



Niagara Orleans Regional Land Improvement Corporation (NORLIC)

Meeting Minutes – December 17, 2021

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on December 17, 2021 at the Samuel M. Ferraro Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY.

Board of Directors:

Richard Updegrove – Chairman
Brian Smith – Vice Chairman
Michael Casale – Board Member
Eric Cooper – Board Member
Lynne M. Johnson- Board Member (via conference)

Absent:

Robert DePaolo – Board Member
Kyle Andrews – Board Member

Officers:

Andrea Klyczek – Executive Director
Amy Fisk – Treasurer
Jacquiline Minicucci – Recording Secretary

Others Present:

John Ottaviano - Attorney

1-2. **Welcome Remarks/Roll:** The meeting was called to order at 9:00 a.m.

3. **Approval of Minutes:**

- A motion to approve minutes from the September 24, 2021 NORLIC meeting as submitted by Jacquiline Minicucci was made by Mr. Casale, seconded by Mr. Cooper. Ayes 5, Noes 0. Motion Passed.

Action Items:

4. **Attorney RFP** – There were two responses for the legal counsel request for proposal. The board reviewed each proposal as it pertains to NORLIC activities. Mr. Ottaviano stated that both attorneys are highly qualified for the position. The board noted that an hourly rate would be preferred compared to a monthly retainer. After further review the board recommended that Katherine Alexander be retained as counsel contingent upon her agreeing to an hourly fee schedule. Ms. Klyczek will contact Ms. Alexander to confirm.
5. **Project Manager** – Mr. Smith stated that seven interviews were completed on December 13, 2021. Board members present were Mr. Smith, Mr. Casale and Executive Director Ms. Klyczek. Mr. Smith, Mr. Casale, and Ms. Klyczek gave the board a summary of the interview process and their opinion on which candidates seemed best suited for the position. The board discussed the scope of work and agreed that at this time, the level of

work is best suited for the Project Manager title, leaving room for advancement at a later date based upon performance. Ms. Minicucci provided the board with projected expenses associated with hiring a new employee. After discussion, the board requested that Ms. Klyczek contact candidate Matthew Chavez for a second interview with board members present.

New Business:

6. - Ms. Klyczek informed the board that she is working closely with Niagara University on future initiatives.

Property Update: - A. Klyczek

- a. 342 Oliver Street, North Tonawanda – Renovation in progress, some difficulty obtaining subcontractors has delayed completion.
- b. 511 – 9th Street & 417 Ferry Avenue, Niagara Falls – In progress.
- c. 171 Niagara Street, Lockport – Ms. Klyczek will contact the owner for an update.
- d. 162 Vandervoort, North Tonawanda – Ms. Klyczek stated that the renovations are progressing on schedule.


Attorney Business:

- Mr. Ottaviano stated that all tax issues have been resolved.
- Board Member Robert DePaolo has stated his board term has expired. Mr. Ottaviano will review the bylaws for term limits and advise the board as to what action, if any, needs to be taken.
- Chairman Updegrave noted that he has received written opinion that ARPA funds can be utilized for landbank activities. Niagara County is currently working on agency agreements prior to the distribution of ARPA funding.

Other Business: None

Adjournment:

A motion to adjourn the meeting at 9:40 a.m. was made by Mr. Updegrave, seconded by Mr. Smith. Ayes 5, Noes 0. Motion Passed.



Jacqueline Minicucci, Recording Secretary