**Niagara Orleans Regional Land Improvement Corporation (NORLIC)**

**Meeting Minutes - Monday, December 11th, 2017**

A meeting of the Niagara Orleans Regional Land Improvement Council was held at the Niagara County IDA, 6311 Inducon Corporate Dr. Sanborn, NY. Those in attendance were:

**Board of Directors:**

Richard Updegrove- Chairman Sam Ferraro- board member

Brian Smith- Vice Chairman Klye Andrews- board member

Tom DeSantis- Secretary John DePaolo- board member- (N.Tonawanda)

Anthony Vilardo - (Niagara Falls) John DeFilipps- board member (Orleans Co.)

**Officers:**

Andrea Klyczek- President

Amy Fisk- Treasurer

Heather Peck- Recording Secretary

**Others in Attendance:**

Assemblyman Angelo Morinello Craig Johnson- Attorney, Niagara Falls

Eamon Weber- Chief of Staff, Morinello Tom Burgasser – Attorney, Niagara County

Chuck Nesbitt- Orleans County Executive David Schubel – Attorney, Orleans County

 David Heylett- Attorney, Lockport

**Business:**

1. **Welcome Remarks – Andrea Klyczek:**
	* Ms. Klyczek welcomed attendees, and introductions were made.
2. **Nomination/Election of Board of Directors – Commissioner Ferraro**
* A motion to nominate Richard Updegrove as Chairman was made by Mr. Ferraro, seconded by Mr. Andrews. Ayes, 7. Noes, 0. Motion Passed.
* A motion to nominate Brian Smith as Vice-Chairman was made by Mr. Updegrove, seconded by Mr. Ferraro. Ayes, 7. Noes, 0. Motion Passed.
* A motion to nominate Tom DeSantis as Secretary was made by Mr. Smith, seconded by Mr. Updegrove. Ayes, 7. Noes, 0. Motion Passed.
1. **Nomination/Election of Officers – Commissioner Ferraro:**
* A motion to nominate Andrea Klyczek as President was made by Mr. Updegrove, seconded by Mr. Smith. Ayes, 8. Noes, 0. Motion Passed.
* A motion to nominate Amy Fisk as Treasurer was made by Mr. Ferraro, seconded by Mr. Smith. Ayes, 8. Noes, 0. Motion Passed.
* A motion to nominate Heather Peck as Recording Secretary was made by Mr. Smith, seconded by Mr. Updegrove. Ayes, 8. Noes, 0. Motion Passed.
1. **Adoption of Proposed By-Laws – Chairman Updegrove**
* Mr. Burgasser reviewed key aspects of the by-laws and asked for questions. He recommended that all members participate in PAAA training, and that insurance for board members be purchased.
* Mr. Burgasser stated that the attorneys had reviewed the proposed bylaws, and that they had been sent to all board members and officers for their review in advance of this meeting. As such, a motion to approve the by-laws as presented was made by Mr. Updegrove, seconded by Mr. Smith. Ayes, 8. Noes, 0. Motion Passed.

**V. Adoption of Non-Discrimination Policy – Chairman Updegrove**

* A motion to approve the non-discrimination policy as presented was made by Mr. Updegrove, seconded by Mr. Andrews. Ayes, 8. Noes, 0. Motion Passed.
1. **NORLIC Activity Update – Andrea Kyczek and Amy Fisk**
* Ms. Klyczek stated that she and Ms. Fisk joined the NYS Association of Land Banks and attended a seminar in the spring. There are templates of various documents that the organization will have access to from landbanks around the state.
* Ms. Kylczek stated that state funding has been mostly project driven, and that funding for Landbanks is no longer available through the Attorney General’s office. The group decided that a letter of support to encourage state Landbank funding should be sent to state officials from NORLIC. A letter will be sent to the board for their approval.
1. **General Discussion**
* A general discussion ensued regarding the mission and direction of the organization.
* Funding: Mr. Updegrove stated that per the agreement, funding will be allocated evenly among all stakeholders, and that the organization will not incur any significant expenses, especially at the start. Revenues from the sale of properties will go back to the Landbank.
* Model: Mr. Updegrove and Ms. Klyczek discussed conversations they had with Landbanks from both Erie and Chautauqua Counties and discussed what they felt were the pros and cons of each. The group agreed that the Chautauqua model was more aligned with NORLIC’s goals, and was less financially risky.
* Focus: Each stakeholder should be identifying properties in neighborhoods that are on the verge of coming back to maximize impact.
* Ad Hoc Committee: will be created to do the work of the organization, and set the long-term vision and protocols for NORLIC moving forward.
* Meeting Takeaways for each Municipality:
1. Put together a list of “tools” or resources that they have available.
2. A timeline should also be submitted to identify when auctions/foreclosures are scheduled, etc.
3. Identify potential properties that could go into the Landbank, where investment is economically feasible.
4. **Adjournment**
* A motion to adjourn was made by Mr. Updegrove, seconded by Mr. Smith. Ayes, 8. Noes, 0. Motion passed.

Next meeting – to be scheduled in January.

*Minutes respectively submitted by: Heather Peck*