



Niagara Orleans Regional Land Improvement Corporation (NORLIC)

Meeting Minutes – April 22, 2022

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on April 22, 2022 at the Samuel M. Ferraro Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY.

Board of Directors:

Richard Updegrave – Chairman
Brian Smith – Vice Chairman
Michael Casale – Board Member
Eric Cooper – Board Member
Rob DePaolo – Board Member
Lynne M. 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

- 1-2. **Welcome Remarks/Roll:** The meeting was called to order at 9:00 a.m. by Chairman Updegrave.
3. **Approval of Minutes:**
 - A motion to approve the minutes from the March 25, 2022 NORLIC meeting as submitted by Jacquiline Minicucci was made by Mr. Voccio, seconded by Mr. DePaolo. Ayes 7, Noes 0. Motion Passed.
4. **Financial Report:** Ms. Fisk reviewed the checking account balances and expense report.

Action Items:

5. **Credit Card Policy** –
 - a.) Ms. Alexander presented the new policy rules and regulations for the corporations credit card use. A motion to accept the policy as written was made by Mr. DePaolo and seconded by Mr. Voccio. Ayes 7, Noes 0. Motion Passed.
 - b.) The board discussed setting the corporate account limit to \$10,000 and issuance of three cards with individual limits to the Executive Director (\$2,500), Project Manager (\$1,000), Administrative Assistant (\$1,000). A motion to accept card limitations was made by Mr. Cooper and seconded by Mr. Smith. Ayes 7, Noes 0. Motion Passed.

New Business:

6. Rainbow Sports – 267 Oliver Street, North Tonawanda NY. Ms. Klyczek and Mr. DePaolo informed the board that they will be entering into discussions with the City of North Tonawanda regarding possibly doing a “one-time” foreclosure on the property.
7. Project Manager Update – Matthew Chavez informed the board of the following:
 - Mr. Chavez presented the board with a map and listing of properties proposed for inspections in the targeted South end tourism area of Niagara Falls.
 - The board discussed the need for inspection quotes to include structural and renovation estimates. When obtaining quotes, the board asked that Mr. Chavez request sample reports to ensure that adequate information is obtained. Mr. Cooper stated that reports would be beneficial for potential developers.
 - Home Funds – Mr. Chavez stated that talks are ongoing and the landbank, City of Niagara Falls and Niagara Falls Housing Authority are having another planning meeting in May, 2022.
 - Mr. Chavez informed the board that a meeting took place with the City of Lockport to review properties that are strategic to current development plans. Two of the properties are currently occupied. Ms. Alexander noted that the City of Lockport could issue a Nuisance Forced Eviction. Board members discussed that responsibility of eviction will need to be finalized prior to the landbank taking possession.
 - Mr. Chavez stated that the April 12, 2022 How To Be a Good Landlord event took place at TREC in Niagara Falls with good attendance. Landlords were engaged and feedback was positive. Future events to include How to Be A Good Tenant (May 25, 2022) and possibly partnering with local banking institutions to promote home buying programs.

Attorney Business:

8. Ms. Alexander informed the board that a Temporary Occupancy Certificate was issued for 171 Niagara Street, Lockport and that the Development Enforcement Mortgage can be released. A motion to issue the release of the Development Enforcement Mortgage was made by Mr. Smith and seconded by Mr. Casale. Ayes 7, Noes 0. Motion Passed.

Other Business: None

Adjournment:

A motion to adjourn the meeting at 9:40 a.m. was made by Mr. Updegrove, seconded by Mr. Smith. Ayes 7, Noes 0. Motion Passed.

Respectfully Submitted,


Jacquiline Minicucci, Recording Secretary