

A regular meeting of the Broome County Land Bank Corporation was convened in public session in the Exhibit Room in the Broome County Public Library on Tuesday, January 30, 2024 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 (left at 4:20 p.m.), C. Dziedzic, W. Hughes, A. Martin, M. Sopchak  
Absent: T. Abdelazim, C. Marchuska (informed Executive Director of absences)  
Staff: J. Haas, R. O'Donnell  
CAP: E. Hattoh, N. Pappas  
Other: C. McSorley, J. Solak

1. Call to Order: Chairman Martin called the meeting to order at 3:32 p.m.

2. Oath of Office: Chairman Martin mentioned that all Board members will need to sign their Oath of Office to the Board of Directors and complete several other annual Board member documents.

3. Nomination of Officers: Chairman Martin called for nominations for Board officers. K. Davis made a motion, seconded by M. Sopchak to nominate A. Martin for Chairman, T. Augostini for Vice Chairman, C. Dziedzic for Secretary, and M. Sopchak for Treasurer. There being no other nominations, motion carried unanimously.

4. Appointment of Committees: Chairman Martin recommended the following for committee membership.

- Governance / Personnel Committee: T. Augostini (Chair), C. Marchuska and R. David
- Audit / Finance Committee: M. Sopchak (Chair), T. Abdelazim and K. Davis

Chairman Martin asked for a motion to approve committee membership as presented. On a motion by C. Dziedzic, seconded by R. David, motion carried unanimously.

5. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the December 12, 2023 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

6. Chairman's Remarks: Chairman Martin congratulated all members for being reappointed to the Board of Directors of the Land Bank.

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

CDBG Projects: J. Haas reminded the Board that with the help of John Farrell at EXIT Realty and John Bernardo at SEPP Group, 1593 Oakdale Road was listed on the market, and there has been a lot of interest. She mentioned that two offers were received today, with one being complete. After sharing that offer with Beth Lucas, she has since forwarded the offer to SEPP Group for qualification. As it relates to 313 Marion Street, she stated that the project is complete, and the plan is to market that home after a buyer is identified for 1593 Oakdale Road. 313 Marion Street will be listed with John Farrell as well. She also mentioned that Clearview Door and Window has begun their work at 224 Marion Street, and their contract calls for interior work to be completed by the end of March and exterior work completed by the end of May.

J. Haas stated that the County Legislature has approved an amendment to extend Broome County's subrecipient agreement with the Land Bank for this grant through July 1, 2024. A Resolution is before the Board today to approve the extension as well. Working with Paul Nelson, she has submitted an updated Administrative Plan to be able to retain the sale proceeds. As she has reported previously, DHCR had expressed some concerns with how the Land Bank facilitates the sale of properties, but all parties have subsequently come to an agreement that these homes would be listed for sale at a certain price and that offers would be accepted and qualified offers if they meet program eligibility criteria and in the order in which they are received.

City of Binghamton ARPA/DHCR LBI Phase II Rehabilitation Projects: J. Haas reminded the Board of the Land Bank's inventory that's included in the City's ARPA program as rehabilitation projects. She mentioned that Sunstream has completed the Asbestos abatement work at 52 Beethoven St and most of 34 Andrews Ave, with the remaining work to be completed in conjunction with the future General Contractor. She stated that the staff has reviewed and interviewed firms and individuals regarding the Request for Qualifications (RFQ) for Construction Management Services to assist us with the Affordable Homes Program in the City. There is a Resolution before the Board today to award two separate term contracts with local firms for these services. Delta Engineers has completed their pre-renovation environmental testing on the remaining six properties in the City. With their help, she plans to issue a small bid package for asbestos abatement of these properties in the near future. As it relates to 61 Park Avenue, after testing by Delta and review by a member of their structural team, there are concerns regarding the amount of asbestos that needs to be abated and the structural condition of the roof. She plans to include 62 Park Avenue as an add-alternate to the asbestos bid package, and depending on the cost amount for that abatement, some further discussions will need to be had about how the Land Bank wishes to move forward with that project.

Broome County ARPA//DHCR LBI Phase II Demolition Projects: R. O'Donnell reminded the Board that in addition to the rehabilitation properties, there are 10 additional tax-foreclosed properties in the Land Bank's inventory, 9 of which are slated for demolition. These have been split into two rounds of demolitions given uncertainties with Real Property Tax Reform in NY. He mentioned that the Land Bank will be utilizing DHCR LBI funds in the first instance to fund the current and upcoming demolition rounds before reverting to the ARPA dollars from the County, which they have available until 2025. This round was awarded to LCP Group, and the first project kicked off at 65 Nowlan Road yesterday. The remaining demolition schedule is as follows: January 31<sup>st</sup> – 282 Ransom Road in Chenango, February 2<sup>nd</sup> – 9037 Main Street in the Village of Lisle, February 6<sup>th</sup> – 1529 Nanticoke Drive in Union, and February 8<sup>th</sup> – 1363 Millburn Drive in Conklin.

J. Haas mentioned there are two additional properties the Land Bank is looking into acquiring. One is from Broome County and one property is from Greater Opportunities. Side Lot interest letters have been mailed to neighbors to gauge any possible interest before considering acquisition and subsequent demolition. She also reminded the Board that four proposals for the redevelopment of 119 Oak Hill Avenue in Endicott were received. She has re-proposed a question to the Village of Endicott due to the new Administration taking office and she is awaiting the response. She also anticipates potentially scheduling an Executive Session next month to discuss this item.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas reminded the Board that the staff are tracking expenses for year two, and the first disbursement request, which was about \$64,000, was received. She mentioned that the new Strategic Plan that was drafted by MRB Group was distributed to all Board members for their review and that there is an item on today's agenda to formally adopt the plan. Following the adoption of the plan, it will be posted on the website. She also issued a few reminders: Drescher & Malecki has been engaged for their audit for fiscal year 2023. She has been working with Mondorf & Fenwick to prepare the documents Drescher will need. Additionally, it looks as though a single audit for 2023 will not be necessary. She recently executed another 12-month engagement with Mondorf & Fenwick for this year, with there being a slight inflationary increase per month. She is also working with Smith Brothers Insurance to undertake a review of all current insurance carriers to ensure the most cost-effective coverage. This is typically undertaken every two years.

DHCR LBI Phase II funding: R. O'Donnell reminded the Board that the Land Bank is contracting with Martin Kane Appraisals. They have completed appraisals for all CDBG properties, the current round of demolitions, and some City ARPA properties. After they complete the City ARPA properties, they plan to move on to the remaining demolition inventory. J. Haas reminded the Board that the grant term is 18 months and that the Land Bank is already underway on several proposed deliverables. She mentioned that she has submitted the first disbursement request for LBI Phase II as of last week, which totals just over \$98,000. She also mentioned to the Board that she intends to contact the President of OCR, in the coming weeks to discuss alternative approaches to spending down the funds from this grant due to the challenge that almost all Land Bank's are currently facing in accessing foreclosed properties.

Small Business Tipping Fee Waiver Program: J. Haas reminded the Board that they approved seven projects last year, with six of them being completed. The second Ramco Development demolition was the project that wasn't completed. The staff has previously notified the applicant that they will need to reapply this year for the demolition if they still plan to utilize this project under the program. To date, the staff hasn't heard from them on whether they plan to reapply. She mentioned that in this new year and year two of the program, that the staff will be working on greater media attention and spreading the word on this program. She welcomed any suggestions the Board may have and their assistance in getting the word out regarding the program. As a reminder, applications are capped at \$15,000 each and Small Businesses are defined as having 50 employees or less.

Administrative/Housekeeping Items: J. Haas mentioned to the Board that the foreclosure moratorium passed by the NYS Legislature was vetoed by the Governor right before the end of the year. The Governor has also included language in her 2024-2025 NYS Budget to allow for a process to handle excess proceeds/property values in light of the Tyler v. Hennepin SCOTUS ruling. She believes the NYLBA will push for a Nelson v. NYC style approach to the handling of excess tax-foreclosure proceeds, and that she'll be sure to keep the Board informed on this issue and what may come out of this year's NYS Budget. She mentioned that The NYLBA dues for 2024 will be \$2,000 and approval of those dues will most likely be an agenda item for consideration at the February Board meeting. She also thanked the Board members for completing the ABO Board Evaluations.

J. Haas closed with the financial report.

8. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. J. Solak addressed the Board about Land Bank Oaths of Office, Land Bank staffing, and how Land Bank press conferences are handled.

CAP Member N. Pappas addressed the Board regarding Holy Trinity Church on Court Street in Binghamton who need rehabilitation funds.

9. 2024 Meeting Schedule: Chairman Martin presented the 2024 meeting schedule to the Board. Chairman Martin requested a motion to adopt the 2024 meeting schedule for the Broome County Land Bank. On a motion by R. David, seconded by M. Sopchak, motion carried unanimously.

10. Approve Broome County Land Bank Organizational Plan: J. Haas mentioned that MRB Group did a very good job with the report. After a brief discussion, Chairman Martin requested a motion to approve the updated Broome County Land Bank Organizational Plan. On a motion by C. Dziedzic, seconded by M. Sopchak, the motion carried unanimously.

11. Resolution Authorizing an Amendment to the Subrecipient Agreement with the County of Broome for the Administration of a New York State Community Development Block Grant (CDBG) for Housing Rehabilitation and Blight Removal Projects (Resolution 2024-01): J. Haas stated that this is the second grant extension request, which DHCR has approved. She also stated that the County approved the extension request at the January Legislative Session. 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 C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

12. 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 (Resolution 2024-02): J. Haas stated that the RFQ for these services garnered 11 responses. After reviewing them and interviewing several of the firms, the staff is recommending two contracts be awarded to assist with the Land Bank rehabilitations. Chairman Martin then requested a motion to award two two-year contracts for construction management services. On a motion by C. Dziedzic, seconded by W. Hughes, motion carried unanimously.

13. Executive Session to Discuss the Acquisition and Disposition of Real Property: A. Martin requested the Board enter executive session to discuss the acquisition and disposition of real property. Chairman Martin requested a motion to enter executive session. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously. Time: 4:12 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Dziedzic, seconded by R. David, motion carried unanimously. Time: 4:49 p.m.

14. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by M. Sopchak, seconded by T. Augustini, the motion carried unanimously. The meeting adjourned at 4:50 p.m.