

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, October 22, 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. Abdelazim, T. Augustini, R. David, K. Davis, C. Dziedzic, A. Martin, M. Sopchak  
Absent: W. Hughes, C. Marchuska (informed Assistant Director of absences)  
Staff: J. Haas, R. O'Donnell  
CAP: None  
Other: C. McSorley

1. Call to Order: Chairman Martin called the meeting to order at 3:51 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the September 17, 2024 Board Meeting. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin welcomed back the Executive Director and stated that everyone is happy to have her back.

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

CDBG Projects: J. Haas stated that the final APR for the Land Bank's CDBG grant has been submitted, and the grant is closed out. There is a chance that HCR could conduct an audit of the grant, which usually just requires submitting documentation for their review.

City of Binghamton ARPA/DHCR LBI Phase II Rehabilitation Projects: J. Haas updated the Board on the status of several ARPA projects. 34 Andrews Avenue is still on the market and she is hopeful an offer will be forthcoming; 52 Beethoven Street will be listed for sale in the coming week or two, keep an eye out for an invitation to a future press conference; and the renovations at 33 Elm Street are well underway. She also mentioned that bids for the renovations at 8 Gray Street were due a few weeks ago, and after reviewing the four received, Malarkey Construction is the low bidder. The quotes for the internal demolition at 14 McNamara Avenue were also due recently, and after reviewing the 10 received, Tioga General Contracting was the low quote. There are Resolutions to award both contracts before the Board today. She also stated that the bid package for the renovations at 170 Moeller Street was recently issued, with bids due in late November, and that the Land Bank is looking to acquire 181 Hawley Street from the City of Binghamton. A 3 King Avenue/21 Walnut Street style RFP would be issued for that property if acquired. Regarding the RFP for the purchase and redevelopment of 21 Walnut Street, two proposals were received. The plan is to

wait and see if the Land Bank is awarded VRIP funding, and then make the determination whether to select one of the respondents or reissue the RFP with that additional funding available.

Broome County ARPA//DHCR LBI Phase II Demolition Projects: J. Haas stated that all invoices from the most recent round of demolitions have been paid, and the project has been closed out. The staff are in the process of completing the sale contracts for each side lot sale that were previously approved by the Board. As it relates to future demolitions, the Land Bank only has 61 Park Avenue in its inventory and is working on obtaining 26 Overland Drive in Binghamton. That acquisition is currently before the County for consideration.

DHCR Land Bank Initiative: As it relates to the LBI Phase I funding, J. Haas reminded the Board that year three is well underway and that staff are tracking expenses. This is the final year of the LBI Operating grant unless HCR renews the program, which she believes is the case as there was funding included in the most recent NYS Budget under the aid to localities section.

DHCR LBI Phase II funding: J. Haas reminded the Board that the grant term is 18 months, and the Land Bank is continuing its work on several deliverables. She mentioned that the fourth disbursement request was submitted last week, totaling just over \$253,000. This disbursement puts the Land Bank at just over 70% of the total award spent to date. There is a 75% spend threshold that needs to be disbursed before reapplying for more funds, and the plan is to apply before the end of the year.

Vacant Rental Improvement Program (VRIP): J. Haas reminded the Board that the Land Bank submitted an application of just over \$1 million for VRIP funds in early October and that the program intends to assist mom-and-pop-style landlords with help renovating vacant and uninhabitable units. Staff anticipates a lot of support from local municipalities and landlords for this program, which could be used towards properties in the Land Bank's inventory, such as 21 Walnut Street. She will keep the Board updated when the awards are announced.

Small Business Tipping Fee Waiver Program: R. O'Donnell reminded the Board that they approved an application from Marchuska Development, LLC to demolish the former Spot Restaurant and an adjoining single-family home. She stated that the staff is thinking about undertaking a larger marketing campaign next year to raise more awareness for the program and entice more small businesses to apply. 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 stated that the Land Bank's 2025 Budget is under consideration today, with the Finance Committee meeting before the Board meeting, and has recommended the Budget for full consideration. She also reminded the Board of other possible grant funding opportunities and the next NYLBA meeting.

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 to Malarkey Construction LLC for the Renovations and Reconstruction at 8 Gray Street, City of Binghamton (Resolution 2024-42): J. Haas stated that four bids were received for this contract, with Malarkey Construction 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 for the

renovations and reconstruction project at 8 Gray Street, City of Binghamton. On a motion by R. David, seconded by T. Augostini, motion carried unanimously.

7. Resolution Awarding a Contract to Tioga General Contracting for the Internal Demolition at 14 McNamara Avenue, City of Binghamton (Resolution 2024-43): J. Haas stated that ten quotes were received for this contract, with Tioga General Contracting being the lowest quote. 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 respondent due to the other projects currently underway. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with Tioga General Contracting for the internal demolition at 14 McNamara Avenue, City of Binghamton. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

8. 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. Dziedzic, seconded by T. Augostini, motion carried unanimously. Time: 4:15 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by C. Dziedzic, seconded by T. Augostini, motion carried unanimously. Time: 4:37 p.m.

9. Approve Proposed 2025 Operating, Administrative and Capital Budget: After a brief discussion, Chairman Martin called for a motion to approve the Finance Committee's recommended and proposed 2025 operating, administrative and capital budget for the Broome County Land Bank. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

10. Discussion of Land Bank Grants and Funding Opportunities: J. Haas reviewed the Land Bank's recent V-RIP application, as well as potential applications for LBI Phase II Capital funds and the HOME Homebuyer Development program, all funded through NYS HCR, with the Board.

11. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Dziedzic, seconded by K. Davis, the motion carried unanimously. The meeting adjourned at 4:56 p.m.