

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 26, 2019 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, S. Duncan, C. Dziedzic, D. Hamlin, S. Herz, A. Martin, C. Papastrat
Absent: L. Shumaker
Staff: M. Scarinzi
CAP: J. Moody, N. Pappas
Other: A. Johnson

1. Call to Order: Chairman Martin called the meeting to order at 3:31 p.m.

2. Oath of Office: Chairman Martin administered the Oath of Office to new Board Member, T. Abdelazim.

3. Nomination of Officers: Chairman Martin the presented the current slate of officers: Chairman Aaron Martin, Vice Chairman Chris Papastrat, Treasurer Stacey Duncan and Secretary Tom Augustini. After a brief discussion, Chairman Martin requested a motion to nominate the slate of officers as presented. On a motion by C. Dziedzic, seconded by S. Herz, motion carried unanimously.

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

- Governance / Personnel Committee: T. Augustini (Chair), S. Herz and C. Papastrat
- Audit / Finance Committee: S. Duncan (Chair), T. Abdelazim and L. Shumaker

After some discussion, Chairman Martin requested a motion to approve committee membership as presented. On a motion by S. Duncan, seconded by D. Hamlin, motion carried unanimously.

5. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the January 22, 2019 Board meeting. On a motion by S. Herz, seconded by D. Hamlin, motion carried unanimously.

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

7. Presentation of the FY 2018 Independent Audit: Joseph M. Klimek, EFPR Group, reviewed the findings of the FY 2018 independent audit with the Board members. He noted they found nothing of concern about the financial mechanisms in place. After a brief discussion between Mr. Klimek and the

Board, Chairman Martin asked for a motion to accept the findings of the FY2018 Independent Audit. On a motion by C. Dziedzic, seconded by S. Duncan, motion carried unanimously.

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

M. Scarinzi said the New York Land Bank Association (NYLBA) was planning an Advocacy Day for March 5th in an effort to garner support for funding for all of the State's land banks. She said NYLBA would be requesting \$20 million in funding and stressing the importance of a reliable, predictable and recurring funding for land banks.

M. Scarinzi mentioned she will be making her annual presentation to the Broome County Legislature on Tuesday, March 12th at 4:15pm at the Economic Development, Education and Culture Committee. She invited Board members to attend.

M. Scarinzi reminded Board members who needed to complete required ABO training there was a session open on March 20th.

M. Scarinzi asked Board members to complete the Conflict of Interest Acknowledgment she had passed out. Each director, officer and committee member with governing board delegated powers is required to sign an acknowledgement form each year

2019-2020 Land Bank CRI: M. Scarinzi told the Board the grant agreement was not yet in place. The hiccup was securing proper insurance coverage which changed to require a per project/per location coverage. She said she's currently awaiting quotes and hopes to have in place soon.

2017-2018 Land Bank CRI: M. Scarinzi told the Board the Land Bank received a contract extension through Q2 2019 to spend the funds by May 15. She provided updates on the following projects:

Windsor Central School District Demolition Project: The allocation of CRI funds committed to this project was \$45,500. Estimated TPC = \$55,000. Per an MOU in place with the District, the District will cover the difference.

Vestal Gateway Project: Vestal was still awaiting NYSDOT approval.

Margery Street TOB demolition: The "re-foreclosure" was signed off by the judge and the amended title and paperwork was being finalized by the County to be sent to the Town of Binghamton. Once given the greenlight by our attorney, M. Scarinzi plans to start the project.

M. Scarinzi reported that the three-property demolition project started in early January was now completed. The project included 21 Milford Street and 1223 Vestal Avenue, both within the City of Binghamton, and 1080/1090 Town of Kirkwood.

Community Advisory Panel: M. Scarinzi stated a Call for Membership was issued on January 16th and applications were originally due February 12th. She said the deadline was extended to allow for more applications to be submitted. She said she intends to hold a Governance Committee meeting prior to the next Board meeting to review applications and bring membership recommendations to the Board for consideration.

M. Scarinzi concluded by reviewing the financial statement.

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

10. 2019 Meeting Schedule: M. Scarinzi presented the 2019 meeting schedule to the Board. She stated all meeting times are 3:30 pm. Chairman Martin requested a motion to adopt the 2019 meeting schedule for the Broome County Land Bank. On a motion by C. Dziedzic, seconded by S. Duncan, motion carried unanimously.

11. Resolution Authorizing Renewal of the Administrative Services Agreement with Broome County for the Administration of the Broome County Land Bank for 2019: M. Scarinzi reviewed the renewal agreement with the Board. The renewal would be for one-year, from January 1, 2019 through December 31, 2019, and includes administrative funding from Broome County of an amount not to exceed \$87,660 for the term of the agreement. Chairman Martin called for a motion to approve a resolution authorizing renewal of the administrative services agreement with Broome County for the administration of the Broome County Land Bank for 2018. On a motion by D. Hamlin, seconded by S. Herz, motion carried unanimously.

12. Resolution Awarding a Contract for Asbestos Abatement and Demolition of 1200 NYS Route 79 in the Town of Windsor: M. Scarinzi told the board an RFB was issued in early February. The deadline for bids was February 12. Four bids were received – Sunstream Corporation, Bronze, Gorick Construction Co., and LCP Group. M. Scarinzi presented a letter from our consultant for the project, Keystone, recommending selection of LCP Group as the lowest responsible bidder with a bid of \$33,000. Chairman Martin called for a motion to approve a resolution awarding a contract for asbestos abatement and demolition of 1200 NYS Route 79 in the Town of Windsor to LCP Group. On a motion by S. Herz, seconded by D. Hamlin, motion carried unanimously.

13. Resolution Authorizing the Executive Director to Execute a Sales Contract with the Town of Union for 13 Birch Street and 15 Oakdale Road: M. Scarinzi requested authorization to execute a sales contract with the Town of Union for 13 Birch Street and 15 Oakdale Road in the Town of Union. The BCLBC demolished the structures in 2018 and the Town expressed a desire to take title of the parcels for possible redevelopment. Chairman Martin called for a motion to approve the resolution authorizing the Executive Director to execute a sales contract with the Town of Union. On a motion by C. Dziedzic, seconded by S. Herz motion carried unanimously.

14. Resolution Authorizing the Executive Director to enter into an Agreement with the First Ward Action Council for the Redevelopment of 5 Crandall Street in the City of Binghamton at an Amount Not to Exceed \$18,000.: M. Scarinzi presented the proposed redevelopment plan for 5 Crandall Street. She said the City of Binghamton is in the process of demolishing the structure. Once demolished, the site would be redeveloped into a greenspace that would include a combination of flowering or fruit trees/shrubs, a few raised garden beds, commercial grade benches and fencing to create a park-like setting that would complement the newly rehabbed homes as part of the overall revitalization project. The project would be in support of the Crandall/North Street Revitalization Project, which the BCLBC partnered with the First Ward Action Council and City of Binghamton on the revitalization of 47 North Street. After some discussion, Chairman Martin requested a motion to approve the resolution authorizing the Executive Director to enter into an agreement with the First Ward Action Council for the redevelopment of 5 Crandall Street in the City of Binghamton for an amount not to exceed \$18,000. On a motion by S. Duncan, seconded by D. Hamlin, motion carried unanimously.

15. Resolution Authorizing the Executive Director to Execute a Sales Contract for the Sale of a Side Lot at 21 Milford Street in the City of Binghamton: M. Scarinzi presented the Residential “Side-Lot” Purchase Application from Miguel and Karen Southee for the purchase of 21 Milford Street in the City of Binghamton for an offered price of \$500. After a brief discussion, Chairman Martin called for a motion

to approve the resolution authorizing the Executive Director to execute a sales contract for the sale of a side lot at 21 Milford Street in the City of Binghamton. On a motion by D. Hamlin, seconded by C. Dziezic, motion carried unanimously

16. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by D. Hamlin, seconded by S. Herz, the motion carried unanimously. The meeting adjourned at 4:41 p.m.