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

**Meeting Minutes – Tuesday, March 27th, 2018**

A meeting of the Niagara Orleans Regional Land Improvement Council was held at 9:30 am on 3/27/18 at the Niagara County IDA, 6311 Inducon Corporate Dr. Sanborn, NY. Those in attendance were:

**Board of Directors:**

Richard Updegrove- Chairman Lynn Johnson- board member (Orleans Co.)

Brian Smith- Vice Chairman Klye Andrews- board member

Thomas DeSantis- Secretary Rob DePaolo- board member- (N. Tonawanda)

**Officers:**

Andrea Klyczek- President

Amy Fisk- Treasurer

Heather Peck- Recording Secretary

**Others in Attendance:**

 Tom Burgasser – Attorney, Niagara County

Chuck Nesbitt- Orleans County Executive

Michael Casale – Niagara County

**Business:**

1. **Welcome Remarks – President Andrea Klyczek:**
	* Ms. Klyczek welcomed attendees and welcomed Lynn Johnson from Orleans County.
2. **Approval of Minutes:**
* A motion to approve the minutes from the December 11th, 2017 NORLIC meeting as submitted by Recording Secretary Heather Peck was made by Mr. Smith, seconded by Mr. DeSantis. Ayes, 6. Noes, 0. Motion Passed.
1. **Board Updates:**
2. Acknowledgement of Fiduciary Duty – An Acknowledgement of Fiduciary Duties and Responsibilities document was passed out to NORLIC board and staff, who were asked to review, sign and submit to Ms. Klyczek.
3. PAAA Training – Ms. Klyczek asked anyone who had not taken the training to please sign up for upcoming sessions. She will email the link to the class.
4. D&O Insurance – An estimate of $2,384 was received by Key Bank.
5. Election of New Officer – A motion to nominate Michael Cassale to the board was made by Mr. Andrews, seconded by Mr. DeSantis. No other nominations were presented. Ayes, 6. Noes, 0. Motion passed. Mr. Cassale will fill the Mr. Ferraro’s seat.
6. Mission Statement – Ms. Klyczek presented a draft mission statement for the board to consider. After a brief discussion and proposed minor changes, a motion to adopt the Mission Statement (with revisions) was made by Mr. DeSantis, seconded by Mr. Andrews. Ayes, 6. Noes, 0. Motion Passed.
7. **Treasurer’s Report – Treasurer Amy Fisk**
* Ms. Fisk presented a draft budget & financial plan for 2018 for the board’s review. After a brief discussion and suggested minor changes, a motion to approve the budget (with revisions) for submittal to PAAA as presented was made by Mr. Smith, seconded by Mr. DeSantis. Ayes, 6. Noes, 0. Motion Passed.

**V. Rules and Procedures:**

* Rules and Procedures of NORLIC were sent to all board and staff for their review by email prior to the meeting. A motion to approve the policy as presented was made by Mr. Smith, seconded by Mr. Andrews. Ayes, 6. Noes, 0. Motion Passed.
1. **Acquisition & Disposition Policy:**
* Ms. Klyczek stated that templates of these documents from other landbanks will be sent to the attorneys for review.
1. **NORLIC Activity Update – Andrea Klyczek & Amy Fisk**
* Ms. Klyczek informed the board that a bank account for NORLIC has been established at M&T Bank.
* Ms. Klyczek also passed around a template website she designed for the group to see and discuss.
1. **General Discussion**
* A general discussion ensued regarding funding that may be needed for operations, and overhead for the first year ensued.
* A motion to have staff generate an invoice for each municipality for their share of expenses was made by Mr. DeSantis, seconded by Mr. Updegrove. Ayes, 7. Noes, 0. Motion passed.
* A motion to utilize the county funds in the amount of $1,700 to be put towards insurance costs was made by Mr. DeSantis, seconded by Mr. Smith. Ayes, 7. Noes, 0. Motion passed.
1. **Adjournment – Chairman Updegrove**
* A motion to adjourn was made by Mr. DeSantis, seconded by Mr. Smith. Ayes, 7. Noes, 0. Motion passed.

Next meeting – TBD.

*Minutes respectively submitted by: Heather Peck*