

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, May 23, 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, R. David, K. Davis, C. Dziedzic, C. Marchuska, A. Martin, M. Sopchak
Absent: None
Staff: J. Haas, R. O'Donnell
CAP: None
Other: None

1. Call to Order: Chairman Martin called the meeting to order at 3:33 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the April 18, 2023 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, 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:

Rehab projects: As it relates to 15 Birch Street, J. Haas mentioned that the qualified and Board approved buyers have backed out of the sale due to personal family reasons. The Land Bank would be looking to place the home back on the market consistent with a similar situation with an Affordable Home in Vestal a few years ago. Also, Jerry Willard from FWAC and J. Haas were informed yesterday that the realtor for 15 Birch Street is opting to not relist. J. Haas stated that she has since contacted John Farrell from Exit Realty Homeward Bound as a possible firm to relist as he is familiar with BCLBC Affordable Homes Program guidelines.

Demolition Projects: R. O'Donnell reminded the Board that the six demolitions under the Land Bank's first round in 2023 went well and thanked J. Haas and the Board for their support. Gorick Construction and Keystone Associates have been great to work with. R. O'Donnell reminded the Board that several dispositions have already been approved, as well as some that are on the agenda for consideration. He also stated that with the LBI Phase II award, there will be another round of demolitions later this year.

CDBG Projects: J. Haas stated that working with the Land Bank partners at SEPP, CDBG Consultant Paul Nelson and L2 Studio, the Land Bank went out to bid on 1593 Oakdale Road and received two responses and that they also received quotes for the septic system at the property. She further stated that there are two resolutions on today's agenda to discuss these items and that both items represent figures that are below engineering cost estimates. She also stated that the Land Bank also went out to bid on 313 Marion Street in

Vestal last Thursday, with a pre-bid meeting tomorrow morning with interested contractors, and sealed bids due on June 9th. J. Haas mentioned that the next project status phone call with DHCR is scheduled for Thursday this week, and she anticipates discussing a variety of items including a formal extension request. 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, 33 Elm Street, 8 Gray Street, and 170 Moeller Street to include in the City's ARPA program as rehabilitation projects. The Land Bank has pre-renovation asbestos, radon, and lead testing reports from Keystone at 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, however, this work was placed on hold for the time being pending the LBI Phase II award. She reminded the Board that the Land Bank solicited quotes for the cleanouts on all of the City properties and that since DHCR has now awarded the Broome County Land Bank with LBI Phase II funds, the Land Bank plans to hit the ground running on these projects once a notice of release of funds is issued.

Broome County ARPA Projects: J. Haas reminded the Board that there are still funds remaining in the Land Bank's Enterprise CRI grant and it's anticipated that the CRI funds will be spent down before beginning to use the \$300,000 Broome County ARPA grant for the current round of demolition projects. She also stated that with this funding and the LBI Phase II award, the plan is to conduct another round of demolition projects later this year.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas stated that she plans to submit the Land Bank's third disbursement request in the coming weeks. She also stated that Land Bank staff have had several meetings with MRB Group regarding the new Strategic Plan. With the guidance of MRB Group, there will be a Select Committee consisting of BCLB staff, the Board Chairman, and a representative from each of our co-development partners at SEPP Group and FWAC. There is also a plan to schedule a work session with MRB Group, the full Board of Directors, and staff. J. Haas anticipates this work session to take place in advance of a future scheduled Board meeting, with ample advanced notice to the Board. She also mentioned that if any Board members have questions, comments, ideas, or anything that they'd like shared with MRB Group, to please share that with the staff.

R. O'Donnell reminded the Board that the staff is working with IdeaKraft regarding a new website. A few homepage designs have been reviewed and IdeaKraft is mocking up the other pages. The plan is to have the new website rolled out by or before Labor Day.

DHCR LBI Phase II funding, J. Haas reminded the Board that the BCLB was awarded \$1,074,600 in LBI Phase II grant funds, which is 90% of the Land Bank's original request. There is a resolution before the Board today for consideration. These funds will be used towards pre-development expenses for the Land Bank's City ARPA projects, a second round of County-wide demolitions, and funding towards projects of regional significance. The completion timeline for this grant agreement is 18 months and she is confident that our Land Bank has the existing infrastructure in place to hit the ground running and meet and/or potentially exceed our deliverables.

Small Business Tipping Fee Waiver Program: J. Haas reminded the Board that they approved four projects so far with Ramco Development & Holdings, LLC, North & Main Development, Clinton Street Café, and Ray Lantz Garage. Three of the projects have been completed and demolition debris transported to the landfill. The Ray Lantz Garage demo has not yet taken place, but she anticipates it going smoothly as the contractor is the same one that handled the Clinton Street Café project. 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 stated that NYS government adopted the 2023-24 NYS Budget a few weeks ago, which included \$10 Million in funds for Land Banks. It looks like this funding will be funneled through DHCR as it was in last year's budget, but it's not clear what the purpose of the funding will be. She will be sure to keep the Board updated. The next NYLBA meeting is this Thursday.

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. Resolution Awarding a Contract to Dan Brown Construction LLC for the Renovations and Reconstruction at 1593 Oakdale Road, Town of Maine (Resolution 2023-14): J. Haas stated that two bids were received for this contract, with Dan Brown Construction being the lowest of the two. She also met on Monday with representatives from Dan Brown Construction, L2 Studio, and SEPP Group to work through the lowest bid. After the meeting, it was determined that the base bid and a majority of the second floor scope of work under Add Alternate No. 3 can be completed at a cost not to exceed \$300,000. Add Alternates No. 1 and 2 have been determined to be cost-prohibitive. With the CDBG grant deadline closely approaching in late June, J. Haas expressed a need to get this work under contract prior to that deadline and before an extension is requested.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Dan Brown Construction LLC for the Renovations and Reconstruction at 1593 Oakdale Road in the Town of Maine. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

7. Resolution Awarding a Contract to Dan Brown Construction LLC for the Installation of a Septic System at 1593 Oakdale Road, Town of Maine (Resolution 2023-15): J. Haas stated that the Land Bank received multiple quotes for the septic system install and that when Dan Brown Construction was determined to be the lowest qualified bidder for the Renovations and Reconstruction project at the site, he requoted the septic scope of work. Dan Brown Construction is the lowest quote for septic system at 1593 Oakdale Road in the Town of Maine. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Dan Brown Construction LLC for the installation of a septic system at 1593 Oakdale Road in the Town of Maine. On a motion by T. Augustini, seconded by C. Marchuska, motion carried unanimously.

Agenda items 8 through 15 were considered as a group. Chairman Martin requested a motion to approve resolutions 2023-16 through 2023-23. On a motion by T. Abdelazim, seconded by M. Sopchak, motion carried unanimously.

8. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2023-16): J. Haas stated that this resolution is to purchase six properties in the City of Binghamton and Towns of Barker, Chenango, Colesville, Conklin, and Windsor, which will comprise the second round of demolitions later this year.

9. Resolution to Approve a Proposed Demolition Project – 18 Broad Street, City of Binghamton (Resolution 2023-17): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in a largely commercial area in the City of Binghamton. There have been a few code violations cited against the property in the past. J. Haas expressed that she had mailed side lot interest letters

to nearby property owners and has received interest which she intends to discuss during Executive Session. J. Haas concluded with an estimated project budget of \$40,501.

10. Resolution to Approve a Proposed Demolition Project – 714 E. Windsor Road, Town of Windsor (Resolution 2023-18): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in a largely rural area in the Town of Windsor. Town Building & Code Enforcement have structurally condemned the property due to internal and external deterioration of the structure. There have also been code violations cited against the property in the past. J. Haas expressed that she had mailed side lot interest letters to nearby property owners and has received interest which she intends to discuss during Executive Session. J. Haas concluded with an estimated project budget of \$34,001.

11. Resolution to Approve a Proposed Demolition Project – 1363 Millburn Drive, Town of Conklin (Resolution 2023-19): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in a largely residential area in the Town of Conklin. Town Building & Code Enforcement have structurally condemned the property due to internal and external deterioration of the structure. There have also been code violations cited against the property in the past. J. Haas expressed that she had mailed side lot interest letters to nearby property owners and has received interest which she intends to discuss during Executive Session. J. Haas concluded with an estimated project budget of \$30,001.

12. Resolution to Approve a Proposed Demolition Project – 2667 NYS Route 12, Town of Barker (Resolution 2023-20): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located on a heavy traffic area of NYS Route 12 in the Chenango Forks area of the Town of Barker near the County line. J. Haas expressed that she had mailed side lot interest letters to nearby property owners and has received interest which she intends to discuss during Executive Session. J. Haas concluded with an estimated project budget of \$43,501.

13. Resolution to Approve a Proposed Demolition Project – 282 Ransom Road, Town of Chenango (Resolution 2023-21): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in a largely rural area in the Town of Chenango. The Land Bank believes that Town Building & Code Enforcement have structurally condemned the property due to internal and external deterioration of the structure. There have also been code violations cited against the property in the past. J. Haas expressed that she had mailed side lot interest letters to nearby property owners and has received interest which she intends to discuss during Executive Session. J. Haas concluded with an estimated project budget of \$39,001.

14. Resolution to Approve a Proposed Demolition Project – 11 Prospect Avenue, Town of Colesville (Resolution 2023-22): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located in a residential area in the Town of Colesville. The structure has collapsed on itself and is a pile of rubble. J. Haas expressed that she had mailed side lot interest letters to nearby property owners and has not received interest. Though, the Land Bank will mail another round of side lot interest letters in the near future. J. Haas concluded with an estimated project budget of \$22,001.

15. Resolution Authorizing the Executive Director to Enter into an Agreement with the Town of Conklin for the Demolition of 1363 Millburn Drive, Conklin, New York (Resolution 2023-23): J. Haas informed the Board that she had spoken with Conklin Supervisor Bill Dumian about a potential project partnership with the Town to expand on the Land Bank's current municipal partnerships and extend the Land Bank's demolition funds further. \$1,500 in funding was approved by the Town Board and the Supervisor to assist the Land Bank in the demolition of 1363 Millburn Road. J. Haas reviewed the Land Bank's agreement with the Town and recommended approval to the Board of Directors. After a brief discussion, Chairman Martin requested a motion to authorize the Executive Director to enter into an agreement with the Town of Conklin

for the demolition of 1363 Millburn Drive. On a motion by R. David, seconded by M. Sopchak, motion carried unanimously.

Chairman Martin requested a change in the order of the consideration of agenda items #16-20 and for them to be taken out of order. The Board was in agreement.

17. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 126 Second Street in the Village of Deposit to the Deposit Fire Department (Resolution 2023-24): J. Haas stated that Deposit Fire Department was interested in the vacant lot to expand parking for their fire station. She also reminded the Board that the Village of Deposit provided \$4,000 in financial support for the demolition of 126 Second Street. After a brief discussion, Chairman Martin called for a motion to authorize the sale of 126 Second Street, Deposit, NY to the Deposit Fire Department. On a motion by T. Augostini, seconded by C. Dziedzic, motion carried unanimously.

18. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 6400 NYS Route 79 in the Town of Fenton to Gary & Gayle Breuilly (Resolution 2023-25): J. Haas stated that side lot interest letters were mailed out for this parcel, and it generated interest from several neighbors. She further stated that she is recommending the sale to Mr. & Mrs. Breuilly as they proposed the highest offer and plan to use the space to expand their yard and construct a kayak launch to the nearby river. After a brief discussion, Chairman Martin called for a motion to authorize the sale of 6400 NYS Route 79, Chenango Forks, NY to Gary and Gayle Breuilly. On a motion by T. Abdelazim, seconded by T. Augostini, motion carried unanimously.

19. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 10137 NYS Route 79 in the Town of Lisle to Brent Weber (Resolution 2023-26): J. Haas stated that side lot interest letters were mailed out for this parcel, and that no neighbors were interested in the parcel. Shortly after the demolition, the Land Bank received an application from Mr. Brent Weber, who lives in the Town of Triangle. He wishes to purchase the property to use for camping with his family on weekends. After a brief discussion, Chairman Martin called for a motion to authorize the sale of 10137 NYS Route 79, Richford, NY to Brent Weber. On a motion by C. Marchuska, seconded by M. Sopchak, motion carried unanimously.

20. 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”) Phase II Grant to support the Land Bank’s Capital Programs for 2023-2024 (Resolution 2023-27): J. Haas reviewed the attached agreement proposed between the New York State Housing Trust Fund Corporation and the Broome County Land Bank Corporation for Land Bank Initiative (“LBI”) Phase II funds to support the Land Bank’s capital programs. The Land Bank has been awarded \$1,074,600 in LBI Phase II funds. She expressed that the Land Bank will be responsible for fulfilling all LBI Phase II grant deliverables within 18 months. 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 Phase II Grant to support the Land Bank’s capital programs for 2023-2024. On a motion by C. Dziedzic, seconded by T. Abdelazim, motion carried unanimously.

16. Executive Session to Discuss the Disposition of Real Property: J. Haas requested the Board enter executive session to discuss the disposition of real property. Chairman Martin requested a motion to enter executive session. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously. Time: 4:37 p.m.

Note that C. Marchuska recused herself and left the meeting during Executive Session at 4:41 p.m. due to a potential conflict of interest regarding the disposition of real property.

Chairman Martin requested a motion to resume regular session. On a motion by T. Abdelazim, seconded by C. Dzedzic, motion carried unanimously. Time: 5:17 p.m.

21. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dzedzic, seconded by R. David, the motion carried unanimously. The meeting adjourned at 5:18 p.m.