



## Niagara Orleans Regional Land Improvement Corporation (NORLIC)

### Meeting Minutes – March 24, 2023

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on March 24, 2023 at Cornell Cooperative Extension, 4487 Lake Avenue, Lockport, New York.

- 1-2. Welcome Remarks/Roll: The meeting was called to order at 9:03 a.m. by Chairman Updegrove.

#### **Board of Directors:**

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

#### **Officers:**

Andrea Klyczek – Executive Director  
Amy Fisk – Treasurer

#### **Staff:**

Katherine Alexander – Attorney  
Matthew Chavez - Project Manager  
Jacquiline Minicucci – Recording Secretary  
Jack Welch – Orleans County (Via Webex)

#### **Guests:**

David Gabel, Auditor EFPR Group

3. Approval of Minutes:  
A motion to approve minutes from the February 24, 2023 NORLIC meeting as submitted by Jacqueline Minicucci was made by Mr. Voccio, 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 @ 9:08 a.m.

#### **Action Items:**

5. AUDIT COMMITTEE: Meeting called to order at 9:09 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, 2022. Mr. Gabel reviewed the audit final draft, NORLIC Financial Statements and Management Letter both dated March 27, 2023. 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 2022 audit as written to the Board of Directors was made by Mr. Casale, seconded by Mr. Smith. Ayes 3, Noes 0. Motion Passed. The Audit Committee adjourned at 9:17 am.

GENERAL BORD MEETING RESUMED @ 9:18 a.m.

A motion to accept the 2022 audit as recommended by the Audit Committee was made by Mr. DePaolo, seconded by Mr. Updegrave. Ayes 7, Noes 0. Motion Passed.

6. Designation of Directors:

1.) Chairman of Membership/Chairman of the Board of Directors – R. Updegrave; Nominated by Mr. Voccio, seconded by Mr. Forma. Unanimous. Carried

2.) Board of Directors -

a. Vice Chairman – C. Voccio; Nominated by Mr. Casale, seconded by Mr. Smith. Unanimous. Carried.

b. Secretary – M. Casale; Nominated by Mr. Updegrave, seconded by Mr. DePaolo. Unanimous. Carried.

c. Members – K. Forma, L. Johnson, R. DePaolo, C. Voccio, slate of members moved by Mr. Casale, seconded by Mr. DePaolo.

3.) Executive Officers -

a. Executive Director – A. Klyczek; Nominated by Mr. Updegrave, seconded by Mr. Casale. Unanimous. Carried.

b. Treasurer – A. Fisk; Nominated by Mr. Updegrave, seconded by Mr. DePaolo. Unanimous. Carried

4.) Standing Committees -

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

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

c. Audit Committee – M. Casale, B. Smith, C. Voccio

Motion to approve the slate of committee members was made by Mr. Updegrave, seconded by Mr. DePaolo. Unanimous. Carried.

7. 2022 NORLIC Investment Report:

Ms. Klyczek presented the Annual Investment Report. NORLIC does not have any investments. Ms. Klyczek reviewed the investment guidelines, statement of activities and financial summary. A motion to approve the Annual Investment Report as written was made by Mr. Casale, seconded by Mr. DePaolo. Ayes 7, Noes 0. Unanimous. Carried.

8. 2022 NORLIC Annual Report: Ms. Klyczek presented the board with an overview of the 2022 operations and projects including 171 Niagara St., City of Lockport which has been completed and the property lien released. Ms. Klyczek discussed 3425 Hyde Park Blvd., in the City of Niagara Falls stating that results of the study completed in coordination with the Niagara County Brownfields program indicated that the property would have value to

a commercial developer. NORLIC will work toward foreclosure with the assistance of the consulting firm Harris Beach. Ms. Klyczek stated that the Project Manager has been actively engaged in continuing community outreach efforts for home ownership. Mr. Chavez provided the board with an overview of grant applications that have been submitted on behalf of NORLIC with a total request of \$2.4 million. Upon award of the grant funding, work will commence on stabilization, environmental testing, and demolition of targeted properties.

Chairman Updegrave informed the board that he has communicated with a potential investor who would be interested in purchasing a whole block of properties to rehabilitate into single-family residential and Short Term Rental establishments. Mr. Forma stated that the City of Niagara Falls has an active inventory list of both private and municipality owned properties. Mr. Forma noted that there is also an effort to coordinate with the building inspection department to identify zombie homes which need addressing. Mr. Updegrave will provide the developer with Mr. Forma's contact information.

9. Financial Disclosure Forms: Financial Disclosure forms and guidelines were distributed and are in the process of being completed. Mr. DePaolo did not receive the forms and requested they be forwarded to his attention for completion. Ms. Klyczek will contact the Niagara County Human Resources department to ensure NORLIC board members are included in the annual renewal process moving forward.
10. Board of Directors 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, 2023.
11. 2901 Grand Avenue: A summary of all purchase offers was provided to the board for review. Board members discussed the difficulty in assessing potential developers due to anonymity and the inability to properly vet the contractors which would consist of cursory inspections of prior owned properties. The board requested that Ms. Alexander research and provide the board with fair housing practices regarding the possibility of providing developer's business names. Mr. Chavez inspected prior owned properties that were provided on applications for potential developers and gave the board an overview of his findings. The board discussed the viability of each offer. Board members noted enforcement concerns regarding awarding owner occupy applications and requested that the clause be included in the development enforcement mortgage. A motion to approve Bid #3 with the contingency that the owner occupy lien is included in the development enforcement mortgage was made by Mr. Voccio and seconded by Mr. Forma. Ayes 7, Noes 0. Motion Passed.

#### **Project Manager Update:**

- Mr. Chavez informed the board that HOME is presenting How To Be a Good Landlord training on April 11, 2023 from 3-5 pm. Mr. Voccio discussed the possibility of renaming the program to something that may be more appealing to current landlords. Mr. Forma requested that he be provided with flyers to be posted in Niagara Falls City Hall.

**Attorney Update:** Ms. Alexander informed the board of the following:

- Closing for the sale of 724 Church Street, Medina to the adjacent property owner is in process.
- Title searches are still being completed for the transfer of the Niagara Falls properties. Once completed, she will move forward with the closings.

**Other Business:** Mr. Forma informed the Board that the City of Niagara Falls is in the process of gauging community interest in creating a park on Beech Avenue. A public survey can be located at <https://www.beechhavepark.com/> and Mr. Forma asked for the boards assistance in promoting the survey.


**New Business:** A motion to enter into Executive Session at 10:18 am to discuss a Personnel matter was made by Mr. Updegrove and seconded by Mr. Casale. Ayes 7, Noes 0. A motion to adjourn the Executive Session at 10:37 am was made by Mr. Voccio and seconded by Mr. DePaolo. Ayes 7, Noes 0.

A motion to issue an agreed upon stipend to the Administrative Assistant for additional services was made by Mr. Voccio and seconded by Mr. DePaolo. Ayes 7, Noes 0.

**Adjournment:**

A motion to adjourn the meeting at 10:38 a.m. was made by Mr. Voccio, seconded by Mr. DePaolo. Ayes 7, Noes 0. Carried.

Respectfully Submitted,

  
Jacqueline Minicucci, Recording Secretary