

A regular meeting of the Broome County Land Bank Corporation (the "Land Bank") was convened in public session in the Exhibit Room at the Broome County Public Library on Tuesday, January 30, 2024, at 3:30 p.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Land Bank were:

PRESENT:	Aaron Martin	Chairman
	Thomas Augostini	Vice Chairman
	Christopher Dziedzic	Secretary
	Mike Sopchak	Treasurer
	Rich David	Member
	Kyle Davis	Member
	Wendy Hughes	Member
ABSENT:	Tarik Abdelazim	Member
	Christine Marchuska	Member

THE FOLLOWING PEOPLE WERE ALSO PRESENT:

Jessica Haas	Executive Director
Robert O'Donnell	Assistant Director

The following resolution was offered by C. Dziedzic and seconded by W. Hughes, to wit:

RESOLUTION AWARDING TWO (2) TWO-YEAR CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE BROOME COUNTY LAND BANK CORPORATION TO CONSTRUCTION MANAGEMENT ASSOCIATES, LLC, 7 THOMPSON STREET, BINGHAMTON, NEW YORK 13903 AND BRITTANY L. WHITE, 16 JOHNSON ROAD, BINGHAMTON, NEW YORK 13905, AND BE IT

FURTHER RESOLVED, THAT SUCH SERVICES WILL BE RENDERED ON AN AS-NEEDED BASIS FOR THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2025, WITH THE OPTION OF ONE (1) ONE-YEAR RENEWAL, AND BE IT

FURTHER RESOLVED, THAT IN CONSIDERATION OF SAID SERVICES, THE LAND BANK SHALL PAY THE CONTRACTORS AT THE RATES ATTACHED HERETO AS EXHIBITS "A" AND "B", TOTAL AMOUNT NOT TO EXCEED \$100,000 PER CONTRACTOR FOR THE TERM OF THE AGREEMENTS, AND BE IT

FURTHER RESOLVED, THAT THE EXECUTIVE DIRECTOR OR A DULY AUTHORIZED REPRESENTATIVE IS HEREBY EMPOWERED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS WITH RESPECT THERETO.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Aaron Martin	voting	Aye
Thomas Augostini	voting	Aye
Christopher Dziedzic	voting	Aye
Mike Sopchak	voting	Aye
Tarik Abdelazim	voting	Absent
Rich David	voting	Aye
Kyle Davis	voting	Aye
Wendy Hughes	voting	Aye
Christine Marchuska	voting	Absent

This Resolution shall take effect immediately.

STATE OF NEW YORK:

: ss.:

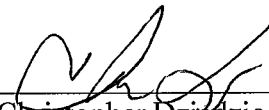
COUNTY OF BROOME:

I, the undersigned Secretary of the Broome County Land Bank Corporation (the "Land Bank"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Land Bank, including the Resolution contained therein, held on Tuesday, January 30, 2024 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution set forth therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Land Bank had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Land Bank present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Land Bank this 30 day of January, 2024.



Christopher Dziezic
Secretary

(SEAL)

EXHIBIT A



Construction Management Associates, LLC
Certified Women Business Enterprise (WBE)
7 Thompson St.
Binghamton, NY 13903

November 26, 2023

Broome County Land Bank Corporation
Attn: Jessica Haas
60 Hawley St., 5th Floor
Binghamton, NY 13901

Dear Jessica:

RE: Professional Services Cost Proposal

Please consider contracting with me as a Construction Management Consultant for the services requested by the Broome County Land Bank.

For the Land Bank housing rehab projects, the cost would range in price from \$8,000 to \$10,000 per project based on size and scope of work. This would include writing specifications for work to be completed, coordinating with the lead inspector as needed, and doing progress and final inspections. The fee would be paid in 3-4 draws throughout the project. If additional services are requested, the billing rate would be \$125.00 per hour plus current IRS mileage rate.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheila Neville".

Sheila Neville
Construction Management Associates, LLC
Certified Women Business Enterprise (WBE)

Enclosures:

Resume
Licenses and Certifications

EXHIBIT B

Brittany L. White

16 Johnson Road, Binghamton, New York 13905

HOURLY LABOR RATE BREAKDOWN SHEET

Broome County Land Bank – Affordable Homes Program

Date Prepared: December 07, 2023

Prepared By: Brittany White

Address: 16 Johnson Road
Binghamton, New York 13905

Effective From & To: 12/7/2023 – 12/30/2025

Professional Services Offered - Construction Management Services

Scope of Services – To provide construction management services which include construction inspections, review of test results, payment applications, drawdowns, management of requests for information (RFI), change order review and negotiation, review and tracking of the construction schedule and quantities completed in the field, conduct construction coordination and progress meetings, and related CM services.

COMPENSATION

Construction Project Manager	\$115.00 / hour
Construction Inspector	\$75.00 / hour
Clerical	\$60.00 / hour

REIMBURSABLES

Mileage	New York State Standard Mileage Rates January 1, 2023 - \$0.655/mile
Parking	Cost + 15%
Photocopies 8 ½" x 11" B&W (Includes copies for files)	\$0.25 each
Photocopies 11" x 17" (B&W)	\$1.00
US Postal Service Mail 9x12 Envelope	\$10.00