



Niagara Orleans Regional Land Improvement Corporation (NORLIC)

Meeting Minutes – June 26, 2020

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on June 26, 2020 at the Samuel M. Ferraro Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY.

Board of Directors:

Richard Updegrove – Chairman
Michael Casale – Board Member
Thomas Desantis – Board Member (via conference)
Rob DePaolo – Board Member
Lynne M. Johnson- Board Member (via conference)

Absent:

Kyle Andrews - Board Member
Brian Smith – Vice Chairman

Officers:

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

Others in Attendance:

Tom Burgasser – Attorney (via conference)
John Ottaviano – Attorney

1-2. **Welcome Remarks/Roll:** The meeting was called to order at 9:12 a.m.

3-4. **Approval of Minutes:**

- A motion to approve the minutes from the February 28, 2020 and March 30, 2020 NORLIC meetings as submitted by Jacquiline Minicucci was made by Mr. Casale, seconded by Mr. DePaolo. Ayes 5, Noes 0. Motion Passed.

Action Items:

5. **Designation of Directors:**

- 1.) Chairman of Membership/Chairman of the Board of Directors – R. Updegrove
- 2.) Board of Directors
 - a. Vice Chairman – B. Smith
 - b. Secretary – T. Desantis
- 3.) Executive Directors
 - a. Executive Director – A. Klyczek
 - b. Treasurer – A. Fisk
- 4.) Standing Committees
 - a. Executive Committee – R. Updegrove, L. Johnson, T. Desantis
 - b. Governance Committee – R. DePaolo, M. Casale, R. Updegrove
 - c. Audit Committee – K. Andrews, M. Casale, B. Smith

A motion to approve the slate of officers was made by Mr. Casale and seconded by Mr. DePaolo. Ayes 5, Noes 0. Motion Passed.

6. **440 Tenth Street & 462 Tenth Street:**
 - Ms. Klyczek advised the Board that Belmont Housing did a property site visit and submitted a report stating that the cost of rehabilitation would far exceed a reasonable value, demolition and rebuild would be a less expensive option, however, these projects are too big for NORLIC to take on at this point. The funding is not available to a project of this magnitude. A motion to return the properties to the City of Niagara Falls was made by Mr. Updegrave and seconded by Mr. DePaolo. Ayes 4, Noes 0, Mr. DeSantis abstained. Motion Passed.

7. **929 Ferry Avenue:**
 - Ms. Klyczek informed the board that the property is a good candidate for rehabilitation. Belmont Housing prepared a draft scope of work and cost estimate. The project was discussed with the Enterprise grant administrators and was deemed favorable with board approval. Mr. DeSantis informed the board that hardwired smoke detectors will be required to pass code inspection. A motion to proceed with the plan as outlined was made by Mr. DeSantis and seconded by Mr. Updegrave. Ayes 5, Noes 0. Motion Passed.

8. **321 Oliver St.:**
 - Ms. Klyczek stated that the property is under development and will be utilized as a vegan grocery store on the first floor and residential apartments on the second floor. Ms. Klyczek detailed the plan allowing NORLIC to enter into an agreement to assist in the rehabilitation of the apartment spaces that will be utilized for low to moderate income residents. NORLIC would contribute funding for electrical, roofing and heating to help prepare the units. Mr. Ottaviano is currently working on an agreement detailing the cost-share and the low to moderate income guideline requirements. A motion to approve the plan as outlined was made by Mr. Updegrave and seconded by Mr. DePaolo. Ayes 5, Noes 0. Motion Passed.

New Business:

9. **Financial Disclosure Forms:**
 - Financial Disclosure Requirement guidelines were distributed to the board. Mr. Ottaviano informed the board that completion is a yearly requirement.

10. **Property Updates:** – A. Klyczek
 - a. 120 W. Bank St., Albion – Vacant lot marketed for sale. Orleans County is grass cutting.
 - b. 544 E. State Street, Albion – Marketed for sale. Ms. Klyczek presented the board with a purchase offer made by the adjacent property owner. The offer was for \$1.00 and attorney fees not to exceed \$500. A motion to accept the offer and proceed with the sale was made by Ms. Johnson and seconded by Mr. DePaolo. Ayes 5, Noes 0. Motion Passed.
 - c. 601 Moore St., Albion – Renovation work has been completed. Ms. Klyczek will request a copy of the Certificate of Compliance from the owner to confirm all contract requirements have been met and advise Mr. Ottaviano to start the process of removing the property lien.

- d. 511 Ninth Street, Niagara Falls – The property is under renovation but progress is slow.
- e. 417 Ferry Avenue, Niagara Falls – Ms. Klyczek stated that the owner is currently out of the country and therefore cannot move forward with renovations at this time due to COVID travel restrictions. Owner expects to begin work in August when she returns.
- f. 171 Niagara Street, Lockport – Mr. Ottaviano reviewed correspondence received from the owner requesting an extension to complete renovations. Mr. Updegrove informed the board that he attended the site visit and spoke to the owners regarding the lack of progress. He requested Mr. Ottaviano draft a response with language regarding proof of funding within the next 30 days and the extension be no more than 4 months to complete the work.
- g. 162 Vandervoort Street, North Tonawanda – Ms. Klyczek informed the board that a site visit was completed with Belmont Housing present. There have not been any renovations completed to date due to lack of funding. Belmont estimated the price of construction to exceed the value of the property but the owner disagrees due to contractor estimates he has received. The board requested Mr. Ottaviano send a letter to the owner requesting proof of funding within 30 days and that work must be completed within 4 months.
- h. 4287 Witmer Road, Town of Niagara – Ms. Fisk informed the board that the fieldwork results revealed high radioactive levels. As part of the contract, the engineering firm is developing a reuse plan. Ms. Fisk will continue to communicate with DEC.

11. **Treasurer's Report** – Ms. Fisk reviewed the expenses that have been incurred since the February 2020 meeting. A motion to approve the report as submitted by Ms. Fisk was made by Mr. Updegrove and seconded by Mr. Casale. Ayes 5, Noes 0. Motion Passed.

Attorney Business: – J. Ottaviano

- a.) Acquisition Resolution – Mr. Ottaviano reviewed the proposed resolution to be utilized for future use when acquiring properties from municipalities requiring a higher level of engagement regarding property status.
- b.) DEC Agreement – Mr. Ottaviano outlined the terms of the agreement stating that the DEC will release the landbank from liability for a period of 4 years. There are concerns regarding possible contamination from adjoining lots.
- c.) 3505 Hyde Park Blvd, Niagara Falls – The foreclosure search is complete. Ms. Klyczek stated that she was contacted by the owner who is willing to donate the property. Ms. Klyczek will forward the Consent to Access to Mr. Ottaviano which is required for testing to be completed by the new owner. The board requested that contract language include that the new owner be responsible for reimbursing the landbank for the cost of the property survey, attorney fees, and that Phase I testing results be provided to the landbank upon completion.

Other Business:

12. Board Evaluation Surveys – The board was provided with the annual survey for completion.
13. Meeting Location Change – The August 28, 2020 meeting will be held in Orleans County.

Adjournment:

A motion to adjourn the meeting at 10:17 a.m. was made by Mr. DePaolo, seconded by Mr. Desantis. Ayes 4, Noes 0. Motion Passed.


Jacquiline Minicucci, Recording Secretary