

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, August 23, 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 (arrived at 3:47 p.m.), T. Augostini, R. David, K. Davis (arrived at 3:33 p.m.) M. Decker (left at 4:00 p.m.), C. Dziedzic, C. Marchuska, A. Martin, M. Sopchak

Absent:

Staff: J. Haas

CAP: K. Beebe, C. Wagner

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 July 26, 2022 Board Meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin acknowledged the New York State Department of Homes and Community Renewal's Land Bank Initiative program and thanked State officials for their commitment to funding Land Banks in the New York State budget.

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 there is one full price offer in the pipeline for qualification. According to the Land Bank's partner, First Ward Action council, the offer looks promising. She reported that the determination should be finalized in time for the Board's September meeting. She expressed that if any Board members want specifics, to reach out to her individually.

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 three or four more properties once identified.

J. Haas provided updates on the Land Bank's Community Development Block Grant (CDBG) with Broome County. As she reported at their July meeting, 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. The Land Bank has since received hard copies of the reports and very minimal lead was found which is good news for the Land Bank. She thanked Sarah Walker and

Alana Mihok at the Health Department for their tremendous help with this step of the projects. She reported to the Board that she received a phone call from the Land Bank's Community Developer at HCR in regards to her question about whether to utilize the Land Bank's contract with Delta Engineers or Keystone Environmental for asbestos and radon testing at both sites. J. Haas' understanding is that HCR wants recipients and subrecipients to utilize the lowest responsible bid which, in this case, is Delta Engineers. She has since issued a notice to proceed on August 9th and Delta has commenced their testing at both sites. She expects that reports will be ready to bid in the coming weeks. 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 her gratitude to each and every Board member who provided her with a contact for third-party CDBG consulting services. J. Haas reported that she had fantastic and meaningful conversations with each individual and firm suggested to her. She requested proposals commensurate with the services the Land Bank needs at this time from Leann West at Strategic Development Specialists, Jim Thatcher at CT Male and local consultant Paul Nelson. Each proposal varied in costs. Within the Land Bank's procurement policy, she reported to the Board that she intends to execute a professional services agreement with Paul Nelson. Mr. Nelson's proposed fee is \$60 per hour and he anticipates dedicating no more than 15 hours to consulting the Land Bank on CDBG related processes over the next 12 months. As always, she is willing and able to provide the Board with a copy of each proposal and associated fee. She can also send along Mr. Nelson's resume for the Board's records.

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 reminded the Board that the Land Bank currently has 52 Beethoven Street, 34 Andrews Avenue and 61 Park Avenue to include in this program. The Land Bank received a cost estimate from Keystone Environmental regarding asbestos, lead and radon at 34 Andrews Avenue. She reported that she had a few questions to propose to Keystone to clarify a few items before we move forward on this step of that particular project.

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 briefed the Board on updates related to the Department of Homes & Community Renewal's Land Bank Initiative – Phase I Operating Funds. 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 so long as the upcoming budgets exceeds the \$1 million threshold. There is an agenda item to discuss this specific opportunity.

She reported to the Board that the Land Bank brought on a graduate level intern for the Fall semester. His name is Adam Colby, a second-year Masters in Public Administration student at Binghamton University. She reminded the Board that she graduated from the same program several years ago in the same class as Board member Kyle Davis. Board member and former Mayor Rich David also graduated from the program a few years before Kyle and J. Haas. She's eager and excited to onboard Adam in the coming week or two and immerse him in everything there is Broome County Land Bank. There are several tasks she intends to assign him throughout the semester that will not only help the Land Bank manage our current workload but also help Adam build upon his existing skills.

Lastly, J. Haas expressed that she intends to begin developing next year's operating, administrative and capital budgets for consideration in September/October. She reminded the Board that the amount allocated to the Land Bank's operational budget is dependent on DHCR's LBI award amount.

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. Discussion of NYS Land Bank Initiative Phase I – Land Bank Operations RFA: J. Haas presented the Land Bank's proposed budget for DHCR's LBI Phase I application. She provided details to the Board on each individual line item and welcomed comments and feedback. After a brief discussion, the Board agreed with the proposed budget for the Land Bank's application. Chairman Martin reminded the Board that there is no need for formal action by the Board. If awarded, the Board of Directors will consider a resolution to accept the funding and authorize the Executive Director to execute any necessary documents.

7. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dziejczak, seconded by C. Marchuska, the motion carried unanimously. The meeting adjourned at 4:40 p.m.