

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, September 27, 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, T. Augostini, R. David, K. Davis (arrived at 3:41 p.m.) M. Decker, C. Dziedzic, C. Marchuska, A. Martin, M. Sopchak

Absent:

Staff: J. Haas

CAP:

Other: A. Colby

1. Call to Order: Chairman Martin called the meeting to order at 3:38 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the August 23, 2022 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin acknowledged the Broome County Land Bank's intern, Adam Colby, and gave him a few minutes to introduce himself to the Board.

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

33 Linden Street Rehabilitation Project: J. Haas notified the board that she plans to discuss the proposed disposition during Executive Session with the Board.

15 Birch Street Rehabilitation Project: General construction is nearing completion at the property and is slated to be completed in the next three weeks. J. Haas informed the Board that she intends to organize a press conference, as is typical for rehabilitation projects.

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. She informed the Board that the Real Property Tax Service Office has postponed their auction to a later date, as the 2020 book of Broome County and City of Binghamton judgements have not been signed yet. She reminded the Board that, once signed, previous property owners have an opportunity to buy back their property, then the legislative process to sell back or transfer/sell to the Land Bank follows.

J. Haas provided updates on the Land Bank's Community Development Block Grant (CDBG) with Broome County. She informed the Board that Delta Engineers have completed their pre-renovation asbestos surveys and radon testing. The Land Bank went out to bid on September 15<sup>th</sup> for asbestos and lead-based paint abatement at 1593 Oakdale Road and asbestos abatement at 313 Marion Street. She informed the Board that Delta Engineers advised the Land Bank to remove or encapsulate the lead-based paint containing material at 313 Marion Street during the general construction phase. She reminded the Board that bids are due on Friday October 7<sup>th</sup> with a notice to proceed to be issued immediately and abatement to begin on Wednesday October 12<sup>th</sup>. J. Haas notified the Board that Len Ciccirelli at SEPP Group has scopes of work for both projects drafted and ready to bid, provided that respective building and code enforcement offices do not require architectural drawings. She informed the Board that she issued a notice to proceed to L2 Studio Architecture for architectural and engineering services at both properties, with the guidance of Paul Nelson. She also informed the Board that she completed site visits with Len from SEPP and Mick Lombardini from L2 on Friday September 23<sup>rd</sup>. Mick Lombardini is going to collaborate with his subcontracting engineering firm to design a specification for the foundation wall at 1593 Oakdale Road, help the Land Bank reconfigure the kitchen layout and potentially add a second-floor bathroom if budget allows at 313 Marion Street. She reminded the Board that the Land Bank still needs to acquire two properties from Broome County to complete the proposed work plan. She updated the Board on the overall progress with the Land Bank's CDBG grant since bringing on Paul Nelson as a consultant. She reminded the Board that DHCR is severely understaffed and doing what they can to roll out millions of dollars' worth of current and new programs. The Land Bank's Community Developer is also managing upwards of one hundred projects at the moment. Paul has been able to answer routine questions and provide supplemental guidance to ensure that the Land Bank is in compliance with grant requirements. Lastly, she thanked the Board for their support and faith in Paul.

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 issued a notice to proceed to Keystone for lead, asbestos, and radon testing at 34 Andrews Ave. Work has commenced and she is expecting reports in the next few weeks. The Land Bank will then be able to move forward with abatement bidding.

J. Haas provided updates on Broome County's award of American Rescue Plan Act (ARPA) funds to the Land Bank. The Land Bank has executed an agreement with Broome County to receive \$300,000 for the Land Bank's demolition program. 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. She reminded the Board that 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. The Land Bank has since been awarded the full amount requested from DHCR - \$200,000. There is an agenda item to discuss the acceptance of this grant. She notified 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. She is prepared to execute the grant agreement and provide all supporting materials to DHCR tomorrow morning.

She reminded 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 acknowledged Adam's presence at the meeting and reported to the Board that he has exceeded expectations for the first few weeks. He has assisted with the creation of several RFPs and RFQs for the Land Bank's new operating grant. He has also crafted the Land Bank's FY2023 budget to be considered next month, as well as conducting several research projects. He has been very thorough with his work.

Lastly, she notified the Board that she will organize a Finance Committee meeting with Chairman Mike Sopchak, Tarik Abdelazim, and Kyle Davis for October to consider the 2023 budget. She reminded the Board that NYS ABO reporting is due October 31<sup>st</sup>. There is an item on today's agenda to discuss additional staffing.

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. Executive Session to Discuss the Disposition of Real Property: Chairman Martin requested a motion to enter executive session to discuss the disposition of 33 Linden Avenue in the City of Binghamton. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously. Time: 4:00 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously. Time: 4:16 p.m.

7. 33 Linden Street, City of Binghamton Disposition: J. Haas reminded the Board that no official action is required to dispose of 33 Linden Street as FWAC currently holds title. However, for the record, she notified the Board of the planned disposition for the property. First Ward Action Council (FWAC) and the Land Bank had received a full price offer for the property and intends to sell to Felina Leonard for \$95,000.

8. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 2300 Owego Road in the Town of Vestal to the Town of Vestal (Resolution 2022-17): J. Haas reminded the Board that this vacant lot is a result from a demolition that took place a year ago. The Land Bank attempted to side-lot the property twice without success. After discussions with Town of Vestal Supervisor John Schaffer, the Town of Vestal agreed to take title of the properties. The Land Bank is transferring the property for \$1. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to execute a sales contract for the sale of 2300 Owego Road in the Town of Vestal to the Town of Vestal. On a motion by M. Decker, seconded by K. Davis, motion carried unanimously

9: Resolution Authorizing the Executive Director to Enter into an Agreement with the New York State Housing Trust Fund Corporation for the Administration of a Land Bank Initiative ("LBI") Grant to support the Land Bank's operations for 2022-2023 (Resolution 2022-18): J. Haas reviewed the attached agreement proposed between the New York State Housing Authority and the Land Bank for Land Bank Initiative ("LBI") funds to support the Land Bank's operations. The Land Bank has been awarded the requested amount of \$200,000 in LBI funds. She expressed that the Land Bank will be responsible for fulfilling all LBI grant requirements. She reminded the Board that the DHCR plans to release Phase II funding once every land bank is under contract for the first round of funds. Funds are anticipated to be issued by the end of October. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with the Housing Trust Fund Corporation for the administration of a Land Bank Initiative Grant to support the Land Bank's operations for 2022-2023. On a motion by M. Sopchak, seconded by T. Abdelazim, motion carried unanimously.

10: Discussion of Personnel Matters: J. Haas reminded the Board that the Land Bank is preparing to hire a second staffer under the title of Assistant Director. The position will be funded by the NYS Land Bank Initiative (“LBI”) Grant funds for a period of at least three years. She informed the Board of the anticipated timeline for hiring of the position, with a job-posting date in November and an anticipated hire date of January 1<sup>st</sup>, 2023. Chairman Martin reminded the Board that the Assistant Director applicants will be interviewed, and selection made by the Executive Director. He expressed that the Board will be able to approve the selected applicant through an expanded administrative services agreement with Broome County that the Board considers on an annual basis.

11. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Marchuska, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:47 p.m.