expressed that CAP member Megan Heiman has requested to resign from the panel and be replaced with Grace Doherty. She explained to the Board that Ms. Heiman was recently appointed and promoted to Executive Assistant to the Mayor and her previously held position, Assistant to the Mayor for Neighborhood and Youth Affairs, has been filled with previous Deputy City Clerk Grace Doherty. J. Haas informed the Board that she consulted with the Governance and Personnel Committee regarding the proposed replacement and asked Governance Committee Chairman Augostini to make a formal recommendation to the Board. T. Augostini reminded the Board that Ms. Heiman represented the City of Binghamton and Ms. Doherty is to replace such representation on the panel. Chairman Martin requested a motion to approved Ms. Doherty as presented by the Governance Committee. On a motion by R. David, seconded by K. Davis, motion carried unanimously.

8. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2022-06): J. Haas listed three properties to be acquired in “Exhibit A”: 34 Andrews Avenue and 52 Beethoven Street in the City of Binghamton and 313 Marion Street in the Town of Vestal. Both properties in the City of Binghamton are intended to be rehabilitated and sold as part of the Land Bank’s Affordable Homes Program funded by ARPA funds from the City of Binghamton while the Town of Vestal property is also intended to be rehabilitated and sold as part of the Land Bank’s Affordable Homes Program but funded by CDBG. The acquisition price of each property is \$1,500. Chairman Martin thanked the County Executive’s Office and Legislature for working with the Land Bank to negotiate the acquisition prices. Chairman Martin then requested a motion to authorize the acquisition of 34 Andrews Avenue and 52 Beethoven Street in the City of Binghamton and 313 Marion Street in the Town of Vestal from Broome County for the purposes of rehabilitation. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

Before Chairman Martin moved onto agenda item #9, he announced that there is a vacancy on the Personnel and Governance Committee and recommended Board member R. David to fill the vacancy. All members of the Board approved of the recommendation. Chairman Martin congratulated R. David on his appointment to the Personnel and Governance Committee.

9. Executive Session to Discuss the Disposition of Real Property: J. Haas requested the Board enter executive session to discuss the previous disposition of 76 Park Avenue. Chairman Martin requested a motion to enter executive session to discuss the disposition of 76 Park Avenue in the City of Binghamton. On a motion by M. Decker, seconded by C. Dziedzic, motion carried unanimously. Time: 4:10 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously. Time: 5:01 p.m.

10. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dziedzic, seconded by T. Abdelazim the motion carried unanimously. The meeting adjourned at 5:02 p.m.