

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, September 19, 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, C. Dziedzic, A. Martin, M. Sopchak
Absent: T. Augustini, C. Marchuska (all informed Executive Director of absences)
Staff: J. Haas, R. O'Donnell
CAP: M. Callahan
Other: W. Hughes, N. Houston, J. Marchuska, C. McSorley, E. O'Brien, R. Weslar

1. Call to Order: Chairman Martin called the meeting to order at 3:30 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the August 22, 2023 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin recognized and welcomed Wendy Hughes, the County's Real Property Director who will be joining the Land Bank Board very soon.

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

Rehabilitation projects: As it relates to 15 Birch Street, J. Haas stated that there is a resolution before the Board today to consider a sale contract with an eligible buyer. She also reported that working collaboratively with FWAC and John Farrell, a great buyer was found and she's confident the buyer will excel in the Affordable Homes Program. She thanked the County for selling the property to the Land Bank, the City for their funding assistance, Enterprise Community Partners and the AG's Office for their funding, all partners that made this project a reality and the Board for your continued support of projects like this.

Demolition Projects: J. Haas reminded the Board that they acted recently to acquire eight tax-foreclosed properties for demolition and that there are two more for consideration on today's agenda. She thanked the County Legislature, County Executive, and the Real Property and Law Departments for collaborating with the Land Bank on the most recent tax foreclosure list to identify properties to include in the Land Bank's demolition program. Should the Board approve the acquisition and subsequent demolition of the additional property listed on today's agenda, there will be a total of nine properties in the Land Bank's inventory to demolish. The intent would be to split these properties into two rounds of demolition projects – one this Fall and the remainder in the Spring of next year. As for 119 Oak Hill Avenue, J. Haas stated that the Land Bank received four proposals as a result of the RFP issued for the redevelopment of the site. Land Bank staff has submitted follow-up questions to all respondents and has been working through the details.

CDBG Projects: J. Haas stated that construction is almost completed at both 1593 Oakdale Road in the Town of Maine and 313 Marion Street in the Town of Vestal. Finishing work needs to take place at 1593 Oakdale Road and the final stages of construction are underway at 224 Marion Street. She stated that Dan Brown Construction and Clearview Door & Window have done a great job so far. As the Board is aware, some additional 9x9 asbestos tile was identified after removing carpet in one of the second-floor bedrooms at 224 Marion Street in the Town of Vestal, but working with Delta Engineering and Sunstream Corp it has been abated. There is a change order on today's agenda to address this additional work in which Delta is assisting with the total cost. J. Haas mentioned that she met with L2 and Len from SEPP to begin to finalize the design and scope development for the rehabilitation project at 224 Marion Street, with the hope of going out to bid in the next few weeks on this project. She has also opted to engage L2's subcontracting structural engineering firm to ensure that various items within the scope of work are designed to be acceptable in order to avoid additional costs while under contract for construction.

J. Haas reminded the Board that DHCR has approved the grant extension through the end of the year. She thanked Beth Lucas for helping through this process, as well as the Board and the County for their unanimous approval of the extension. She also reminded the Board that any sale proceeds generated from the CDBG projects will likely need to be returned to DHCR. Additionally, DHCR is requiring a deed restriction and a second mortgage to be attached to the sale. With that in mind, later in today's agenda, there will be a review of the draft handbook for the BCLB Affordable Homes Program funded by CDBG. J Haas mentioned that this will be used as a guide for prospective buyers to navigate this process as easily as possible.

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. She mentioned that Keystone Associates is underway in their scope development after recent site visits. She noted that 52 Beethoven Street received SHPO clearance and because 34 Andrews Avenue is partially in the 100-year floodplain, we are relocating mechanicals from the basement to the first floor. She stated that both projects have received capital clearance from HCR as well, which we believe to be the first Land Bank to have received this clearance for renovation projects. R. O'Donnell updated the Board of the City ARPA property cleanouts and reported that the vendor has been good to work with so far.

Broome County ARPA Projects: J. Haas stated that we will be utilizing DHCR LBI funds in the first instance to fund upcoming demolition rounds before reverting to our ARPA dollars from the County, and we need to spend those dollars down by 2025. She said the plan is to include the following properties in a demolition round this Fall: 282 Ransom Road in the Town of Chenango, 65 Nowlan Road in the Town of Fenton, 9037 Main Street in the Village of Lisle, 1363 Millburn Drive in the Town of Conklin, and 1529 Nanticoke Drive in the Town of Union. Capital activity clearance has been received from HCR on 4 of the 5 properties and will be pursuing the 5th sometime next week once all approvals have been authorized. She mentioned that R. O'Donnell will facilitate this next round of demolition projects with oversight from herself.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas stated that the Land Bank submitted its final disbursement request for the first year of LBI Phase I earlier in August and received a wire transfer a few days later. There is an amendment before the Board today to extend the term and accept the funding for year two of the grant from HCR. Land Bank staff has continual meetings with MRB Group regarding the new Strategic Plan, and we have received a draft plan to review. R. O'Donnell reminded the

Board that the staff is working with Idea Kraft regarding the new website and that the plan is to go live in the next week or two.

DHCR LBI Phase II funding: J. Haas let the Board know that the Land Bank recently issued a Request for Quotes to undertake appraisals for all the Demos and Rehabs that are currently in our inventory. The submission deadline is Wednesday, October 11th at 4 PM. She also reminded the Board that the funding will be used towards pre-development expenses on our City ARPA projects, a second round of County demolitions, and potentially a project of regional significance. The completion timeline for this grant agreement is 18 months.

Small Business Tipping Fee Waiver Program: R. O'Donnell reminded the Board that they approved five projects so far with Ramco Development & Holdings, LLC, North & Main Development, Clinton Street Café, Ray Lantz Garage, and Nanticoke & Wending Holdings. Four of the projects have been completed and demolition debris transported to the landfill. She anticipates the Nanticoke & Wending Holdings demo going smoothly as well. She stated that there are two additional tipping fee waiver applications before the Board today for two sites in Endicott. She also mentioned that there is still funding available through the remainder of the year, that applications are capped at \$15,000 each, and a Small Business is defined as having 50 employees or less.

Administrative/Housekeeping Items: J. Haas stated that the County's Real Property Director, Wendy Hughes, was in attendance and that she would be appointed to the Board this week by the County Legislature and the County Executive. She also reminded the Board that the NYLBA and the staff have been closely monitoring the proposed foreclosure moratorium by the NYS Legislature. The staff continuously brainstorms several ideas, next steps, and methods that could be adopted to ensure the Land Bank is in good standing whenever the NYS Legislature decides to enact policy in response to the SCOTUS ruling on Tyler v. Hennepin. She also stated that R. O'Donnell and her just attended a one-day Land Bank conference, which was very informative, and that the next NYLBA meeting is next Thursday.

J. Haas closed with the financial report.

5. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments.

R. Weslar stated that he appreciates all the hard work that the Land Bank undertakes, that he is a huge advocate for the Land Bank at the County Legislature, and he also advocated for greater Land Bank staff.

E. O'Brien stated that she was from STIC. She also stated that she is interested in learning what the Land Bank is up to and if there is any way in which the Land Bank could collaborate with STIC in housing opportunities.

M. Callahan stated that it would be beneficial for the Land Bank to increase its public outreach and explain more about what the organization is all about. She also advocated for some sort of a homeownership assistance program.

6. Resolution Authorizing the Executive Director to Enter into an Agreement with Tioga Learning Properties, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the Demolition of 206 East Franklin Street, Endicott, New York (Resolution 2023-44): J. Marchuska gave an overview of the proposed demolition and the project, which includes the demolition of 206 East Franklin Street in the Village of Endicott. They estimate the total tonnage at roughly 50 tons, and they are also receiving funds from the Town of Union LDC for this project. Future development includes a shovel-ready site, which would be available for future development.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Tioga Learning Properties, LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the demolition of 206 East Franklin Street, Endicott, NY. On a motion by R. David, seconded C. Dziedzic, motion carried unanimously.

7. 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 218 Washington Avenue, Endicott, New York (Resolution 2023-45): J. Marchuska gave an overview of the proposed demolition and the project, which includes the demolition of 218 Washington Avenue in the Village of Endicott. They estimate the total tonnage at roughly 65 tons, and they are also receiving funds from the Town of Union LDC for this project. Future development includes a shovel-ready site, which would be available for future development.

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 206 East Franklin Street, Endicott, NY. On a motion by R. David, seconded by C. Dziedzic, motion carried unanimously.

8. Resolution Authorizing an Amendment to the 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 2023-2024 (Resolution 2023-46): J. Haas stated that this amends the contract with the NYS HTFC for year two of the LBI Operations Grant, which extends the term for an additional year and covers an additional \$200,000 in expenses. After a brief discussion, Chairman Martin called for a motion to authorize an amendment to the agreement with the NYS HTFC for the LBI Operations Grant. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

9. Resolution Authorizing a Change Order to the Contract with Sunstream Corporation for Asbestos Abatement at 224 Marion Street, Town of Vestal (Resolution 2023-47): J. Haas stated that this change order is to cover \$760 for additional asbestos abatement due to additional tile found in a bedroom at 224 Marion Street in Vestal, and she also mentioned that Delta Engineers is helping in covering the cost of setup and tear down. After a brief discussion, Chairman Martin called for a motion to authorize the change order to the contract with Sunstream Corporation for asbestos abatement at 224 Marion Street, Town of Vestal. On a motion by C. Dziedzic, seconded by R. David, motion carried unanimously.

Chairman Martin requested a change in the order of the consideration of agenda items #10-15 and for them to be taken out of order. The Board was in agreement.

10. Resolution Authorizing the Acquisition of Properties from Broome County (Resolution 2023-48): J. Haas stated this is to acquire 1527 and 1529 Nanticoke Drive in the Town of Union for future demolition. After a brief discussion, Chairman Martin called for a motion to authorize the acquisition of two properties from Broome County. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

11. Resolution to Approve a Proposed Demolition Project – 1529 Nanticoke Drive, Town of Union (Resolution 2023-49): J. Haas briefed the Board on where the property is located and what kind of condition exists for the two structures on the parcel. After a brief discussion, Chairman Martin called for a motion to approve a proposed demolition project at 1529 Nanticoke Drive in the Town of Union. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

12. Approve Amendments to the BCLBC's Disposition Policy: J. Haas gave an overview of the proposed changes to the BCLBC Disposition Policy, which haven't been updated since 2016. After a brief discussion,

Chairman Martin called for a motion to authorize amendments to the BCLBC's Disposition Policy. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

13. Discussion of the BCLBC's Affordable Homes Program funded by CDBG Homeownership Handbook – Draft: J. Haas gave an overview of a draft Affordable Homes Program funded by CDBG Homeownership Handbook, which will be provided to those who are interested in purchasing the Land Bank's three home rehabilitations being funded by DHCR with CDBG funds.

14. Executive Session to Discuss the Acquisition & Disposition of Real Property: A. Martin requested the Board enter executive session to discuss the acquisition & disposition of real property. Chairman Martin requested a motion to enter executive session. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously. Time: 4:41 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by M. Sopchak, seconded by K. Davis, motion carried unanimously. Time: 5:00 p.m.

15. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 15 Birch Street in the City of Binghamton to Kyle Kovach (Resolution 2023-50): After a brief discussion, Chairman Martin called for a motion to authorize an amendment to the subrecipient agreement with Broome County for the administration of a New York State CDBG Grant for housing rehabilitation and blight removal projects. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

16. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously. The meeting adjourned at 5:04 p.m.