

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, December 10, 2024 at 2:30 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, C. Dziedzic, W. Hughes, C. Marchuska (arrived at 2:45 p.m.), A. Martin, M. Sopchak  
Absent: T. Abdelazim, R. David, K. Davis (informed Assistant Director of absences)  
Staff: J. Haas, R. O'Donnell  
CAP: None  
Other: C. McSorley, N. DiRenzo

1. Call to Order: Chairman Martin called the meeting to order at 2:31 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the October 22, 2024 Board Meeting. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin thanked everything for their understanding in needing to move up today's Board meeting from the usual 3:30 p.m. start to one hour earlier.

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

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. The price has been reduced to \$139,900, and she is hopeful an offer will be forthcoming; 52 Beethoven Street has a vetted buyer and a Resolution authorizing the sale is before the Board today; the renovations at 33 Elm Street and 8 Gray Street are well underway by the respective contractors. She also mentioned that bids for the renovations at 170 Moeller Street were due recently, and after reviewing the four received, Malarkey Construction is the low bidder. The rehabilitation bid package for 14 McNamara Avenue has been issued, the prebid meeting is this week, and sealed bids are due back on Tuesday, January 7<sup>th</sup>. There is a Resolution to acquire 181 Hawley Street from the City of Binghamton, as the City Council approved the sale in late November. Soon after the acquisition, and the environmental testing and abatement, the Land Bank will look to issue new RFPs for the purchase and redevelopment of both 181 Hawley Street and 21 Walnut Street. These RFPs will include both an ARPA development incentive and the availability of VRIP funds. J. Haas also mentioned that Land Bank staff will continue to work with County Leadership and the Real Property Department to identify and acquire properties to meet the contractual obligations of renovating 10-12 single or two-family homes in the City of Binghamton.

Broome County ARPA/DHCR LBI Phase II Demolition Projects: J. Haas stated there is a Resolution before the Board to acquire 737 W. Main St, Endicott, NY. If approved, the Land Bank will begin the environmental testing of the site, and the intent is to issue a demolition package in late Spring or early Summer 2025 for the demolition of 737 W. Main Street, as well as 61 Park Avenue, and 26 Overland Drive in the City of Binghamton.

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 Land Bank has hit the 75% threshold to reapply and that as of right now the Land Bank is spending approximately 90% of its award, which includes several outstanding invoices and funds to assist with the acquisition of the property next to the former Red Carpet Inn. She stated that the plan is to reapply for more LBI Phase II early in 2025 when HCR reopens the RFA.

Vacant Rental Improvement Program (VRIP): J. Haas reminded the Board that the Land Bank was awarded its full grant ask of \$1.1 million in VRIP funds to assist mom-and-pop-style landlords with help renovating vacant and uninhabitable units. The Land Bank just issued an RFP for Marketing Services for the Land Bank, as well as an RFQ for Contractor prequalification for this program. Staff are also developing a VRIP handbook, similar to the CDBG and ARPA handbooks, to help guide landlords through the process and fully understand all the requirements. There will most likely be a press announcement regarding the program launch earlier in the new year. She also mentioned that the plan is to issue new RFPs soon for the purchase and development of 21 Walnut Street and 181 Hawley Street and to include both an ARPA incentive and the availability of VRIP funding for these projects.

Small Business Tipping Fee Waiver Program: J. Haas stated that the project with Marchuska Development LLC, which the Board previously approved at the April Board meeting will not move forward. The applicant has decided not to close the property that they intended to demolish. She mentioned that there is an application before that Board that was received from 44 Whitney Ave. LLC to demolish 42 Whitney Ave in the City of Binghamton, which is next to their business, DiRenzo Brothers Construction. As a reminder, applications are capped at \$15,000 each, and Small Businesses are defined as having 50 employees or less. She also stated that next year the staff is going to undertake a stronger marketing campaign to raise more awareness for the program and entice more small businesses to apply. The plan is to encompass this along with the Marketing RFP that was issued.

Administrative/Housekeeping Items: J. Haas brought several Resolutions on the agenda to the Board's attention, these include the annual shared services agreement with the County Planning Department, a contract amendment with Mondorf & Fenwick for accounting services, and the Resolution to set the 2025 Annual Meeting. She reminded the Board that there are several funding opportunities that the Land Bank plans to pursue in early 2025, including LBI Phase II funding, and HOME Homebuyer Development funds. The next NYLBA meeting is next Thursday, December 19th, and the Land Bank plans to bring on a BU MPA intern for the Spring semester in 2025.

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 Authorizing the Executive Director to Enter into an Agreement with 44 Whitney Ave. LLC to Utilize a Portion of the Land Bank's Tipping Fee Allocation for the Demolition of 42 Whitney Avenue in the City of Binghamton (Resolution 2024-44): N. DiRenzo gave an overview of the proposed demolition and the project, which includes the demolition of 42 Whitney Ave in the City of Binghamton. They estimate the total tonnage at roughly 100 tons, and they are using their funds for this project. Future development includes expanding the offices for this family business, DiRenzo Brothers Construction.

After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with 44 Whitney Ave. LLC to utilize a portion of the Land Bank's Tipping Fee Allocation for the demolition of 42 Whitney Ave in the City of Binghamton. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously.

7. Resolution Authorizing an Amendment to the Contract with Mondorf & Fenwick, PLLC for Accounting Services (Resolution 2024-45): J. Haas stated that due to the need to undertake a federal single audit in 2025 for 2024's financials, a slight annual increase for Mondorf & Fenwick's services, and adding the Assistant Director as another user to the Land Bank's financial payment and billing software, she is requesting an amendment to increase the contract NTE by \$5,000. After a brief discussion, Chairman Martin called for a motion to authorize an amendment to the contract with Mondorf & Fenwick, PLLC for accounting services. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

8. Resolution Awarding a Contract to Malarkey Construction LLC for the Renovation Project at 170 Moeller Street, City of Binghamton (Resolution 2024-46): 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 170 Moeller Street, City of Binghamton. On a motion by W. Hughes, seconded by C. Dziedzic, motion carried unanimously.

9. Resolution Authorizing Renewal of the Administrative Services Agreement with Broome County for the Administration of the Broome County Land Bank for 2025 (Resolution 2024-47): J. Haas stated that this administrative services agreement is in place for the Executive Director to operate the Land Bank and accounts for the Assistant Director position for 2025. The agreement encompasses a grant to cover administrative expenses such as salary and benefits of the Executive Director and funding toward office supplies while the Land Bank will reimburse the County for salary and fringe benefits of the Assistant Director. Chairman Martin and J. Haas thanked the Broome County Executive's Office and the Broome County Legislature for their continued support of said agreement. After a brief discussion, Chairman Martin requested a motion to authorize the Executive Director to renew the agreement with Broome County for the administration of the Broome County Land Bank for the 2025 calendar year. On a motion by W. Hughes, seconded by M. Sopchak, motion carried unanimously.

*Chairman Martin requested a change in the order of the consideration of agenda items #10-15 and for them to be rearranged. The Board agreed.*

10. Resolution Authorizing the Acquisition of Property from the City of Binghamton (Resolution 2024-49): J. Haas stated that this is to acquire 181 Hawley Street from the City of Binghamton for \$1 and that this has already been approved by Binghamton City Council. After a brief discussion, Chairman Martin then requested a motion to authorize the acquisition of 181 Hawley Street, Binghamton, NY. On a motion by C. Dziedzic, seconded by M. Sopchak, motion carried unanimously.

11. Resolution Setting the 2025 Annual Board Meeting (Resolution 2024-51): Per the Land Bank’s Bylaws, J. Haas informed the Board that the Annual/Organizational meeting must be set via resolution. Chairman Martin requested a motion to set the 2025 Annual Board meeting date and time. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously.

12. Resolution Authorizing the Executive Director to Enter into an Agreement with the New York State Housing Trust Fund Corporation for the Administration of a Land Bank Vacant Rental Improvement Program (“VRIP”) Grant to support the Land Bank’s Capital Programs for 2025-2026 (Resolution 2024-52): J. Haas stated that this is to execute the grant agreement with HCR for \$1.1 million in VRIP funds. The Land Bank plans to get this program up and running shortly after the first of the year. After a brief discussion, Chairman Martin called for a motion to authorize the Executive Director to enter into an agreement with the Housing Trust Fund Corporation for the administration of a Land Bank Vacant Rental Improvement Program (“VRIP”) Grant to support the Land Bank’s capital programs for 2025-2026. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously.

13. Executive Session to Discuss the Acquisition & Disposition of Real Property: A. Martin requested the Board enter executive session to the acquisition & 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: 3:04 p.m.

Chairman Martin requested a motion to resume regular session. On a motion by M. Sopchak, seconded by W. Hughes, motion carried unanimously. Time: 3:17 p.m.

14. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of 52 Beethoven Street in the City of Binghamton to Loi Tran and Michelle Huynh (Resolution 2024-48): J. Haas stated that the buyers have been vetted and she believes this to be another successful Affordable Homes Program success. After a brief discussion, Chairman Martin then requested a motion to authorize the sale of 52 Beethoven Street, Binghamton, NY to Loi Tran and Michelle Huynh. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously.

15. Resolution Authorizing the Acquisition of Property from Iliya Honovich (Resolution 2024-50): J. Haas stated that this is to purchase 737 W. Main Street, Endicott, NY, the former Food Fusion restaurant building, with the intention of demolition. After a brief discussion, Chairman Martin then requested a motion to authorize the acquisition of 737 W. Main Street, Endicott, NY. On a motion by M. Sopchak, seconded by T. Augostini, motion carried unanimously.

16. 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 3:23 p.m.