

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, March 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. Augostini, R. David, K. Davis, M. Decker, C. Dziedzic, A. Martin, M. Sopchak
Absent: T. Abdelazim, C. Marchuska (informed Executive Director of absences)
Staff: J. Haas, R. O'Donnell
CAP: S. Brown, M. Callahan, M. Irwin
Other: None

1. Call to Order: Chairman Martin called the meeting to order at 3:40 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the February 21, 2023 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin then requested a change in the order of agenda items to allow EFPR Group Representatives Tom Smith and Michael Prentice to present the Land Bank's FY 2022 Independent Audit. The Board was in agreement.

4. Accept the FY 2022 Independent Audit: Chairman Martin and J. Haas introduced Tom Smith and Michael Prentice from EFPR Group to present an abbreviated version of the Land Bank's FY 2022 Independent Audit. He discussed several key items in the financial statements and reported that the Land Bank is in good financial standing. Chairman Martin reported that the Finance Committee voted unanimously to recommend approval of the FY 2022 audit as presented. After a brief discussion, Chairman Martin requested a motion to accept the FY 2022 Independent Audit as presented. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

5. 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 stated that all due diligence items have been completed by the buyers and they are waiting on commitment from their lender at which point they'll pursue drafting the abstract of title. Everything seems to be going smoothly.

Demolition Projects: J. Haas reminded the Board that a contract for the demolition of 179 Floral Avenue and 25 N. Baldwin Street in the Village of Johnson City, 119 Oak Hill Avenue in the Village of Endicott, 126 Second Street in the Village of Deposit, 6400 NYS Route 79 in the Town of Fenton and 10137 NYS Route 79 in the Town of Lisle is to be considered by the Board and as expressed last month, five of the six are structurally condemned. A large amount of non-friable asbestos was found at 119 Oak Hill Ave,

but it does not need to be abated prior to demolition. Three bids were received and Keystone Environmental is recommending award to the lowest responsible bidder with demolition work to begin within 10 calendar days. As a reminder to the Board, the Villages of Jonson City and Deposit and Town of Fenton are financial partners on these projects. J. Haas also stated that she anticipates two media events as this is a large round of projects. One at the beginning of construction and one at the end, to which she will be sure to keep the Board apprised of when those events will take place.

CDBG Projects: J. Haas reminded the Board that on January 26th, 2023, the Land Bank's Community Developer advised that project activities may 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. J. Haas also reminded the Board 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, Chairman Martin, Beth Lucas, and Paul Nelson participated in a call late last week with the Land Bank's Community Developer and Program Director and received some guidance on a possible contract extension. They want to see projects under construction and substantial progress in order to consider the extension and they recommended requesting through the end of this year. J. Haas will work with Beth Lucas jointly on this extension request with guidance from Paul and will continue to keep the Board updated. She also stated that she and R. O'Donnell conducted site visits with Len from SEPP Group to check on the status of the homes throughout the winter. Luckily, our area has experienced a mild winter season and both homes have not decayed at the pace in which they were expected to. 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. She reminded the Board that the Land Bank solicited quotes for the cleanouts on all of the City properties and that any further awards or work on these properties are on hold for the time being pending a potential DHCR LBI Phase II award.

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 Broome 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 submitted its second disbursement request and that she is awaiting the wire transfer from the State. She informed the Board that she and Chairman Martin participated in an initial kick-off meeting with IdeaKraft regarding the new Land Bank website. J. Haas also mentioned that the period for the RFQ for Strategic Planning services has closed and that two responses were received.

Regarding the LBI Phase II funding, J. Haas reminded the Board that she submitted the Broome County Land Bank's application on Monday, March 13th to DHCR for the LBI Phase II RFA, with the requested amount just under \$1.2 Million. This included pre-development expenses towards the Land Bank's City ARPA projects, a second round of County-wide demolitions, and funding towards projects of regional significance. As expressed to the Board on several occasions, it's a bit unclear as to whether DHCR will

fund demolition projects although it is an eligible activity, and she'll be sure to inform the Board of any updates that are received as it relates to the application.

Small Business Tipping Fee Waiver Program: J. Haas notified the Board that Ramco Development & Holdings, LLC completed their demo of 217 Madison Avenue in Endicott and that the Land Bank is working with North & Main Development and Clinton Street Café on their respective demolition projects. She said that there is still interest in the program and that there most likely be another application or two in front of the Board for consideration next month or in May. 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 reminded 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 they are under consideration for reappointment at today's meeting. She plans to schedule a CAP meeting soon and expects that R. O'Donnell will assume these responsibilities moving forward. J. Haas touched briefly upon EFPR Group's 2022 audit. The Land Bank's 2022 annual report is completed, and J. Haas reminded the Board that she and Chairman Martin presented the report to the Legislature's Economic Development Committee earlier in March. The next NYLBA meeting is this Thursday, and the Land Bank's membership and dues were approved at the last meeting.

J. Haas closed with the financial report.

6. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. S. Brown, who was newly appointed to the Community Advisory Panel, thanked the Board for their support in her recent appointment. There were no other comments.

7. Community Advisory Panel Reappointments: J. Haas stated that she has communicated with the Governance / Personnel Committee and recommended that all existing members of the Community Advisory Panel (CAP) be reappointed for an additional two-year term. Chairman Martin requested a motion to re-appoint members to the Land Bank's CAP. On a motion by M. Decker, seconded by M. Sopchak, the motion carried unanimously.

8. Resolution Awarding a Contract for Asbestos Abatement, Demolition and Limited Site Work at 6 Vacant Residential Properties in Broome County to Gorick Construction Co., Inc. (Resolution 2023-08): J. Haas stated that the Land Bank went out to bid for the demolition of 179 Floral Avenue and 25 N. Baldwin Street in the Village of Johnson City, 119 Oak Hill Avenue in the Village of Endicott, 126 Second Street in the Village of Deposit, 6400 NYS Route 79 in the Town of Fenton and 10137 NYS Route 79 in the Town of Lisle. Three bids were received. Gorick Construction was determined by Keystone Associates to be the lowest responsible bidder in the aggregate. After a brief discussion, Chairman Martin requested a motion to authorize an agreement with Gorick Construction Co., Inc. for the demolition of six residential properties. On a motion by R. David, seconded by M. Decker, motion carried unanimously.

9. Approve Proposed Amendments to the 2023 Capital Budget: J. Haas mentioned that the Finance Committee had recommended approval of several amendments to the 2023 Capital Budget following EFPR's FY2022 audit. After a brief discussion, Chairman Martin called for a motion to approve the proposed amendments to the Land Bank's 2023 Capital Budget. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

10. Adopt Small Business Tipping Fee Waiver Program Policy: J. Haas stated that the policy would empower the Executive Director to enforce and extend, if necessary, several milestones under the

program. The policy also formalizes the process in which applicants are expected to follow. After a brief discussion, Chairman Martin called for a motion to adopt the Small Business Tipping Fee Waiver Program Policy. On a motion by T. Augostini, seconded by K. Davis, motion carried unanimously.

11. Other Business: M. Decker mentioned the County's tax foreclosure process and a U.S. Supreme Court case under consideration regarding the proceeds from tax foreclosure sales. He also stated that he is resigning from his position as Real Property Tax Services Director for Broome County on April 7th. Chairman Martin and the members of the Board wished him all the best and thanked him for his service to the organization and the County.

12. 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 4:33 p.m.