

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, July 26, 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, M. Decker, C. Dziedzic, A. Martin, M. Sopchak

Absent: K. Davis, C. Marchuska (informed Executive Director of conflicts prior to meeting)

Staff: J. Haas

CAP: M. Callahan

Other:

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 June 7, 2022 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

3. Chairman’s Remarks: Chairman Martin did not have any remarks.

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

33 Linden Street Rehabilitation Project: J. Haas reported that she met with First Ward Action Council Executive Director Jerry Willard and Land Bank Realtor Mike Rizzo to discuss list price. She expressed that she planned to discuss this briefly with the Board during Executive Session but as a reminder, the project involves CHDO HOME funding which requires several more steps than the Land Bank’s typical process with Enterprise funds.

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 179 Floral Avenue in the Village of Johnson City and 10137 NYS Rt. 79 in the Town of Lisle are slated to be demolished later this year along with two or three more properties once identified.

J. Haas provided updates on the Land Bank’s Community Development Block Grant (CDBG) with Broome County. She reported that the Broome County Health Department has completed the required lead-based paint risk assessments on both 313 Marion Street in Vestal and 1593 Oakdale Road in the Town of Maine. Sarah Walker and Alana Mihok were such a joy to work with and really understood what the Land Bank is trying to accomplish with these projects and she looks forward to continuing to work with them. She reported to the Board that she is awaiting a response to the Land Bank’s Community Developer and DHCR in order to move forward with a notice to proceed to either Delta or Keystone for asbestos testing at both sites. She expressed that Len Ciccirelli at SEPP Group has both scopes of work

drafted and ready to bid if both respective building and code enforcement offices do not require architectural drawings. That said, the Land Bank will need engineering assistance with a foundation wall at 1593 Oakdale Road and perhaps architectural assistance with incorporating a bathroom on the second floor of 313 Marion Street. Lastly, she expressed to the Board that she believes it to be appropriate to procure a CDBG consultant for the Land Bank as they need assistance with grant compliance related questions and some aspects of grant reporting. Chairman Martin asked the Board to please provide J. Haas with CDBG consultant contact information if they have any leads.

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 emailed out some great news about the \$50 million allocated in the NYS budget for Land Banks. Out of that \$50 million, \$15 million is allocated for administrative funds. At last week's Q&A session with DHCR, she found out that this grant application process is not competitive. Each and every Land Bank is eligible to apply and eligible to receive the full amount requested, commensurate with their respective PARIS ABO budget report. The Broome County Land Bank's 2022 budget exceeded DHCR's proposed \$1 million threshold; therefore, the Land Bank is eligible to apply for \$200,000 in operating funds each year for the next three years. As expressed in her email, she reiterated that operating expenses such as staffing, office materials, legal, accounting, audit, marketing services can be covered. Further, property maintenance such as snow removal, lawn care and utilities can be covered. Technical assistance such as a CDBG consultant is an eligible expense to increase capacity. Lastly, some predevelopment expenses such as scope development and environmental reports can be covered as well.

She reminded the Board that she would like to fund a full-time Assistant Director position. She has since worked with the Personnel Department to develop a job title and description as well as with Jerry Knebel in Budget to determine how the Land Bank would reimburse the County for the associated personnel expenses. She reported that she expects to present to County leadership in the coming week or two. As mentioned earlier, she'd like to procure a CDBG consultant under professional services. Perhaps expand the Land Bank's services with EFPR Group for general accounting services. Lastly, she's only accounting for CDBG related property maintenance in the Land Bank's current operating budget as property maintenance for CRI and ARPA are still eligible to be charged under those respective grant programs. Her intent would be to use this new LBI funding for property maintenance on each and every property.

Lastly, J. Haas reminded the Board that the Land Bank partnered with the Planning Department to hold a Fair Housing meeting on Tuesday, June 21st at the Library. Stephanie Brewer and J. Haas brought in Cooper Swirtka from CNY Fair Housing to provide an information session as neither S. Brewer nor J. Haas are experts in the field. They held this joint meeting to fulfill the Land Bank and County's respective Affirmatively Furthering Fair Housing requirements under CDBG. Board members Aaron Martin and Chris Dziedzic joined as well as Community Advisory Panel members Mike Marinaccio, Marion Irwin and MaryAnn Callahan. Since the meeting, J. Haas has been working with S. Brewer to co-author a memo to DHCR for grant compliance.

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. Approve Proposed Amendments to the 2022 Operating and Capital Budget: J. Haas presented a consolidated review of the proposed amendments to the 2022 budget to the full Board. She reported that the Finance Committee had met 15 minutes prior to the Board meeting to review and discuss the proposed amendments and that they recommend approval. After a brief discussion, the Board agreed with the proposed amendments. Chairman Martin requested a motion to accept the proposed amendments to the 2022 Budget. On a motion by M. Sopchak, seconded by C. Dziejczak, the motion carried unanimously.

7. Executive Session to Discuss the Disposition of Real Property: J. Haas requested the Board enter executive session to discuss the disposition of a future vacant lot located at 179 Floral Avenue in the Village of Johnson City. Chairman Martin requested a motion to enter executive session to discuss the future disposition of 179 Floral Avenue in the Village of Johnson City. On a motion by M. Decker, seconded by M. Sopchak, motion carried unanimously. Time: 4:05 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by M. Sopchak, seconded by C. Dziejczak, motion carried unanimously. Time: 4:42 p.m.

8. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by R. David, seconded by T. Abdelazim, the motion carried unanimously. The meeting adjourned at 4:45 p.m.