

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, January 26, 2021 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. Augostini, K. Davis, M. Decker, C. Dziedzic, C. Marchuska, A. Martin, S. Resciniti, M. Sopchak

Absent:

Staff: J. Haas

CAP: M. Brockett

Other: K. Beebe, V. Gialanella, R. O'Donnell

1. Call to Order: Chairman Martin called the meeting to order at 3:34 p.m. Chairman Martin welcomed the returning Board members and recognized the new Board members, S. Resciniti and K. Davis.

2. Nomination of Officers: Chairman Martin called for nominations for Chairman. T. Augostini made a motion to nominate A. Martin for Chairman, seconded by C. Dziedzic. Chairman Martin called roll. All members voted for A. Martin for Chairman, motion carried unanimously. Chairman Martin called for nominations for Vice Chairman. C. Dziedzic made a motion to nominate T. Augostini for Vice Chairman, seconded by T. Abdelazim. Chairman Martin called roll. All members voted for T. Augostini for Vice Chairman, motion carried unanimously. Chairman Martin called for nominations for Secretary. M. Sopchak made a motion to nominate C. Dziedzic for Secretary, seconded by C. Marchuska. Chairman Martin called roll. All members voted for C. Dziedzic for Secretary, motion carried unanimously. Chairman Martin called for nominations for Treasurer. M. Decker made a motion to nominate M. Sopchak for Treasurer, seconded by T. Augostini. Chairman Martin called roll. All members voted for M. Sopchak for Treasurer, motion carried unanimously.

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

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

After some discussion, Chairman Martin requested a voice vote to approve committee membership as presented. Approval carried unanimously.

4. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the December 15, 2020 Board Meeting. On a motion by M. Sopchak, seconded by C. Dziedzic, motion carried unanimously.

5. Chairman's Remarks: Chairman Martin did not make any remarks.

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

She brought the new Board members up to date on the rehabilitation projects that were completed in 2020: 32 Hayes Street and 76 Park Avenue.

76 Park Avenue Rehabilitation Project: J. Haas informed the Board that the Land Bank closed on the property on January 11<sup>th</sup> and net approximately \$77,000.

33 Linden Street Rehabilitation Project: FWAC is working with their attorney on the CHDO HOME agreement with the City of Binghamton. J. Haas has expressed to the Board and Enterprise that she does not feel comfortable moving with asbestos abatement or any other significant construction work until there is a pro form budget in place to follow.

124 Gaylord Street Rehabilitation Project: LCP submitted the lowest cost proposal for asbestos abatement at \$4,200 which is lower than projected. J. Haas authorized FWAC to schedule this work with LCP and such work had taken place the week prior. First Ward Action Council was able to secure two bids for construction. She is working with FWAC to develop a pro forma budget and anticipates being able to provide such budget to the Board in the next few weeks. Based on the bids received and other quotes, J. Haas expects the budget to reflect a lower total project cost than originally projected.

15 Birch Street Rehabilitation Project: J. Haas reported that the Land Bank partner, FWAC, has been in contact with Keystone Environmental to begin architectural drawings.

J. Haas moved on to demolition projects and informed the new Board members that four residential demolitions were completed in 2020. Two in the City of Binghamton and two in the Town of Union. She briefed the Board on some good news. Broome County Real Property was able to foreclose on the 2018 tax delinquent properties prior to when the State Legislature considered a bill to extend the eviction and foreclosure moratorium to May. The Land Bank has approximately \$90,000 in their demolition fund budget. J. Haas expects that funding to cover four or five demolitions in 2021. She has identified four demolition candidates from the 2018 foreclosure list: 1944 North Road and 2300 Owego Road in the Town of Vestal, 108 Roosevelt Avenue in the Village of Endicott and 22 Fuller Street in the Town of Dickinson. As a reminder to the Board, both Endicott and Dickinson have committed a combined \$10,000-\$12,000 in funding to assist in the demolitions of the respective properties. J. Haas expressed that each property is currently vacant, blighted and mostly structurally condemned. The Broome County Legislature will be acting on a resolution to transfer these four properties in February; therefore she'll be bringing resolutions to the Board next month with property overviews and background information.

After a brief discussion about demolition projects, J. Haas briefed the Board on updates related to the 3 King Ave Redevelopment Project. The closing occurred on Friday, January 22<sup>nd</sup>, 2021. As a reminder, the Land Bank received \$7,500 for the sale of the property. The agreement the Land Bank has with Enterprise was to roll that \$7,500 back into our rehabilitation budget line. She expressed to the Board that they will see this fully reflected in next month's financial report. The developer has met with LCP Group who will be conducting the asbestos abatement the week of February 8<sup>th</sup>. After abatement is complete, the developer plans to begin demolition inside the structure. The City has been made aware that the Land Bank has closed on the property and to expect permit applications to arrive shortly. J. Haas summed up the processes over the next several months. The developer is required to fully fund stage 1 of construction which consists of demolition, framing, siding, windows which the developer projects \$60,000 in expenses. Stage 2 to stage 5, the Land Bank will issue subsidy checks in an amount not to exceed \$75,000 and will range between 70%-75% of the total cost in that stage of construction. Once the developer believes each stage is complete, he'll reach out to the Executive Director and she will join SEPP Group to

verify the work has been completed. J. Haas reminded the Board that SEPP Group is the Land Bank's construction support contractor for this project. At the end of each month, the developer is required to submit a status update to track progress. And any disbursement requests must be supplemented by invoices for reimbursement or quotes for work to be completed.

J. Haas moved on to updates regarding pending side lot sales. 47 Robinson Street and 55 Park Terrace Place closed the week prior and are now in the hands of their respective buyers. She brought the new Board members up to speed on the pending side lot sales. There are three additional vacant lots in the city of Binghamton (29 Lydia Street, 40 Julian Street, and 50 Thorp Street) to be transferred to the City of Binghamton. 149 Endwell Street is to be transferred to the Village of Johnson City and 7 East Maine Road to be transferred to Broome County. The Land Bank is awaiting transfer paperwork from our legal counsel to finalize the transfers. She anticipates having an update on these five vacant lots at our next Board meeting.

J. Haas touched on a few Administrative/Housekeeping items. She expressed that the Land Bank had four board members who were able to complete their required ABO online board training in the month of January 2021. They have since sent her their confirmations of attendance. J. Haas thanked those board members. Next, she thanked the Board members who went out of their way to meet her and sign annual forms and oaths of office. As a matter for the record, J. Haas mentioned that Land Bank board members are required to sign a Conflict of Interest Acknowledgement and an ABO Fiduciary Responsibilities Acknowledgement annually. Additionally, each board member was required to sign their Oath of Office for the term of January 1, 2021 to December 31, 2023.

J. Haas reminded the Board that the Finance Committee recommended awarding independent auditing and tax preparation services to EFPR Group. The accountants that are assigned to the Land Bank will be reaching out soon to engage for the 2020 audit. They expressed to J. Haas earlier this month that they are offering auditing services remotely and many of their clients are choosing to partake. When they engage for the 2020 audit, she will likely opt for the remote option as the Land Bank is able to provide all documents in electronic format.

She expressed that the Land Bank can expect some beginning of the year invoices over the next few weeks such as web hosting services from Hue Studios, Directors & Officers Insurance from Smith Brothers, and Land Bank Association Dues. J. Haas will be participating in an association meeting later this week where the group will determine the dues amount for 2021. She expects this expense to remain at \$2,000.

Lastly, J. Haas wanted to touch on the Community Advisory Panel. Over the past year, she has had a great experience working with all the CAP members. They have been incredibly engaged during her time with the Land Bank. They have certainly welcomed her in and give great feedback when needed. As the Board may recall, the Personnel and Governance Committee revamped the structure of the CAP several years back. Each CAP member's term expires in April this year. J. Haas' recommendation to the Board when the time comes is to reappoint each member if they so choose to continue in their capacity on the CAP. She will have more information to provide to the Board in the coming weeks.

J. Haas concluded by reviewing the financial statement.

7. Public/Community Advisory Panel Comments: Chairman Martin opened the floor for comments. Seeing none, Chairman Martin moved onto the next agenda item.

8. 2021 Meeting Schedule: Chairman Martin presented the 2021 meeting schedule to the Board and expressed that the meetings will take place via Zoom videoconferencing while Executive Order 202.1 remains in effect. Chairman Martin requested a motion to adopt the 2021 meeting schedule for the Broome County Land Bank. On a motion by C. Marchuska, seconded by C. Dziedzic, motion carried unanimously.

9. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Marchuska, seconded by T. Abdelazim, the motion carried unanimously. The meeting adjourned at 4:28 p.m.