

A regular meeting of the Broome County Land Bank Corporation was convened in public session at the Broome County Public Library, 185 Court Street, in the City of Binghamton, Broome County, New York on February 27, 2015 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: J. Garnar, D. Hamlin, A. Martin, Elaine Miller, Erik Miller, C. Papastrat

CAP: C. Dziejdzic, K. Kamlet, R. Markoff, J. McHenry, J. Moody, M. Webster

Other: J. Roby

Call to Order: A. Martin called the meeting to order at 3:38 p.m. Martin noted that this was the organizational Annual Meeting, which included the appointment of Directors and nomination of Board Officers.

Oath of Office: C. Dziejdzic, member of the Community Advisory Panel and Notary Public, administered the Oath of Office for the Board of Directors. (move to after Appointment of Directors)

Appointment of Directors: The Board will serve a three-year term expiring December 31 2017. Board members are appointed per a Resolution by the Broome County Legislature. The Board members include:

<b>Board Member</b>	<b>Term Expiring</b>
1. <b>Aaron M. Martin</b> , Clerk of the Broome County Legislature Nominee of the Majority Party, Broome County Legislature 60 Hawley St, PO Box 1766 Binghamton, NY 13902	December 31, 2017 Re-Appointment
2. <b>Jason T. Garnar</b> , Broome County Legislature Nominee of the Minority Party, Broome County Legislature 60 Hawley St, PO Box 1766 Binghamton, NY 13902	December 31, 2017 Re-Appointment
3. <b>Chris Papastrat</b> , City of Binghamton Council Nominee of the Chairperson, Broome County Legislature 38 Hawley Street Binghamton, NY 13901	December 31, 2017 Re-Appointment
4. <b>Elaine Miller</b> , Commissioner of Planning & Economic Development Nominee of the County Executive Broome County Office Building 60 Hawley Street, PO Box 1766 Binghamton, NY 13902	December 31, 2017 Re-Appointment

- |                                                                                                                                                                                               |                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <p>5. <b>David Hamlin</b>, Broome County Real Property Tax Service<br/> Ex-Officio Member<br/> Broome County Office Building<br/> 60 Hawley Street, PO Box 1766<br/> Binghamton, NY 13902</p> | <p>December 31, 2017<br/> Re-Appointment</p> |
| <p>6. <b>(ABSENT) Kevin McLaughlin</b>, Broome County IDA<br/> Ex-Officio Member<br/> Broome County Office Building<br/> 60 Hawley Street, PO Box 1766<br/> Binghamton, NY 13902</p>          | <p>December 31, 2017<br/> Re-Appointment</p> |
| <p>7. <b>Erik Miller</b>, Southern Tier East Regional Planning Development Board<br/> Ex-Officio Member<br/> 49 Court Street, Metrocenter<br/> Binghamton, NY 13901</p>                       | <p>December 31, 2017<br/> Re-Appointment</p> |

Nomination of Officers: The following Directors were nominated as Board Officers FY 2015:

Chairman – Aaron Martin

Vice Chairman – Chris Papastrat

Secretary – Elaine Miller

Treasurer – Jason Garnar

D. Hamlin made a motion to approve the Nomination of Officers which was seconded by Erik Miller. Motion was approved 6-0.

Appointment of Committees: Martin noted that he would review the Committee roster FY 2014 and would send out a proposal via email for a new Committee roster for 2015.

Approval of Minutes: Elaine Miller made a motion to approve the minutes of the Special Meeting held on January 20, 2015, which was seconded by J. Garnar. Minutes were approved as distributed. Martin noted that at the Special meeting on January 20, the Board opted to cancel the regularly scheduled Board meeting on January 27, 2015.

Executive Director’s Report: Duncan reported on the following items:

Strategic Plan: The Board had a pre-planning session with Susan Payne at the beginning of month to review the process of the Strategic Plan. Duncan reported that she has been working with Payne to provide all relevant documents related to the organizational structure and activities thus far. Duncan added that Payne has been reaching out individually to members of the Community Advisory Panel to set up telephone interviews to engage them in the process. The next step will be a meeting with the Governance Committee on March 9 where Payne will present the Situational Analysis and next steps. Duncan reported that they are still on track to develop a Strategic Action Plan by sometime in May-June 2015.

NYLBA Legislative Agenda: Duncan reported that the NYLBA has concentrated its efforts to pursue a number of amendments to the New York Land Bank Act. These amendments are intended to allow land

banks to work more flexibly and quickly to acquire and dispose of foreclosed or vacant properties. One specific item includes the protection of land banks from liability related to potential environmental contamination of properties. The NYLBA will seek sponsors for their amendments and requests changes during this legislative session.

Grant Contracts: Duncan gave updates on the following grant awards and respective projects:

NY OAG: Duncan received the contract from the NYS Attorney General's office on February 13 2015. Duncan has sent a copy of the signed contract back and is awaiting the final signature from the AG's office. Duncan noted that the AG grant is still the sole source of funding for the land bank. First quarter payment has not yet arrived. Duncan noted that they have been holding invoices and have contacted all relevant parties that payment will be issued immediately following receipt of their first grant payment. Duncan also noted that because not all of the 2014 grant award funds were used, the land bank will issue payment back to the AG's office.

Related to AG projects, Duncan reported that the land bank will begin the environmental and site assessments on 435 State St. Because the land bank will retain title to the property, Duncan would like to proceed with a brief MOU between the land bank and County outlining the land bank's use of grant funds on this property. The Board agreed that Duncan should proceed in that direction.

CFA: Duncan reported that representatives from the land bank and Newman Development Group, LLC filed a joint application to CAUD, or the City's Commission on Architecture and Urban Design for approval to move forward with the demolition of 50 Front St. After deliberation on whether the building was historical significant, the CAUD Board approved demolition by a vote of 5-1. Duncan reported that the next step is to meet with ESD to begin the process of having an Incentive Proposal drafted, which will outline the way in which funds will be received.

NYS CDBG: Duncan reported that she is working with Frank Evangelisti, Chief Planner to complete the due diligence requirements for the contract between Broome County and the Office of Homes and Community Renewal. As the land bank will be acting as a sub-recipient of the grant, Duncan has submitted a scope of work to the County to have an MOU in order to proceed. This information has been shared with the County's law department.

Duncan noted that she will work with BC Real Property department to begin a list of potential rehabilitation candidates.

Executive Session: The meeting was called into Executive Session.

Return to Public Session: Upon return to public session, Duncan reported that she has stated her intention to the Board to resign from the position of Executive Director. Duncan has accepted a new position with the IDA as the Deputy Director for Communications and Business Development. She noted her appreciation to the Board for their support of her in the last year and her hope that, through the development of a strategic plan, the land bank will become a thriving and sustainable organization in Broome County. She noted that her intention was to remain with the land bank while the Board conducted a search for a new director. Board members thanked Duncan for her work in getting the land bank off the ground and securing operational funding for the organization for the next two years.

Community Advisory Panel: R. Markoff noted her surprise to hear of Duncan's departure and thanked her for her hard work in the last year. M. Webster echoed these comments. Both women noted their optimism about the direction of the organization's strategic plan, noting their positive interaction with Susan Payne.

Old Business: There was no old business discussed.

New Business: Garnar noted that moving forward, he would like to hear from the developers interested in 435 State St and have the Board learn more about their plans to rehabilitate the building to a grocery store. Martin said that he will work through the City of Binghamton, which has been the lead representative on this project.

Adjournment: Elaine Miller made a motion to adjourn which was seconded by J. Garnar. Meeting adjourned at 4:41 p.m.