

A regular meeting of the Broome County Land Bank Corporation was convened in public session remotely through Zoom Video Conferencing on Tuesday, March 23, 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, A. Martin,
C. Marchuska, M. Sopchak
Absent: S. Resciniti (informed Executive Director of conflict prior to the meeting)
Staff: J. Haas
CAP: M. Brockett, M. Irwin
Other: K. Beebe, G. Bezama, C. Cramer, V. Gialanella, T. Smith

1. Call to Order: Chairman Martin called the meeting to order at 3:34 p.m.

2. Approval of Minutes: Chairman Martin asked for a motion to approve the minutes from the February 23, 2021 Board Meeting. On a motion by M. Sopchak, seconded by C. Marchuska, motion carried unanimously.

3. Chairman's Remarks: Chairman Martin thanked the Finance Committee for convening to review the Land Bank's 2020 audit as presented by EFPR Group.

4. Public/Community Advisory Panel Comments: J. Haas requested that the traditional order of agenda items be amended to allow Public/CAP comments next. Chairman Martin opened the floor for comments. Seeing none, Chairman Martin moved onto the next agenda item.

5. Accept the FY 2020 Independent Audit: J. Haas requested that the Board allow Tom Smith from EFPR Group to present an abbreviated version of the Land Bank's 2020 audit prior to further agenda items. The Board agreed and J. Haas introduced T. Smith from EFPR Group. He discussed several key items in the financial statements and reported that the Land Bank is in good financial standing. After a brief discussion, Chairman Martin requested a motion to accept the FY 2020 Independent Audit as presented. On a motion by M. Sopchak, seconded by T. Abdelazim, motion carried unanimously.

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

33 Linden Street Rehabilitation Project: First Ward Action Council has received comments back from their attorney regarding the CHDO HOME Agreement with the City of Binghamton. Jerry is asking for clarification on one more topic within the agreement before it is sent back to the City for consideration. J. Haas has discussed specifics of this process with Enterprise and she reported that the Land Bank's grant administrators are pleased with our progress and are confident that our co-development partner will be able to come to an agreement with the City and our project will be underway shortly.

124 Gaylord Street Rehabilitation Project: J. Haas reported that Enterprise has approved this project and construction is underway with an expected completion date of late June. Construction is being completed by the same contractor who worked on 32 Hayes and 76 Park – Clearview Door & Window. They were the lowest bidder. She reviewed the due diligence steps she has taken over the past weeks. The property is listed on the Land Bank’s website as an upcoming homeownership opportunity. She has also informed the Binghamton Homeownership Academy. J. Haas reminded the Board that the City of Binghamton offers a First Time Homebuyers incentive program in which interested buyers who are income qualified need to complete the Homeownership Academy and they would be eligible for a small grant to assist with closing costs or down payment. She asked the Board to keep this program in mind as the Land Bank would like to see more of our buyers take advantage of it.

15 Birch Street Rehabilitation Project: J. Haas reported that L2 Architectural Studios have begun their drawings. Their pricing was comparable to what the Land Bank typically pays Keystone. L2 will be designing a 3-bedroom home with an office space on the first floor. After drawings are complete, FWAC will create a scope of work and both will be brought to the Board for approval.

J. Haas moved on to demolition projects. The Land Bank is set to send the four properties approved at last month’s board meeting out to bid on Friday with 1215 Nanticoke Drive as an alternate to the bid. Keystone Environmental has recommended structural condemnation of 1944 North Road in Vestal. This means that all five properties will be demolished with asbestos in place. Keystone is proposing a bid opening on April 16th with a recommendation to follow on April 19th. J. Haas discussed the option of rescheduling the April meeting to April 20th instead of the 27th. This would allow the Land Bank to issue a notice to proceed to the contractor a week earlier as well as construction would begin a week earlier. Chairman Martin asked J. Haas to send out an email to all board members requesting their availability for April 20th.

J. Haas briefed the Board on updates related to the 3 King Ave Redevelopment Project. She reminded the Board that she emailed a copy of the developer’s first progress report. Work is certainly moving along at the property. SEPP Group accompanied J. Haas on a site visit shortly after the progress report was submitted and the work was verified. The developer’s second progress report is due on April 5th. J. Haas will inform the Board of when the Land Bank begins to issue subsidy checks to the developer.

J. Haas moved on to updates regarding recently approved side lot sales. 149 Endwell Street has been transferred to the Village of Johnson City. The Land Bank has one remaining vacant lot at 147-151 Front Street in Vestal. She reminded the Board that we may need to bring on a commercial realtor to market the property.

CDBG Application: J. Haas reminded the Board that at last month’s meeting, she announced that the New York State Homes and Community Renewal released the 2020 notice of funding availability for CDBG. She met with the County Executive and Legislature Chairman about partnering with Broome County on this application. They were both supportive of the Land Bank’s proposal. She had several conversations with HCR about application requirements as well. She is in the process of writing the grant and have brought on SEPP Group as the Land Bank’s co-development partner. SEPP will be involved in the application process as well as the program if funded. In partnership with the County, the Land Bank will be requesting \$1 million to fully fund the acquisition, rehabilitation and sale of four single-family units. These homes will benefit low/moderate income persons at the time of sale. She feels confident that the Land Bank’s application will be competitive, and she welcomes any comments and suggestions that the Board may have in this process. She reminded the Board that the application is due April 9th at 4pm.

J. Haas touched on a few Administrative/Housekeeping items. She informed the Board that Smith Brothers Insurance renewed the Land Bank's insurance policy on March 13th and it will end on March 13th next year. The Land Bank's premium is significantly lower than what is budgeted for in 2021. She reminded the Board that the Land Bank recently added four demolition properties which will increase the premium slightly but not enough to go over budget since the Land Bank does not insure demolition structures with any value.

J. Haas along with Chairman Martin presented the Land Bank's 2020 annual report at the Broome County Legislature's Economic Development Committee on March 9th. She reported all went well. She also presented an abbreviated version of the report to Binghamton City Council early the week prior as most Land Bank capital projects took place in the City in 2020. This meeting also went very well. She informed the Board that she has since asked Tom Augustini if he could discuss with the Town of Union Board to see if she could present to them in April.

J. Haas reminded the Board that the Land Bank's annual report and financial statements are due to be submitted to the ABO no later than March 31st. She plans to upload both documents tomorrow.

J. Haas concluded Administrative notes with a reminder that Board member Tarik Abdelazim is holding a Land Banks 1010 seminar on Thursday this week through the Center for Community Progress. He sent around the information after our February Board meeting. She passed this information along to the Land Bank's CAP members. Chairman Martin requested that J. Haas send this information around to Board members as a follow-up.

7. Community Advisory Panel Reappointments: J. Haas reported that she reached out to the Governance and Personnel Committee for their recommendation to the full Board to approve reappointments for each existing CAP member. She introduced Chairman of the Personnel Committee, Tom Augustini, to provide his comments. Chairman Augustini thanked the CAP members for their dedication to the Land Bank over the past two years. After a brief discussion, Chairman Martin called for a motion to reappoint all existing CAP members for a term beginning on April 2, 2021 and ending April 1, 2023. On a motion by T. Augustini, seconded by C. Marchuska, motion carried unanimously.

8. Resolution Authorizing the Acquisition of a Property from Broome County (Resolution 2021-08): J. Haas considered agenda items 8 and 9 as a block. The property to be acquired in the resolution is 1215 Nanticoke Drive in the Town of Union. Consistent with past resolutions, the acquisition cost will be \$1 per an agreement the Land Bank has with Broome County for intended demolition projects. Chairman Martin requested a motion to authorize the acquisition of 1215 Nanticoke Drive from Broome County for the purposes of demolition. On a motion by T. Augustini, seconded by M. Decker, motion carried unanimously.

9. Resolution to Approve a Proposed Demolition Project – 1215 Nanticoke Drive, Town of Union (Resolution 2021-09): J. Haas briefed the Board on where the property is located and what kind of condition exists. The property is located near the West Corners neighborhood in the Town of Union. The structure has since suffered a roof collapse over the winter. After discussions with the Town of Union, it was determined that this property would be a great demolition candidate. Before considering a recommendation to acquire this property for demolition, J. Haas mailed side lot interest letters to adjoining and nearby property owners. She received a response back from an adjacent neighbor who complies with the Land Bank's due diligence requirements (i.e., little or no history of tax delinquency or code violations). After demolition, the plan is to recommend sale to this adjacent neighbor. Chairman Martin requested a motion to approve a proposed demolition project at 1215 Nanticoke Drive in the Town of Union. On a motion by T. Augustini, seconded by T. Abdelazim, motion carried unanimously.

Prior to adjournment, Board member T. Abdelazim spoke about the recent stimulus monies approved by the U.S. Congress and signed by the President. He reported that local municipalities will be eligible for significant amounts of federal aid and this may be an opportunity for the Land Bank to have conversations with municipal leaders to leverage funds. J. Haas also wanted to inform the Board that the City of Binghamton's Planning Department reached out to her for a request that she join the newly formed Cities RISE Collaborative Remediation Strategy Team. She is looking forward to this opportunity to collaborate with other organizations in the Binghamton area and share a point of view from the Land Bank through this collaborative.

10. Adjournment: Chairman Martin asked for a motion to adjourn. On a motion by C. Marchuska, seconded by C. Dziedzic, the motion carried unanimously. The meeting adjourned at 4:22 p.m.