

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 Tuesday, February 21, 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, R. David, K. Davis, M. Decker, C. Dziedzic C. Marchuska (left at 4:55 p.m.), A. Martin, M. Sopchak
Absent: T. Augostini
Staff: J. Haas, R. O'Donnell
CAP: J. Moody
Other: L. Bomysoad, D. Hartman, S. Heath, J. Marchuska, P. Rauch

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 January 24, 2023 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin made no remarks.

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

15 Birch St: J. Haas reminded the Board that First Ward Action Council has completed their third-party income verification and affordability analysis for the purchase offer presented to them a few weeks ago. The Land Bank is currently in possession of the buyer's full eligibility file. Executive Session to discuss the sale and a formal resolution appears later in the agenda. This is another successful affordable homeownership project for the Land Bank. J. Haas thanked the Board for their overwhelming support, Real Property Tax Service Director Mike Decker, the County Executive's Office, Chairman Dan Reynolds and the Legislature for their support for not only transferring this property to the Land Bank but supporting the Land Bank continuously throughout the past few years. Lastly, she thanked Jerry Willard and FWAC for overseeing the project from start to finish.

Demolition Projects: J. Haas reminded the Board that 179 Floral Ave and 25 N. Baldwin St in the Village of Johnson City, 119 Oak Hill Ave in the Village of Endicott, 126 Second St 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 next quarter. Five of the six are structurally condemned. Keystone has wrapped up their pre-demolition asbestos testing at 119 Oak Hill Ave in Endicott. A large amount of non-friable asbestos was found but Land Bank staff understanding is that it does not need to be abated prior to demolition. 119 Oak Hill Ave will be demolished using the same process as the other five structurally condemned properties with

asbestos in place. The bid package for this round of demolitions is expected to be issued toward the end of the month, with an award at the March meeting, and the anticipated demolition projects to take place in May. J. Haas also reminded the Board that the Villages of Jonson City and Deposit and Town of Fenton are financial partners on these projects.

CDBG Projects: J. Haas notified the Board that on January 26th, 2023, the Land Bank's Community Developer advised that project activities can resume, and she issued formal notices to resume professional services to L2 Studio to finish their design work and draft respective bid packages for 1593 Oakdale Road and 313 Marion Street and SEPP Group for their professional construction administration services. She also stated that L2 expressed that they have a few projects with deadlines in late February and can resume their services to the Land Bank in the beginning of March. J. Haas mentioned that with the grant deadline approaching in June of this year, and at the recommendation of Paul Nelson, J. Haas and Planning Director Beth Lucas drafted an extension request to DHCR, which was emailed to their Community Developer on February 13th, 2023 for their review and that she followed up later last week but received an automatic reply. Paul Nelson then recommended that the extension request be sent to their Program Director to begin the review in the Community Developer's absence. J. Haas is hopeful to receive guidance as soon as they're able to complete their initial review and she believes that the Land Bank is showing good faith efforts to continue project activities. She also reminded the Board that any sale proceeds generated from CDBG projects will likely need to be returned to DHCR.

City of Binghamton ARPA Projects: J. Haas reminded the Board that the Land Bank has 52 Beethoven Street, 34 Andrews Avenue, 61 Park Avenue, 21 Walnut Street, 14 McNamara Avenue, and 33 Elm Street to include in the City's ARPA program as rehabilitation projects. There is an item to acquire two more properties for this program on the agenda. The Land Bank has pre-renovation asbestos, radon and lead testing reports from Keystone on 34 Andrews Ave and 52 Beethoven St. A notice to proceed has been issued to Keystone for their Architectural/Engineering and Construction Administration services at both properties. She notified the Board that the Land Bank is in the process of soliciting quotes for the cleanouts on all of the City properties.

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 \$300,000 County ARPA grant for the upcoming round of demolition projects.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas notified the Board that the Land Bank is about a week or two out from submitting its second disbursement request, which is consistent with DHCR guidelines as they have expressed a want to disburse larger amounts of funds. J. Haas stated that the accounting firm, Mondorf & Fenwick, has been great to work with and that their service is certainly invaluable to the organization. J. Haas stated that the Land Bank received IdeaKraft's retainer agreement and Land Bank legal counsel has since suggested some edits which were reviewed by IdeaKraft's counsel. The final draft should be reviewed this week. J. Haas reminded the Board that the Land Bank issued an RFQ for Strategic Planning services on Monday. Qualifications and associated submittals are due by March 15th with an anticipating award at the April Board meeting. She also stated that now that all Land Banks are under contract for Phase I funding, DHCR released the LBI Phase II RFA toward the end of January, with an application deadline of March 13th. All Land Banks are eligible to apply for up to \$2 Million and the timeline for project activities is 18 months. This will be discussed in greater detail later in the meeting and she reminded the Board of the memo circulated with the initial plan for funding uses.

Small Business Tipping Fee Waiver Program: J. Haas reminded the Board that the Land Bank's proposed small business tipping fee waiver program has been publicly announced as of February 6th, and the application is live on the website. The Land Bank has received their first three applications that will be

discussed later on in the agenda. She also reminded the Board that applications are capped at \$15,000 each and Small Businesses are defined as having 50 employees or less.

Administrative/Housekeeping Items: J. Haas notified the Board that she has discussed reappointment of the Land Bank's Community Advisory Panel with the Governance and Personnel Committee. They are all in support of reappointments and the plan is to schedule a CAP meeting in March to gauge the CAP's interest in continuing to serve. She expects that R. O'Donnell will assume these responsibilities moving forward. J. Haas reminded the Board that EFPR Group has engaged for their 2022 audit and all the documents they need up until this point have been provided. She anticipates a presentation of the audit at the Land Bank's March meeting. The Land Bank's 2022 annual report is finalized, but J. Haas is awaiting the financial statements from EFPR Group to include in the report. Chairman Martin and J. Haas will present the report to the Legislature's Economic Development Committee in March. The next NYLBA meeting is this Thursday, and Land Bank's membership and dues for this year are on the agenda for discussion.

J. Haas closed with the financial report.

5. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. There were no comments.

6. Community Advisory Panel Appointment: J. Haas stated that the Community Advisory Panel (CAP) members terms expire in March 2023 and when speaking with the Governance / Personnel Committee members was made aware that SEPP representative Beverli Miller has retired and relocated. SEPP Executive Director John Bernardo recommended that SEPP Board Member Susan Brown be appointed to replace Mrs. Miller. Chairman Martin requested a motion to appoint Ms. Brown to the Land Bank's CAP. On a motion by C. Marchuska, seconded by M. Sopchak, the motion carried unanimously.

7. Approve 2023 New York Land Bank Association Membership & Dues: J. Haas stated how invaluable the BCLBC's membership within the New York Land Bank Association (NYLBA) is and that the dues for 2023 total \$1,500. Chairman Martin requested a motion to approve membership into the NYLBA and to approve payment of the 2023 dues. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried. T. Abdelazim abstained due to his employer's contract with NYLBA.

8. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2023-03): J. Haas listed the two properties to be acquired in "Exhibit A": 8 Gray Street and 170 Moeller Street 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. After a brief discussion, Chairman Martin then requested a motion to authorize the acquisitions of 8 Gray Street and 170 Moeller Street from Broome County for the purposes of rehabilitation. On a motion by C. Dziedzic, seconded by R. David, motion carried unanimously.

9. Resolution Authorizing the Executive Director to Enter into an Agreement with North & Main Street Development, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the Demolition of several properties in the Town of Union (Resolution 2023-04): J. Haas informed the Board that agenda items 9-11 represent applications submitted to the Land Bank under their new Small Business Tipping Fee Waiver Program and that each applicant is eligible to be awarded up to \$15,000 in waiver credits. She mentioned that each applicant was in attendance and that each agreement would require the demolition within 90 days and would have claw back language to ensure that a redevelopment plan for the vacant lot is submitted within 12 months.

L. Bomysoad gave an overview of the proposed demolition and the project, which includes demolishing properties around the intersection of Main Street and Scarborough Drive in the Town of Union. They estimate the total tonnage at roughly 550 tons, and they are also receiving \$200,000 in ARPA funds from the Town of Union for this project. Future development may include commercial or mixed-use space. CAP member J. Moody expressed that the Town of Union is in support of these demolition projects.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with North & Main Street Development, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the demolition of several properties in the Town of Union. On a motion by R. David, seconded by M. Sopchak, motion carried unanimously.

10. Resolution Authorizing the Executive Director to Enter into an Agreement with Ramco Development and Holdings, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the Demolition of 217 Madison Avenue, Endicott, NY (Resolution 2023-05): J. Marchuska gave an overview of the proposed demolition and the project, which includes the demolition of 217 Madison Avenue in the Village of Endicott. They estimate the total tonnage at roughly 100 tons, and they are also receiving \$56,250 in ARPA funds from the Town of Union for this project. Future development includes a shovel ready site, which would be available for future development as additional parking or as mixed-use.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Ramco Development and Holdings, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the demolition of 217 Madison Avenue, Endicott, NY. On a motion by R. David, seconded by M. Decker, motion carried. C. Marchuska abstained due to her family's business managing the project. She expressed that she holds no financial interest in any of her family's businesses.

11. Resolution Authorizing the Executive Director to Enter into an Agreement with Clinton Street Café to utilize a portion of the Land Bank's Tipping Fee Allocation for the Demolition of 52 Clinton Street, Binghamton, NY (Resolution 2023-06): D. Hartman gave an overview of the proposed demolition and the project, which includes the demolition of the rear building at 52 Clinton Street in the City of Binghamton. They estimate the total tonnage at roughly 60 tons and they are utilizing their own funds to complete the demolition, which is to take place within the next 60 days. They plan to utilize the space for a parking lot. According to the City, their project is scheduled to be considered by CAUD in March.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Clinton Street Café to utilize a portion of the Land Bank's Tipping Fee Allocation for the demolition of 52 Clinton Street, Binghamton, NY. On a motion by R. David, seconded by C. Marchuska, motion carried unanimously.

12. Executive Session to Discuss the Disposition of Real Property: After a brief discussion, Chairman Martin stated that the Board would forgo from entering Executive Session.

13. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 15 Birch Street in the City of Binghamton to Kaisi Camilo and Sudip Maji (Resolution 2023-07): J. Haas reminded the Board that the purchasers have been vetted by FWAC and meet the guidelines of the Land Bank's Affordable Homes Program. Their offer is \$15,000 above asking price - \$100,000. She further mentioned that they have completed Binghamton's Homeownership Academy. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 15 Birch Street in the City of Binghamton to Kaisi Camilo and Sudip Maji. On a motion by C. Marchuska, seconded by T. Abdelazim, motion carried unanimously.

14. Discussion of NYS DHCR Land Bank Initiative Phase II RFA: J. Haas gave an overview of the grant application process for DHCR's Land Bank Initiative Phase II RFA. She further stated that the Land Bank's plan right now would be to apply for \$500,000 in pre-development expenses towards the Land Bank's City of Binghamton ARPA rehabilitation projects, \$200,000 towards a second round of countywide demolition projects later this year, and \$300,000 towards the acquisition, professional services, and demolition activities towards areas of significant blight in Broome County. In total, the Land Bank would apply for \$1 Million in grant funds, with an additional 5% (\$50,000) towards DHCR's allowable program delivery fee. There was a discussion about adding a fourth item, which would include pre-development expenses towards affordable rental housing projects, similar to 3 King Avenue.

15. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dziedzic, seconded by M. Sopchak, the motion carried unanimously. The meeting adjourned at 5:10 p.m.