

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, May 25, 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, K. Davis, M. Decker (left at 4:40 p.m.), C. Dziedzic, A. Martin, C. Marchuska (left at 4:30 p.m.), M. Sopchak  
Absent: T. Augostini  
Staff: J. Haas  
CAP: M. Callahan, E. Hattoh, N. Pappas  
Other: K. Beebe, C. Cramer

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 April 20, 2021 Board Meeting. On a motion by C. Dziedzic, seconded by C. Marchuska, 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: The City of Binghamton has agreed to the terms in the CHDO HOME Agreement with First Ward Action Council. HUD required FWAC to bid out or solicit quotes for the construction associated with the project. FWAC has since submitted three quotes to the City. Based on the lowest quote received, J. Haas expressed to the Board that she is fairly confident that the pro forma budget will come in at or under what I have anticipated which was \$230,000-\$240,000. FWAC is coming to an agreement with the City on how to secure the funding which is typically through a development enforcement mortgage similar to what the Land Bank executed with the developer on 3 King Avenue. The Land Bank’s development agreement with FWAC is finalized and their attorney is reviewing. Land Bank’s legal counsel has the transfer paperwork prepared. The final steps in the process is for FWAC to execute the CHDO agreement with the City, the Land Bank to execute the development agreement with FWAC and transfer the property. In order for Enterprise to approve the project, the Land Bank will need to submit the usual due diligence documents such as a budget, affordability calculation, photos, executed contract between FWAC and the contractor, liability insurance, etc.

124 Gaylord Street Rehabilitation Project: J. Haas reported that work is approximately 2/3 of the way completed. Board member K. Davis and J. Haas completed a site visit late last week to observe on-going construction. J. Haas suggested Board members drive by the property to take a look at the exposed porch. The drywall is up and most of the rooms in the house are painted. There is one delay which are the

kitchen countertops as F&F's supply is low. The contractor is expecting the countertops to arrive mid-June which would put the Land Bank on track for a completion date of late June. FWAC expects the contractor to submit his second draw later this week.

15 Birch Street Rehabilitation Project: J. Haas requested the Board allow her to discuss more details during its respective agenda item. The Board agreed.

J. Haas reviewed some updates regarding the prior round of demolition projects. Over the past few weeks, 1944 North Road and 2300 Owego Road in the Town of Vestal, 22 Fuller Street in the Town of Dickinson, 108 Roosevelt Avenue in the Village of Endicott, and 1215 Nanticoke Drive in the Town of Union were demolished by Gorick Construction. The Land Bank worked closely with Keystone Environmental on all five projects. Keystone is working on project closeouts with Gorick.

J. Haas briefed the Board on updates related to the 3 King Ave Redevelopment Project. She reminded the Board that she emailed a copy of the developer's third progress report. Similarly, to the Land Bank's practice with the first and second progress report, SEPP Group accompanied J. Haas on a site visit shortly after the third progress report was submitted and the work was verified. The developer's fourth progress report is due on June 4<sup>th</sup>. The developer has procured a spray foam insulation and roofing company to complete Stage 2 of construction. Once a work item is complete, J. Haas has asked the developer to submit a disbursement request, SEPP will accompany her to verify the work has been completed, she will check with Code Enforcement that they have verified the work item is up to code, then the Land Bank will issue a subsidy check for 71% of that work item until the total reaches \$75,000. The developer completed the rough-in plumbing, SEPP verified, Code Enforcement expressed in writing that the work was up to code standards and the Land Bank issued a check in the amount of \$7,632.50 with Enterprise approval. This amount represents 71% of the invoice received for rough-in plumbing. There is a slight delay in supply of electrical boxes which is preventing the electrician from completing the rough-in electrical work item and the developer cannot move forward with the spray insulation until that is complete. However, according to SEPP and the developer, it is believed that the project is on track to be completed by September 2021.

J. Haas reported on a few Administrative/Housekeeping items. She informed the Board that she is developing a one-pager marketing document that can be easily provided to local organizations and municipalities about the Land Bank's rehab and demo program as a means to potentially partner on future projects. She then updated the Board on a request that the Land Bank received from the organization Safe Streets. Alex Conti had reached out to the Land Bank with concerns about a foreclosed property in the NOMA area of Binghamton, specifically 32 North Street. Mr. Conti emailed a proposal to J. Haas with several letters of support. She wanted to inform the Board that no promises have been made on behalf of the Land Bank as one of her primary concerns is that at this time, the Land Bank does not have funds to acquire, maintain or insure projects that are not directly related to the Land Bank's current CRI grant deliverables or the revolving CDBG fund.

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

6. Upcoming City of Binghamton Housing Rehab Project: Review of Scope of Work for 15 Birch Street: J. Haas reviewed the architectural drawings and scope of work associated with 15 Birch Street with the Board. 15 Birch Street is currently a two-family residence that will be converted into a single-family residence. The property is in need of upgraded electrical, plumbing, and HVAC units as well as a new roof. The plans call for a 3 bedroom, 2 full bath home. After a brief discussion, Chairman Martin called for a motion to approve the architectural drawings and scope of work associated with the proposed

rehabilitation project at 15 Birch Street in the City of Binghamton. On a motion by M. Sopchak, seconded by M. Decker, motion carried unanimously.

7. Executive Session to Discuss the Disposition of Real Property: Chairman Martin asked the Board if anyone preferred to discuss the next agenda item in Executive Session. The Board decided to move on to agenda item #8.

8. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 1215 Nanticoke Drive in the Town of Union to Dori Dean (Resolution 2021-11): J. Haas reviewed the side lot purchase application submitted by Dori Dean with the Board. She conducted due diligence to determine that the proposed purchaser is up to date on property and school tax payments as well as does not have a history of code violations. J. Haas recommended sale of 1215 Nanticoke Drive to Dori Dean. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 1215 Nanticoke Drive in the Town of Union to Dori Dean. On a motion by M. Sopchak, seconded by K. Davis, motion carried unanimously.

9. 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 4:42 p.m.