

A regular meeting of the Broome County Land Bank Corporation was convened in public session at the Broome County Public Library, 185 Court Street, in the City of Binghamton, Broome County, New York on Tuesday, February 4, 2020 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, M. Decker (arrived at 3:53 p.m.), S. Duncan (left at 4:13 p.m.), C. Dziedzic, C. Marchuska, A. Martin, C. Papastrat, M. Sopchak (arrived at 3:53 p.m.)
Absent: T. Abdelazim
Staff: J. Nejeschleba
CAP:
Other: J. Bernardo, L. Ciciarelli, C. Cramer, B. O’Brian, J. Willard

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

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the October 25, 2019 Personnel Committee, November 1, 2019 Personnel Committee, November 8, 2019 Personnel Committee, November 22, 2019 Board Meeting, and January 30, 2020 Finance Committee meeting. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

3. Chairman’s Remarks: Chairman Martin welcomed the new Executive Director to the Land Bank and made a few other remarks.

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

Quarter 4 of 2019 Report to Enterprise Community Partners: She expressed to the Board that she has been in contact with the Land Bank’s grant administrator in regards to the Quarter 4 report and has successfully submitted a report for review and is hoping to request a disbursement within the next few days.

5 Crandall Street Project: She stated that this project has been closed out with the remaining two invoices paid to First Ward Action Council.

32 Hayes Street Rehabilitation Project: She stated that all but one necessary document has been submitted to Enterprise for approval. She expressed that FWAC has sought legal counsel to review the contract with the winning bidder on the project.

76 Park Avenue Rehabilitation Project: She stated that the pro forma budget has been reviewed and approved by FWAC. She uploaded all documents required by Enterprise but the contract between FWAC and the winning bidder on the project. As stated above, FWAC has sought legal counsel for review.

J. Nejeschleba expressed to the Board that she is confident that Enterprise will give the thumbs up once the executed contracts are submitted.

3 King Avenue Rehabilitation Project: She expressed to the Board that her and J. Willard were supposed to present to the City's Commission on Architecture and Urban Design (CAUD) for approval of the façade earlier in the day. However, the meeting was canceled due to lack of quorum. J. Nejeschleba is waiting on necessary documents to upload to Enterprise for approval to move forward. This project will likely take place in Quarter 2.

J. Nejeschleba deferred to J. Willard for additional information. J. Willard expressed the importance of legal review of the contracts which is causing a slight delay. He assured the Board that review should be complete within the next week.

1125 Glenwood Road Rehabilitation Project: She reminded the Board that this project is being funded by the sale proceeds of CDBG projects 1857 Burdick Road in the Town of Binghamton and 117 Lagrange Street in the Town of Vestal and is being managed by the SEPP Group. She expressed that this is a full rehabilitation from bottom to top.

J. Nejeschleba deferred to J. Bernardo for additional information. The Board asked a few questions then J. Nejeschleba moved on to Demolition Projects.

149 Endwell Street Demolition: She stated that she contacted the Town of Union to determine if transferring the property from Broome County to the Land Bank would be more appropriate in order to move the project forward.

J. Nejeschleba briefed the Board on housekeeping items. She started with her discussion with the Land Bank's legal counsel. J. Nejeschleba disclosed to the Board that her significant other works for Delta Engineers and Architects, one of the Land Bank's environmental service term contracts. She expressed that the Land Bank's legal counsel offered his opinion that there is no conflict of interest as it stands because her significant other will not be benefiting financially from the contract due to his position in the company. A. Martin also briefed the Board on the matter.

J. Nejeschleba announced to the Board that term contracts with Delta Engineers and Keystone Associates will expire on March 31, 2020. She issued an RFQ on January 24, 2020 with a deadline to submit as February 19, 2020. She informed the Board to expect to schedule interviews in early March to make a final decision at the March Board meeting. J. Nejeschleba also announced that she will not be participating in the selection of the engineering firms upon the advice of the Land Bank's legal counsel. A. Martin requested that Board members reach out to him if they have an interest in serving on a firm selection committee.

J. Nejeschleba announced her decision to extend the agreement with Smith Brothers Insurance as their brokerage service will expire on March 13, 2020.

J. Nejeschleba stated that EFPR Group has begun their audit and that they will be arriving in person the week of February 10, 2020.

5. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Hearing none, Chairman Martin moved to the next agenda item.

6. Approve Proposed 2020 Operating Budget: Finance Committee Chairwoman S. Duncan introduced the 2020 Operating budget. She opened the floor for questions. Hearing none, S. Duncan made a motion to approve the 2020 Operating Budget as written, seconded by C. Papastrat, motion carried unanimously.

7. Schedule Organizational Meeting for February 25, 2020: A. Martin announced that the Organizational Meeting will take place on February 25, 2020 at 3:30 p.m. in the New Room at the Broome County Public Library. On a motion by C. Dziedzic, seconded by C. Marchuska, motion carried unanimously.

8. Adding the New Executive Director as an authorized signer on the Broome County Land Bank's bank account to execute financial activity on behalf of the Corporation: A. Martin explained that Executive Director J. Nejeschleba needs access to the bank account. On a motion by M. Sopchak, seconded by C. Papastrat, motion carried unanimously.

9. Town of Vestal Housing Rehabilitation Project – Review Scope of Work for 1125 Glenwood Road: J. Nejeschleba and A. Martin briefed the Board on where the project stands and deferred to L. Ciciarelli for specifics. A. Martin asked for a motion to approve the scope of work for 1125 Glenwood Road. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

10. Resolution Authorizing Renewal of the Administrative Services Agreement with Broome County for the Administration of the Broome County Land Bank for 2020 (Resolution 2020-01): A. Martin reminded the Board about the funding received from Broome County to cover the expenses of the Executive Director's salary and benefits. A. Martin and J. Nejeschleba thanked the County administration for their continued support of the Land Bank. On a motion by M. Decker, seconded by C. Dziedzic, motion carried unanimously.

The Board entertained a discussion about the Land Bank's vacant lots and requested that J. Nejeschleba contact VINES.

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