

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, November 27, 2018 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, C. Dziedzic, D. Hamlin, A. Martin, C. Papastrat, D. Reynolds, L. Shumaker
Absent: S. Duncan, S. Herz
Staff: M. Scarinzi
CAP: K. Kamlet, J. Moody, N. Pappas
Other: C. Cramer, M. Evrensel

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 23, 2018 Board meeting. On a motion by C. Dziedzic, seconded by T. Augostini, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin made only a few remarks and advanced to the next agenda item. No motion necessary.

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

M. Scarinzi reminded Board members who still need to complete required ABO training that two training sessions are currently open in December, on the 5th and 12th.

M. Scarinzi said as part of preparing to enter into a grant agreement with Enterprise Community Partners for its new \$1.2 million CRI grant, she had to perform some due diligence including gathering different insurance certificates, letters, etc. One required item was Certificate of Incumbency. She said she needed an updated certificate due to a change in Board membership. She passed around the updated certificate and asked the board to sign.

M. Scarinzi told the Board she is submitting an extension request for the current round of funding through at least May 2019 so the BCLBC can spend down its remaining balance of funds. She told them to contact her if they knew of any projects. She said she hoped to spend a majority of the funds on pre-development services needed on the three properties recently acquired for rehabilitation.

M. Scarinzi told the Board that the renovation of 47 North Street was complete. She said she expects the City of FWAC to schedule a media event announcing its completion and will keep the Board posted about when it happens.

M. Scarinzi told the Board the Goodwill Theatre project started on November 9th with the demolition of 55 Broad. She thanked those Board members who attended. She said demolition on 59 Broad, the brick building, started yesterday and would be done today.

M. Scarinzi told the Board the Windsor Central School District resolved the title issue and closed on the property. She said the BCLBC had signed an MOU with the District and has engaged Keystone to begin work on the project.

CDBG – Rehab Program: M. Scarinzi provided a brief update on the Program. She said even though the houses were rehabbed and sold, the State still needed to officially close-out the grant. She said the State conducted a monitoring visit on November 8 that went well; only a few minor issues. She said both BCLBC and the County were unaware a second public hearing needed to be held to update the public on the progress of the project. She said the County has scheduled the hearing for December 20th at the Legislative Session. After that concludes, the grant will be officially closed.

1605 Davis Ave (Christ the King) – M. Scarinzi informed the Board the BCLBC had finally closed with the Town and the Town filed all paperwork with the County Clerk on November 19. The BCLBC's involvement in the project is now complete.

M. Scarinzi provided an update on the Community Advisory Panel. She said she wanted to get past the Thanksgiving holiday before releasing a call for membership. She's working on a release seeking members. The application will be posted on the website. Application deadline will be 4 weeks from release. Once all applications are in, the Governance Committee will review apps and make recommendation to Board.

M. Scarinzi concluded by reviewing the financial statement.

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

6. Resolution Accepting a Land Bank Community Revitalization Initiative Grant from Enterprise Community Partners, Inc.: M. Scarinzi was pleased to announce the Broome County Land Bank was awarded \$1.2 million in grant funds through the 2019-2020 Community Revitalization Initiative. She said it was the largest award received yet through the program. She thanked the Board for their continued hard work and support. Chairman Martin called for a motion to approve the resolution accepting a Land Bank Community Revitalization Grant from Enterprise Community Partners, Inc. On a motion by D. Hamlin, seconded by L. Shumaker, motion carried unanimously.

7. Resolution Awarding a Contract for Demolition of Three Residential Properties: M. Scarinzi told the board an RFB was issued for demolition contractors early November. The deadline for bids was November 20. Four bids were received – All Around Excavation, Dan's Hauling and Demo Inc., Gorick Construction Co., and LCP Group. M. Scarinzi presented a letter from our consultant for the project, Delta, recommending selection of Gorick as the lowest responsible bidder with a bid of \$34,400. Chairman Martin called for a motion to approve a resolution awarding a contract for demolition of three residential properties to LCP Group. On a motion by C. Papastrat, seconded by D. Reynolds, motion carried unanimously.

8. Sexual Harassment Policy: M. Scarinzi informed the Board that when the 2019 New York State Budget was passed, it included the nation's strongest and most comprehensive sexual harassment

requirements. Under the new law, every employer in New York State is required to establish a sexual harassment policy. She presented the proposed policy to the Board, stating it was based on the model or template provided by New York State. After a brief discussion, Chairman Martin requested a motion to adopt the Sexual Harassment Policy as presented. On a motion by C. Dziedzic, seconded by T. Augustini, motion carried unanimously.

9. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by D. Reynolds, seconded by L. Shumaker, the motion carried unanimously. The meeting adjourned at 4:10 p.m.