

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, June 7, 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: R. David, M. Decker, C. Dziedzic, C. Marchuska, A. Martin, M. Sopchak
Absent: T. Abdelazim, T. Augostini, K. Davis (informed Executive Director of conflicts prior to meeting)
Staff: J. Haas
CAP:
Other: N. Brown

1. Call to Order: Chairman Martin called the meeting to order at 3:33 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the May 24, 2022 Board Meeting. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

3. Chairman’s Remarks: Chairman Martin thanked the Board members for being available to meet earlier in June.

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

33 Linden Street Rehabilitation Project: The appraisal per CHDO HOME guidelines is complete and was returned to FWAC at \$119,000. J. Haas reported that this is very good news for the Land Bank as the second mortgage requirement on the future buyer will be lower than originally expected.

15 Birch Street Rehabilitation Project: General construction is under way at the property and slated to be completed by the end of summer.

J. Haas reported on the Land Bank’s demolition program. She reminded the Board that during the last meeting, the Board approved acquisition and subsequent demolition of 179 Floral Avenue in the Village of Johnson City and 10137 NYS Rt. 79 in the Town of Lisle. Both properties will be demolished later in the year with an additional two or three properties in the round.

J. Haas provided updates on the Land Bank’s Community Development Block Grant (CDBG) with Broome County. She reminded the Board that the Land Bank is in receipt of eight proposals for environmental testing and consulting services. J. Haas did not take part in the selection process for this contract. However, she completed the quantitative portion of the evaluations. She also reported to the Board that qualifications for architecture and engineering services were due on May 31st. J. Haas did not take part in the selection or interview process for this contract either. Interviews were held by a small group of Board members late last week. She deferred to Chairman Martin for comment. Chairman Martin

thanked all the firms who submitted qualifications and interviewed for the contract. J. Haas expressed that once the two sets of contracts are approved by the Board, Chairman Martin will execute with the firms and the Land Bank should be able to begin environmental testing work prior to her upcoming time off. She also reported that she's working with the Health Department to determine whether they can complete the required lead-based paint testing.

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 she submitted a signed contract, direct deposit and insurance information to the City for execution. She reminded the Board that the Land Bank currently has 52 Beethoven Street, 34 Andrews Avenue and 61 Park Avenue to include in this program.

J. Haas briefed the Board on updates related to Broome County's award of American Rescue Plan Act (ARPA) funds to the Land Bank. She reported that she submitted a signed contract and insurance information to the County for execution. She reminded the Board that the Land Bank has funds remaining in our CRI grant. She foresees a slight possibility of a small draw from the proposed grant award this year but not a significant amount.

J. Haas reminded the Board that she has some exciting personal events coming up and will be taking some time off. She will be out of the office from June 25th to July 11th. If an important matter arises, she asked Board members to please contact Chairman Martin.

J. Haas expressed to the Board that she intends to consult with Finance Committee Chairman Sopchak to call a committee meeting to consider significant additions to the Land Bank's 2022 operating and capital budgets. With \$2,000,000 in ARPA funds from the City of Binghamton and \$300,000 in ARPA funds from Broome County, the Board should amend the budget to reflect new budget lines.

Lastly, J. Haas reminded the Board that during budget discussions in September and October 2021, the Board approved a line item to add an additional professional staff member to the Land Bank. J. Haas has since reached out to the County's Personnel Director to begin discussions about adding this position to the Land Bank to assist with our operations and capital projects.

J. Haas closed with the financial report.

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

6. Resolution to Approve Environmental Testing & Consulting Firms for Two-Year Professional Service Term Contracts (2022-15): J. Haas reminded the Board that as part of the Land Bank's CDBG grant, the New York State Department of Homes and Community Renewal requires that environmental testing be procured through a price-based model (i.e., RFP). She completed the quantitative analysis and is willing to provide a copy of the scoring matrix. She deferred to Chairman Martin. A. Martin informed the Board that Delta Engineers and Keystone Environmental both scored the highest based upon their price proposals. He consulted with Board members C. Dziedzic and R. David for their opinions as well prior to recommendation. The group, as a whole, made a recommendation to enter into term-contracts with both Delta and Keystone for the Land Bank's rehabilitation projects when necessary. After a brief discussion, Chairman Martin called for a motion to approve Delta and Keystone for two-year term contracts to provide Environmental Testing & Consulting services to the Broome County Land Bank for rehabilitation projects. On a motion by M. Sopchak, seconded by M. Decker, motion carried unanimously.

7. Resolution to Approve Architectural & Engineering Design Firms for Two-Year Professional Service Term Contracts (2022-16): J. Haas reminded the Board that as part of the Land Bank's CDBG grant, the New York State Department of Homes and Community Renewal requires that architectural and engineering services be procured through a qualification-based model (i.e. RFQ). She deferred to Chairman Martin. A. Martin informed the Board that a small group of Board members interviewed all five firms who responded to the RFQ: Chianis + Anderson, C&S Engineers, Delta Engineers, Keystone Associates, and L2 Studios. The group interviewed said firms on June 3rd. The group made a recommendation to enter into term-contracts with Delta, Keystone, and L2. After a brief discussion, Chairman Martin called for a motion to approve Delta, Keystone, and L2 for two-year term contracts to provide Architectural & Engineering Design services to the Broome County Land Bank for rehabilitation projects. On a motion by R. David, seconded by C. Marchuska, motion carried unanimously.

8. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dziedzic, seconded by C. Marchuska the motion carried unanimously. The meeting adjourned at 3:59 p.m.