



## Niagara Orleans Regional Land Improvement Corporation (NORLIC)

### Meeting Minutes – January 26, 2024

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on January 26, 2024 at the Samuel M. Ferraro Center for Economic Development Center, 6311 Inducon Corporate Drive, Sanborn, NY 14132.

- 1-2. Welcome Remarks/Roll: The meeting was called to order at 9:05 a.m. by Vice-Chairman Voccio.

#### **Board of Director Attendance:**

Richard Updegrove – Chairman  
Christopher Voccio – Vice Chairman  
Michael Casale – Board Member  
Rob DePaolo – Board Member  
Kevin Forma – Board Member  
Lynn Johnson – Board Member (Via Webex)  
Heather Peck – Board Member

#### **Officer Attendance:**

Andrea Klyczek – Executive Director  
Amy Schifferli – Treasurer

#### **Staff Attendance:**

Katherine Alexander – Attorney  
Matthew Chavez - Project Manager  
Jacquiline Minicucci – Recording Secretary

3. Approval of Minutes:  
A motion to approve minutes from the December 1, 2023 NORLIC meeting as submitted by Jacqueline Minicucci was made by Mr. Casale, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.
4. Financial Report: Mrs. Minicucci reviewed expenses and provided the board with current financial statements. No concerns noted.

Chairman Updegrove joined the meeting @ 9:10 a.m.

#### **Action Items:**

5. Resolution – Transfer of Tax Liens, Junkyard Parcels – The resolution was rescinded at this time due to a lack of documentation from the potential developers.
6. Resolution- Transfer of Tax Lien, 3425 Hyde Park Blvd (Kanthal Globar) – Ms. Klyczek stated that Rollin Hellner, developer, presented his project proposal at the December board meeting. The Town of Niagara is in favor of the project and pleased the vacant property is being addressed.

Ms. Alexander noted that government entities are seeking clarification regarding the statute of limitations for parties to claim a surplus award, as well as what entities would be included in lawsuits. Board members discussed that this property should not be subject to legal action due to its significant negative value caused by tax arrears and site contamination.

Ms. Alexander brought to the boards attention that a vote was not taken at the prior meeting regarding accepting the tax lien from Niagara County. A motion to accept the tax lien from Niagara County was made by Mr. Updegrove and seconded by Mr. Voccio. Ayes 7, Noes 0. Carried.

A motion to transfer the tax lien to Rollin Hellner was made by Mr. Updegrove and seconded by Mr. Voccio. Ayes 7, Noes 0. Carried.

7. Construction Management Contract Award – Mr. Chavez provided the board with a summary of the proposals that were received in response to the RFP issued. The board discussed the qualifications, price, and MBE/WBE requirements for the HCR Phase II Grant. Mr. Chavez stated that individual contractors will be obtained by the firm but projects will not be awarded until proposals are reviewed by our attorney and presented to the board for approval. A motion to award the contract to the Rodriguez Construction Group was made by Mr. Updegrove and seconded by Mr. Forma. Ayes 7, Noes 0. Carried.
8. Property Inspections & Repairs Contract Award – Mr. Chavez stated that there was only one proposal received in response to the RFP. Mr. Voccio requested clarification between the construction management and property repair awards. Mr. Chavez stated that the construction management firm will be responsible for the large capital projects and this award is for predevelopment items such as initial property inspections and minor repairs such as changing locks and replacing doors, etc. A motion to award the contract to Thomas Fedeson was made by Mr. Updegrove and seconded by Mr. DePaolo. Ayes 7, Noes 0.
9. 3032 Birch Avenue Demolition Contract Award – Mr. Chavez provided the board with a summary of the proposals received in response to the RFP. Upon review, the board felt the firms were equally qualified and decided to go with the lowest bidder. A motion to award the contract to Metro Contracting & Environmental was made by Mr. Voccio and seconded by Mr. Casale. Ayes 7, Noes 0.
10. NYS Deferred Compensation – Employee Enrollment – Ms. Minicucci stated that NORLIC was contacted by a representative of NYS Deferred Compensation regarding the possible participation of employees in the program. There is no cost to administer the program but board approval is required. A motion to allow enrollment into the NYS Deferred Compensation Plan was made by Mr. Updegrove and seconded by Mr. DePaolo. Ayes 7, Noes 0.

**EXECUTIVE SESSION:** The board entered into executive session for a legal matter at 9:43 a.m. and a motion for adjournment was made by Mr. Voccio and seconded by Mr. Updegrove at 10:07 a.m. Ayes 7, Noes 0.

The general board meeting resumed at 10:08 a.m.

**Project Manager Update:**

- a.) 6 Ashley Place – Mr. Chavez stated that he is gathering all the required documentation needed so the demolition project can move forward.
- b.) Mr. Chavez updated the board on the HCR Phase II grant budget noting that there is still funding available for property acquisition and demolitions if needed.

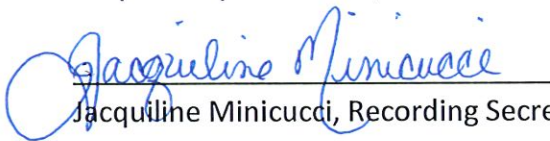
**Attorney Business:** Ms. Alexander stated that all the items needing discussion have been reviewed.

**Other Business:** None

**Adjournment:**

A motion to adjourn the meeting at 10:14 a.m. was made by Mr. Updegrove, seconded by Mr. Voccio. Ayes 7, Noes 0. Carried.

Respectfully Submitted,

  
Jacqueline Minicucci, Recording Secretary

