



Niagara Orleans Regional Land Improvement Corporation (NORLIC)

Meeting Minutes – March 22, 2024

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on March 22, 2024 at Samuel M. Ferraro Center for Economic Development, Sanborn, New York.

- 1-2. Welcome Remarks/Roll: The meeting was called to order at 9:11 a.m. by Chairman Updegrove.

Board of Directors 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

Officers Attendance:

Andrea Klyczek – Executive Director
Amy Fisk – Treasurer

Staff Attendance:

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

Guests:

David Gabel, Auditor EFPR Group

3. Approval of Minutes:
A motion to approve minutes from the February 23, 2024 NORLIC meeting as submitted by Jacquiline Minicucci was made by Mr. Casale, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried.
4. Financial Report: Mrs. Minicucci reviewed expenses and provided the board with current financial statements. No concerns noted.

GENERAL BOARD MEETING ADJOURNED @ 9:16 a.m.

Action Items:

5. AUDIT COMMITTEE: Meeting called to order at 9:17 a.m. David Gabel, Auditor with EFPR Group, presented the findings of the recent audit conducted by his firm for the year ending December 31, 2023. Mr. Gabel reviewed the audit final draft, NORLIC Financial Statements and Management Letter dated March 22, 2024. Mr. Gabel stated there were no issues or deficiencies and the 990 tax document will be filed.

The Audit Committee reviewed and approved the financial statements, management letter and report on internal controls. A motion to recommend approval of the 2023 audit as written to the Board of Directors was made by Mr. Casale, seconded by Mr. Voccio. Ayes 3, Noes 0. Carried.

A motion to adjourn the Audit Committee at 9:30 a.m. was made by Mr. Casale and seconded by Mr. Voccio. Ayes 3, Noes 0. Carried.

GENERAL BOARD MEETING RESUMED @ 9:31 a.m.

A motion to accept the 2023 audit as recommended by the Audit Committee was made by Mr. Updegrove, seconded by Mr. Voccio. Ayes 7, Noes 0. Carried.

6. Designation of Directors:

1.) Chairman of Membership/Chairman of the Board of Directors – R. Updegrove; Nominated by Mr. Voccio, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried

2.) Board of Directors -

a. Vice Chairman – C. Voccio; Nominated by Mr. Updegrove, seconded by Ms. Peck. Ayes 7, Noes 0. Carried.

b. Secretary – M. Casale; Nominated by Mr. Updegrove, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried.

c. Members – K. Forma, L. Johnson, R. DePaolo, H. Peck serve as appointed by their respective municipalities and per corporations bylaws.

3.) Executive Officers -

a. Executive Director – A. Klyczek; Nominated by Mr. Updegrove, seconded by Mr. Voccio. Ayes 7, Noes 0. Carried.

b. Treasurer – A. Schifferli; Nominated by Mr. Updegrove, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried.

4.) Standing Committees -

a. Executive Committee – K. Forma, L. Johnson, R. Updegrove

b. Governance Committee – M. Casale, R. DePaolo, R. Updegrove

c. Audit Committee – M. Casale, H. Peck, C. Voccio

Motion to approve the slate of committee members was made by Mr. Updegrove, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried.

7. 2023 NORLIC Investment Report:

Board members were provided a copy of the Investment Report prior to the meeting for review. NORLIC does not have any investments. Mr. Chavez reviewed the investment guidelines, statement of activities, financial summary and property status spreadsheet

8. 2023 NORLIC Annual Report: Board members were provided a copy of the Annual Report prior to the meeting for review. Mr. Chavez highlighted the goals and accomplishments, grant funded activities, and gave an overview of community partnerships and outreach efforts for 2023. Ms. Klyczek reviewed commercial property activities that took place in 2023.
9. Financial Disclosure Forms: Financial Disclosure forms and guidelines were distributed to board members and are in the process of being completed. The deadline for submission is May 1, 2024.
10. Board of Directors & Executive Director Evaluations: Evaluation forms were provided to board members and will be returned to Ms. Alexander in accordance with NY State ABO guidelines prior to the deadline of March 31, 2024.
11. NORLIC Employee Manual & Drug Policy:
The board was presented with a draft of the NORLIC Employee Manual & Drug Policy for review. Ms. Minicucci informed the board that the current Niagara County policies were used as a model to draft the documents. Mr. Updegrave stated that policy amendments with the Niagara County CSEA unions should be monitored and applied to NORLIC employees as changes occur. A motion to approve the Employee Manual & Drug Policy was made by Mr. Updegrave and seconded by Mr. Forma. Ayes 7, Noes 0. Carried.
12. Transfer of Tax Liens – Junkyard Parcels:
Ms. Klyczek informed the board that she has been in contact with the developers that are interested in purchasing the properties but is still lacking information to present the board with full proposals. Board members asked that Ms. Klyczek reach out and request that they attend the April NORLIC board meeting to provide further information.

To allow for the developers presentations to happen at a more convenient location, the April 26, 2024 NORLIC Board Meeting originally scheduled to take place in Orleans County will be held at the Samuel M. Ferraro Center for Economic Development. Ms. Johnson confirmed that her office will be able to accommodate the change. The May 31, 2024 NORLIC Board Meeting will take place at the Orleans County Administration Building.

Project Manager Update:

Mr. Chavez updated the board on the following activities:

- The demolition of 6 Ashley Place, Lockport has received all necessary approvals from HCR to move forward. The air monitoring contract is being finalized.
- Property stabilization documents are in process and being submitted to HCR for final approval. Our construction management firm, Rodriguez Group, will review and prepare individual property development plans.


Other Business:

Mr. Forma stated that the cooperative Niagara University housing study is in its final stages of completion. Information gathered includes citywide property condition which will be beneficial to NORLIC in the future. Also, final designs are being submitted for the DRI Main Street corridor which will impact the streetscape in front of the NORLIC property located at 2010 Main Street. Mr. Forma noted that the City of Niagara Falls is working on obtaining additional funding for other projects located in the commercial area.

Adjournment:

A motion to adjourn the meeting at 10:07 a.m. was made by Mr. Voccio, seconded by Mr. Forma. Ayes 7, Noes 0. Carried.

Respectfully Submitted,


Jacqueline Minicucci, Recording Secretary