

A regular meeting of the Broome County Land Bank Corporation was convened in in public session in the Exhibit Room in the Broome County Public Library on Tuesday, January 24, 2023 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. Augustini, M. Decker, C. Marchuska (left at 4:33 p.m.), A. Martin, M. Sopchak  
Absent: R. David, K. Davis, C. Dziedzic  
Staff: J. Haas, R. O'Donnell  
CAP: M. Callahan, N. Pappas  
Other: P. Rauch

1. Call to Order: Chairman Martin called the meeting to order at 3:35 p.m.

2. Nomination of Officers: Chairman Martin called for nominations for Chairman. T. Augustini made a motion to nominate A. Martin for Chairman, seconded by M. Sopchak. All members voted for A. Martin for Chairman, motion carried unanimously. Chairman Martin called for nominations for Vice Chairman. M. Sopchak made a motion to nominate T. Augustini for Vice Chairman, seconded by C. Marchuska. All members voted for T. Augustini for Vice Chairman, motion carried unanimously. Chairman Martin called for nominations for Secretary. M. Decker made a motion to nominate C. Dziedzic for Secretary, seconded by C. Marchuska. All members voted for C. Dziedzic for Secretary, motion carried unanimously. Chairman Martin called for nominations for Treasurer. M. Decker made a motion to nominate M. Sopchak for Treasurer, seconded by T. Abdelazim. All members voted for M. Sopchak for Treasurer, motion carried unanimously.

3. Appointment of Committees: Chairman Martin recommended the following for committee membership.

- Governance / Personnel Committee: T. Augustini (Chair), C. Marchuska and R. David
- Audit / Finance Committee: M. Sopchak (Chair), T. Abdelazim and K. Davis

Chairman Martin asked for a motion to approve committee membership as presented. On a motion by M. Sopchak, seconded by M. Decker, motion carried unanimously.

4. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the December 13, 2022 Board Meeting. On a motion by T. Abdelazim, seconded by C. Marchuska, motion carried unanimously.

5. Chairman's Remarks: Chairman Martin welcomed and introduced R. O'Donnell as the new Assistant Director of the Land Bank.

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

33 Linden Street: The closing was scheduled for yesterday and everything went well. J. Haas stated that this is another successful affordable homeownership project in the books. She also expressed her thanks to the Board, RPTS Director Mike Decker, the County Executive's Office, Chairman Dan Reynolds and the Legislature, the City of Binghamton, former Mayor David, current Mayor Kraham and City Council, and Jerry Willard and First Ward Action Council (FWAC) for all having a part in the success of this project from start to finish.

15 Birch Street: J. Haas informed the Board that FWAC is awaiting third-party income verification on two offers received and anticipates making a recommendation for sale to the Land Bank soon. J. Haas stated that she will likely approach the Board in the next week or two requesting an informal sales contract approval to keep the ball rolling and formally pass a resolution at the February meeting.

Demolition Projects: J. Haas reminded the Board that 179 Floral Avenue and 25 N. Baldwin Street in the Village of Johnson City, 119 Oak Hill Avenue in the Village of Endicott, 126 Second Street in the Village of Deposit, 6400 NYS Rt. 79 in the Town of Fenton and 10137 NYS Rt. 79 in the Town of Lisle are slated for demo this quarter. Five of the six are structurally condemned. J. Haas stated that since 119 Oak Hill Ave is not structurally condemned that a walkthrough will be done and there may need to be asbestos testing and abatement prior to demolition. She anticipates R. O'Donnell administering and managing this round of demolition projects with oversight.

CDBG Projects: J. Haas reminded the Board that the County and Land Bank's assigned Community Developer and Program Director at DHCR advised that the County and Land Bank temporarily pause all project activities until a Developer's agreement can be drafted by DHCR and executed between the Land Bank and the County. DHCR has now expressed that the decision is up to the County and Land Bank as it relates to a contract. She further stated that Planning Director Beth Lucas and her are working closely with Paul Nelson to decipher the guidance received and have requested a phone conference to clarify a few items such as whether project activities can resume, what the status is on the first reimbursement request, and potentially whether their commitment to consider an extension request is still valid. J. Haas made the Board aware DHCR's guidance contains the following: if the Land Bank generates proceeds from the sale of a home developed with CDBG funds, the State must recapture said proceeds, and because of that, the Land Bank likely will not have roll over funds from this grant. She also expressed her appreciation to the Board for allowing her to contract with Paul Nelson for consulting services.

City of Binghamton ARPA Projects: J. Haas reminded the Board that the Land Bank currently has 52 Beethoven Street, 34 Andrews Avenue, 61 Park Avenue, and 21 Walnut Street in the City's ARPA program as rehabilitation projects. There is an item to acquire two more properties for this program on today's agenda. The Land Bank has pre-renovation asbestos, radon and lead testing reports from Keystone on 34 Andrews Avenue and 52 Beethoven Street. A notice to proceed has been issued to Keystone for their Architectural/Engineering and Construction Administration services at both properties. J. Haas stated that she has contacted Hawk's Haven to clean out 61 Park Avenue and 21 Walnut Street in order to move on to the next step of environmental testing. She also anticipates an additional resolution in February to acquire two more rehabilitation properties to meet the deliverables on the grant from the City.

Broome County ARPA Projects: J. Haas reminded the Board that there are still funds remaining in their Enterprise CRI grant and it's anticipated that the CRI funds will be spent down before beginning to use the County ARPA grant for the upcoming round of demolition projects.

DHCR Land Bank Initiative – Operating Funds: J. Haas reported that the Broome County Land Bank was one of the first Land Banks to be under contract with DHCR for the Land Bank Initiative Phase I funding. She reminded the Board that the Land Bank was awarded the full request of \$200,000 in operating funds and that the first disbursement request was approved and wired in with no problems. J. Haas also reported to the Board that Mondorf & Fenwick, the Land Bank’s accounting firm has been very helpful in that they’ve been able to adequately advise on the Land Bank’s budget and make useful recommendations for edits here and there. She also mentioned that an ad hoc committee consisting of Chairman Martin, K. Davis, C. Marchuska and herself reviewed all 12 proposals received in response to the Land Bank’s RFP for Website Design – 8 of which qualified for evaluation. There is an item on today’s agenda to discuss the recommendation for award moved forward by the ad hoc committee. She stated that the RFQ for Strategic Planning services that is being drafted will likely be issued in early February, with an anticipated award at the March Board meeting. The current Strategic Plan is approximately seven years old. J. Haas reminded the Board that DHCR intends to release the LBI Phase II Capital funds RFA once every Land Bank is under contract for the first round. The timeline of the RFA release is unclear, but the next round will be competitive and eligible expenses include activities such as acquisition, demolition and predevelopment stabilization. The RFA is expected to be narrative heavy.

Small Business Tipping Fee Waiver Program: J. Haas reminded the Board that she reviewed the Land Bank’s proposed small business tipping fee waiver program application with the Board at their December 2022 meeting and that she anticipates issuing a press release to the media next week. She also reminded the Board that applications are capped at \$15,000 each so there is enough funding to go around, and that Small Businesses are defined as having 50 employees or less.

Administrative/Housekeeping Items: J. Haas thanked the Finance Committee for meeting prior to the Board meeting to consider a number of integral amendments to the Land Bank’s 2023 budget. Many of these amendments have come forth due to the inconsistency of the Land Bank’s fiscal year and the timeline of their operating grant. She anticipates introducing R. O’Donnell to the Land Bank’s Community Advisory Panel and scheduling a meeting in February. She also reminded the Board that the CAP appointments expire on March 31st this year and that she will contact member of the Personnel Committee shortly to discuss reappointments. J. Haas stated that EFPR Group has engaged for the Land Bank’s 2022 audit. The 2022 annual report is being finalized and will be sent to the printer and presented to the Legislature’s Economic Development, Education & Culture Committee in March. She also mentioned that the next NYLBA meeting is this Thursday.

J. Haas closed with the financial report.

7. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. CAP member M. Callahan addressed the Board encouraging them to create a public relations campaign to help the public get a better understanding of what the Land Bank does in a meaningful way.

CAP member N. Pappas addressed the Board asking whether the Board follows up on rehab property sales and whether the buyers are keeping up with the property from a code perspective and paying their property taxes. Seeing no more speakers, Chairman Martin moved onto the next agenda item.

8. 2023 Meeting Schedule: Chairman Martin presented the 2023 meeting schedule to the Board. Chairman Martin requested a motion to adopt the 2023 meeting schedule for the Broome County Land Bank. On a motion by M. Decker, seconded by M. Sopchak, motion carried unanimously.

9. Approve Proposed Amendments to the 2023 Operating, Administrative and Capital Budget: J. Haas presented a consolidated review of the proposed amendments to the 2023 budget to the full Board. She

reported that the Finance Committee had met prior to the Board meeting to review and discuss the proposed amendments and that they recommend approval. After a brief discussion, the Committee agreed with the proposed amended budget. Chairman Martin requested a motion to accept the proposed amendments to the 2023 Budget. On a motion by M. Sopchak, seconded by T. Abdelazim, the motion carried unanimously.

10. Resolution Authorizing a Professional Services Agreement with IdeaKraft for Website Design (Resolution 2023-01): J. Haas reminded the Board that there were eight complete proposals that were received and that three vendors were interviewed. The review committee is recommending to contract with Idea Kraft. J. Haas stated that the budgeted amount for website design is \$10,000 and that Idea Kraft's proposal was below that amount. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to authorize a professional services agreement with IdeaKraft for Website Design. On a motion by M. Sopchak, seconded by M. Decker, motion carried unanimously.

11. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2023-02): J. Haas listed the two properties to be acquired in "Exhibit A": 33 Elm Street and 14 McNamara Avenue in the City of Binghamton. These properties are intended to be rehabilitated and sold as part of the Land Bank's Affordable Homes Program funded by City ARPA funds. The acquisition price is \$1,500 per property. Chairman Martin then requested a motion to authorize the acquisitions of 33 Elm Street and 14 McNamara Avenue from Broome County for the purposes of rehabilitation. On a motion by M. Sopchak, seconded by T. Augustini, motion carried unanimously.

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