

A regular meeting of the Broome County Land Bank Corporation was convened in public session in the Exhibit Room in the Broome County Public Library on Tuesday, October 25, 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. Augostini, R. David, K. Davis, M. Decker, C. Dziedzic, A. Martin, C. Marchuska, M. Sopchak
Absent: T. Abdelazim (informed Executive Director of absence)
Staff: J. Haas
CAP:
Other:

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

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the September 27, 2022 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin thanked the Finance Committee for convening to discuss the Land Bank's 2023 proposed budgets.

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

33 Linden Street Rehabilitation Project: First Ward Action Council is working with the City of Binghamton to determine the appropriate language in the second mortgage requirement of the CHDO HOME funding

15 Birch Street Rehabilitation Project: General construction is nearing completion at the property. The final step is to set up NYSEG.

Demolition Projects: J. Haas reminded the Board that properties at 179 Floral Ave in the Village of Johnson City and 10137 NYS Rt. 79 in the Town of Lisle are slated for demolition early next year, along with three or four more properties once identified. J. Haas informed the Board that Judge Cawley signed both the 2020 book of County and City judgements late last week. The Land Bank's intern, Adam, has begun reviewing both lists for viable rehabilitation and demolition projects. J. Haas informed the Board that the Land Bank will need to make a decision on what properties to acquire relatively soon, as the County's next auction is scheduled for November 17th. She reminded the Board that previous property owners still have an opportunity to buy back their property, then the legislative process to sell back or transfer/sell to the Land Bank follows.

CDBG Projects: J. Haas reminded the Board that LCP Group was the lowest qualified bidder on the environmental abatement work at 1593 Oakdale Road and 313 Marion Street. They have since completed the work and Delta Engineers provided air monitoring services. Delta completed their clearance of the sites as well. She expects to receive a project completion invoice from LCP and a year-to-date invoice from Delta as their consulting services will continue for the lead-based paint removal/encapsulation work to be completed by the General Contractor at 313 Marion Street. J. Haas informed the Board that Len Ciccirelli at SEPP Group has both scopes of work drafted and ready to bid. With the guidance of Paul Nelson, she has issued a notice to proceed to L2 Studio Architecture for architectural and engineering services at both properties. She has since requested L2 prioritize the foundation wall specification for Oakdale Road as the Land Bank would benefit from completing that work prior to winter. L2 is drafting full proposals for the architecture and engineering services necessary at both Marion Street and Oakdale Road. She is anticipating receiving estimated costs and timelines this week. J. Haas reminded the Board that the Land Bank still needs to acquire two properties from the County to complete the proposed work plan. She anticipates making these selections in the coming days.

City 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 to include in the City's ARPA program as rehabilitation projects. She notified the Board that she has issued a notice to proceed to Keystone for lead, asbestos and radon testing at 34 Andrews Ave. The Land Bank has since received the reports and J. Haas needs to review with Tim from Keystone. She has also requested proposals from Keystone for the testing at the other sites. She needs to review the proposals with Tim as well. J. Haas informed the Board that she and Chairman Martin have discussed possibilities for the property at 21 Walnut Street. They have been exploring the idea of doing another project like 3 King Avenue, but need to work through the specifics of what that would entail.

County ARPA Projects: J. Haas informed the Board that the Land Bank has executed an agreement with Broome County for \$300,000 in ARPA funds for the Land Bank's demolition program. The Land Bank still has funds remaining in its CRI grant. She notified the Board that she foresees a slight possibility of a small draw from the proposed grant award this year, but not a significant amount.

HCR Land Bank Initiative – Admin Funds: J. Haas reported to the Board 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. The Broome County Land Bank was awarded their full request of \$200,000 in operating funds. J. Haas reminded the Board that the Land Bank went out to bid Thursday last week for external third-party accounting services. Proposals are due on Monday, November 14th by 4:00pm. She informed the Board that she will be looking for an ad hoc committee to review a handful of proposals and select a firm to contract with. She encouraged the Board to notify her of their interest in serving on this committee. J. Haas also reminded the Board the Land Bank is going to go out to bid Thursday this week for website design services. Proposals are due Friday, November 18th by 4:00pm. As with the accounting services, she will be looking for an ad hoc committee to review proposals and select a firm to contract with. She notified the Board of her plan to bring contracts to the Board in December for consideration for a January 1st start date. Lastly, 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. Land Banks were told that DHCR would be releasing Phase II toward the end of October but it is her understanding that several Land Banks are not under contract yet for the first round. She is unsure of the timeline of the RFA release.

Administrative/Housekeeping Items: J. Haas reminded the Board that the Finance Committee convened today at 3:00pm to consider the Land Bank's FY2023 budget. NYS ABO reporting is due October 31st. She updated the Board regarding additional staffing for the Land Bank. The Legislature considered a resolution on Thursday last week that passed on the preferred agenda. It is believed that the County Executive is in the process of signing the legislation. She informed the Board that she is working with the

Personnel Department to determine a posting date. She anticipates a posting early next week, with applications due in November.

J. Haas and the Board discussed M/WBE procurement requirements per the Land Bank's CDBG and LBI grants.

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 on to the next agenda item.

6. Approve Proposed 2023 Operating, Administrative and Capital Budget: J. Haas reported that the Finance Committee made a recommendation to the full board to approve the 2023 Operating, Administrative and Capital budgets as proposed. She then briefly reviewed the budget with the full board and highlighted new line items and significant increases/decreases in existing line items. After a brief discussion, Chairman Martin called for a motion to approve the proposed 2023 operating, administrative, and capital budgets. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

7. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by K. Davis, seconded by M. Sopchak, the motion carried unanimously. The meeting adjourned at 4:05 p.m.