

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, October 24, 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. Augostini, R. David, K. Davis, C. Dziedzic, C. Marchuska A. Martin, M. Sopchak  
Absent: W. Hughes (informed Executive Director of absence)  
Staff: J. Haas, R. O'Donnell  
CAP: None  
Other: C. McSorley

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 September 19, 2023 Board Meeting. On a motion by C. Dziedzic, seconded by C. Marchuska, 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:

Rehabilitation projects: As it relates to 15 Birch Street, J. Haas stated that the property has been sold and she's working through the closing details. This is another success story for the Land Bank. She again thanked the Board, and the partners at FWAC, Clearview Door & Window, and John Farrell at Exit Realty.

Demolition Projects: J. Haas reminded the Board that they acted recently to acquire 10 tax-foreclosed properties for demolition. She thanked the County Legislature, County Executive, and the Real Property and Law Departments for collaborating with the Land Bank through these tax foreclosures and helping to identify them to be included in the demo program. She reminded the Board that these properties will be split into two rounds of demolitions given uncertainties with Real Property Tax Reform in NY. The plan is to undertake one round later this Fall, which is going to bid soon, and the remainder in the Spring next year. As for 119 Oak Hill Avenue, 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 done at both 1593 Oakdale Road in the Town of Maine and 313 Marion Street in the Town of Vestal with COOs received on both. She stated that Dan Brown Construction and Clearview Door & Window have done a great job so far. J. Haas mentioned that she met with L2 and Len from SEPP to finalize the design and scope development for the rehabilitation project at

224 Marion Street. Design documents are complete, and she and Len are reviewing them. The hope is to issue a bid package in the coming weeks.

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. Due to the timeline for these projects, she has begun to work on another extension request, which has been recommended by the community developer at DHCR. Her initial thought is to request an extension through the end of June 2024. She thanked T. Abdelazim for participating in the most recent call with DHCR. During this call, DHCR expressed their wishes that there be no returned program income to the State. In order to achieve this, the Program Director is requesting the Land Bank take what's called a developer's fee at the end of the project which would essentially be the exact amount of the checks from the buyer at closing. The initial understanding from DHCR is that these funds would be considered "local" and therefore, unrestricted. In a follow-up conversation with Paul Nelson, he's recommending that regardless of what is in the closeout agreement with the State, he recommends that the Land Bank aid on the side of caution in utilizing these funds for immediate projects. That said, if everything goes as planned, J. Haas recommends that these funds remain in the fund balance for a period of time before using them.

She also reminded the Board that DHCR is requiring a deed restriction and a second mortgage to be attached to the sale. However, it looks as if DHCR may be eliminating the deed restriction and just sticking with the second mortgage. During the last phone call, DHCR expressed that the Land Bank would receive a copy of the second mortgage soon. Additionally, DHCR has reviewed J. Haas's draft handbook for the Affordable Homes Program funded by CDBG, and, as far as she can tell, they have no concerns with the Land Bank's approach to disposing of these homes taking into consideration DHCR requirements.

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 went out to bid on the renovation work for 34 Andrews Ave and 52 Beethoven St. Thank you to the Board members who attended our recent press announcement at 52 Beethoven St. She stated that unfortunately, only one incomplete bid was received for both projects. Also, the figures received were well over budget. There have been several conversations with Keystone about how to move forward. She stated that a separate package for asbestos abatement at both properties has been issued for quotes. This was done as a means to complete this work as soon as possible but also to lower the costs of the renovations. As for the re-bid, there are some initial ideas kicking around and she has had some great conversations with individuals that the Land Bank currently is working with and has worked with in the past. She's confident that we'll identify a clear path forward and will be sure to keep all Board members in the loop with how these projects are re-bid.

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 all 5 properties. She mentioned that R. O'Donnell will facilitate this next round of demolition projects with oversight from herself and that these should be going out to bid within the next week.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas stated that - Year 1 of LBI Phase I has been closed out and that we're tracking our expenses for year 2 and will probably submit the first disbursement request before the end of the calendar year She also mentioned that the staff has reviewed

a few versions of the draft Strategic Plan from MRB Group and that a final version should be forthcoming to the Board, which will formally be adopted and posted to the new website. R. O'Donnell reminded the Board that the new website was launched earlier in the month and that the new website has been more user friendly. He also thanked Idea Kraft for all their efforts in making this new website a reality.

**DHCR LBI Phase II funding:** J. Haas mentioned that the Land Bank issued a Request for Quotes to undertake appraisals for all the Demos and Rehabs that are currently in our inventory. The submission deadline was Wednesday, October 11th and there is a Resolution awarding that contract before the Board today. She also reminded the Board that the grant term is 18 months and we moved very quickly through the approval process with HCR and are already underway on several proposed deliverables, with more to come soon.

**Small Business Tipping Fee Waiver Program:** J. Haas reminded the Board that they approved seven projects so far with Ramco Development (2), North & Main Development, Clinton Street Café, Ray Lantz Garage, Nanticoke & Wending Holdings, and Tioga Learning Properties. Five of the projects have been completed and demolition debris transported to the landfill. She expects the second Ramco Development and Tioga Learning Properties demolitions to go smoothly as well since those entities are familiar with the program. 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 Finance Committee met before this meeting to review the 2024 Land Bank Budget and that the full Board will review and approve the Budget later in the meeting. 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 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 for Real Property Appraisal Services to Martin Kane Appraisal Services (Resolution 2023-51): J. Haas stated that a request for quotes was issued, and five quotes were received. After reviewing the quotes and some clarification questions answered by the respondents, it's been determined that the lowest responsible quote is from Martin Kane Appraisal Services.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Martin Kane Appraisal Services for real property appraisal services. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

7. Executive Session to Discuss Land Bank Staff Performance and Compensation & the Acquisition of Real Property: A. Martin requested the Board enter executive session to discuss Land Bank staff performance and compensation & the acquisition of real property. Chairman Martin requested a motion to enter executive session. On a motion by C. Marchuska, seconded by R. David, motion carried unanimously. Time: 4:07 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously. Time: 4:33 p.m.

8. Approve Proposed 2024 Operating, Administrative and Capital Budget: After a brief discussion, Chairman Martin called for a motion to approve the proposed 2024 operating, administrative and capital budget for the Broome County Land Bank. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

9. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by T. Augustini, seconded by C. Marchuska, motion carried unanimously. The meeting adjourned at 4:41 p.m.