

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, March 19, 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, C. Dziedzic, W. Hughes, C. Marchuska A. Martin, M. Sopchak
Absent: T. Abdelazim, K. Davis (informed Executive Director of absences)
Staff: J. Haas, R. O'Donnell
CAP: N. Pappas
Other: C. McSorley, C. Trottier

1. Call to Order: Chairman Martin called the meeting to order at 3:35 p.m.

Chairman Martin requested a change in the order of the consideration of agenda items #2-6 and for them to be rearranged. The Board agreed.

2. Accept the FY 2023 Independent Audit: Chairman Martin introduced Charles Trottier from Drescher & Malecki to present an abbreviated version of the Land Bank's FY 2023 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 2023 audit as presented. After a brief discussion, Chairman Martin requested a motion to accept the FY 2023 Independent Audit as presented. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

3. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the February 20, 2024 Board Meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

4. Chairman's Remarks: Chairman Martin mentioned the recent press announcement regarding the acquisition of 749 W. Main Street in the Town of Union. He further thanked the staff for their hard work coordinating the press event and Broome County leadership for their assistance in funding the acquisition.

5. 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 and 313 Marion Street were listed for sale. She's hoping to close on 1593 Oakdale Road soon, and the Board will take up the formal sale of 313 Marion Street at the meeting. She also reminded the Board that Clearview Door and Window are continuing their work at 224 Marion Street, and their contract calls for interior work to be completed by the end of the month and exterior work completed by the end of May. She mentioned that there will be some minor CDBG funds left over at

the end of the grant, which Broome County may receive through an Administrative Fee, and that further discussion is still to be had about how those funds will be disbursed.

City of Binghamton ARPA/DHCR LBI Phase II Rehabilitation Projects: J. Haas reminded the Board of the BCLBC's inventory for rehabilitation projects under the City's ARPA program. She mentioned that with the assistance of the BCLBC's Construction Manager, and Keystone Associates, the rehabilitation of 34 Andrews Ave was rebid, and six complete bids were received. There is a Resolution before the Board to award the contract to the lowest qualified bidder. Once 34 Andrews Avenue is under construction, the plan is to prepare bid documents for the rehabilitation of 52 Beethoven Street. She notified the Board that with the assistance of Delta Engineers, bid packages for asbestos abatement of the remaining ARPA properties have been issued and the bids are due on April 2nd. 61 Park Avenue is an add-alternate in the bid package due to the high amount of asbestos-containing materials found.

Broome County ARPA//DHCR LBI Phase II Demolition Projects: R. O'Donnell reminded the Board that there are now four tax-foreclosed properties in the BCLBC's inventory slated for demolition, which are located in the City of Binghamton and the towns of Barker, Colesville, and Windsor. That round of demolitions will be undertaken later this year. J. Haas reminded there are two additional properties the BCLBC is looking into acquiring. One is from Broome County and one property is from Greater Opportunities. There is a discussion item on the agenda regarding the property owned by Greater Opportunities.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas reminded the Board that the staff is continuing to track expenses for year two, and the first disbursement request that was approved and received was around \$64,000. She anticipates submitting a second draw towards the end of the month. She also mentioned that Drescher & Malecki presented their audit of the BCLBC's 2023 finances to the Finance Committee before the full Board meeting.

DHCR LBI Phase II funding: J. Haas reminded the Board that the grant term is 18 months, that the Land Bank is well underway on several deliverables, and that the first two disbursement requests for LBI Phase II have totaled approximately \$212,000. We're working with Delta Engineers, J. Haas mentioned that the bid package for the demolition of 749 W. Main Street in the Town of Union will be issued tomorrow. The bids would be due Thursday, April 11th, and the plan is to award the demolition contract at the April Board meeting, with the demolition completed before the end of May. She also mentioned that she has further engaged OCR representatives about how Land Banks can spend down these funds, to which OCR has referred to extended flexibility with the funding.

Small Business Tipping Fee Waiver Program: J. Haas mentioned that in this new year, the second year of the program, the staff will be working on greater media attention and spreading the word about this program. She stated that there is a press release ready to go and that it will most likely be issued shortly. 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 reminded the Board that the Governor has included language in the 2024-2025 NYS Budget to allow for a process to handle excess proceeds/property values, and she will keep them informed of any updates. Though the Governor didn't put any new funding for Land Banks in her Executive Budget, both houses of the NYS Legislature have put funding for Land Banks in their on-house Resolutions. She also mentioned that the next NYLBA will be next week and that she anticipates a lot of discussion on these two topics.

J. Haas closed with the financial report.

6. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. There were no comments.

7. Approve Proposed Amendments to the 2024 Budget: J. Haas mentioned that the Finance Committee had recommended approval of several amendments to the 2024 Budget. After a brief discussion, Chairman Martin called for a motion to approve the proposed amendments to the Land Bank's 2024 Budget. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

8. Adding the Assistant Director as an Authorized Signer on the Broome County Land Bank's Bank Accounts to Execute Financial Activity on Behalf of the Corporation: J. Haas mentioned that the Assistant Director needs to be added as an authorized signer to the Land Bank's bank accounts. After a brief discussion, Chairman Martin called for a motion to add the Assistant Director as an authorized signer on the Broome County Land Bank's bank accounts to execute financial activity on behalf of the corporation. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously.

9. Application from Greater Opportunities for Broome and Chenango for Demolition Project in the City of Binghamton: J. Haas discussed the uniqueness of the application that Greater Opportunities submitted for a potential demolition project in the City of Binghamton. The plan is to submit Resolutions in April for an agreement with Greater Opportunities and approval of the subsequent demolition. The Board expressed no concerns.

10. Resolution Awarding a Contract to Malarkey Construction LLC for the General Construction at 34 Andrews Avenue, City of Binghamton (Resolution 2024-9): J. Haas stated that six bids were received for this contract, with Malarkey Construction LLC being the lowest qualified bid. She also stated that Land Bank staff met with the Construction Manager for this project, the architect, and the contractor to discuss the project and fully vet and qualify the bidder. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Malarkey Construction LLC for the general construction at 34 Andrews Avenue, City of Binghamton. On a motion by C. Dziedzic, seconded by R. David, motion carried unanimously.

11. Resolution to Approve a Proposed Demolition Project – 749 W. Main Street, Town of Union (Resolution 2024-10): J. Haas briefed the Board on the property and the proposed budget for the project. After a brief discussion, Chairman Martin called for a motion to approve a proposed demolition project at 749 W. Main Street in the Town of Union. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously.

Chairman Martin requested a change in the order of the consideration of agenda items #12-15 and for them to be rearranged. The Board agreed.

12. Resolution Authorizing the Executive Director to Enter into an Agreement with the First Ward Action Council (FWAC) to support FWAC Single and Two Family Rehabilitation Projects (Resolution 2024-13): J. Haas discussed the proposed funding that would be provided to FWAC as part of this agreement. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with FWAC to support FWAC Single- and Two-Family Rehabilitation Projects. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

13. Executive Session to Discuss the Disposition of Real Property: A. Martin requested the Board enter executive session to discuss the disposition of real property. Chairman Martin requested a motion to enter executive session. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously. Time: 4:30 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by R. David, seconded by C. Marchuska, motion carried unanimously. Time: 4:43 p.m.

14. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 313 Marion Street in the Town of Vestal to Tyler Martyanik (Resolution 2024-11): J. Haas stated that the buyer has been vetted and she believes this to be another successful Affordable Homes Program success. Chairman Martin then requested a motion to authorize the sale of 313 Marion Street, Vestal, NY to Tyler Martyanik. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

15. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 9037 Main Street in the Village of Lisle to Scott Dixon (Resolution 2024-12): Chairman Martin called for a motion to authorize the sale of 9037 Main Street, Lisle, NY to Scott Dixon. On a motion by W. Hughes, seconded by M. Sopchak, motion carried unanimously.

16. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by W. Hughes, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:46 p.m.