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

**Meeting Minutes – Thursday, July 26, 2018**

A meeting of the Niagara Orleans Regional Land Improvement Council was held at 1:00 pm on 7/26/18 at 59 Park Ave. Lockport, NY. Those in attendance were:

**Board of Directors:**

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

Brian Smith- Vice Chairman Rob DePaolo- board member- (N. Tonawanda)

Michael Casale – board member- (Niagara County)

**Officers:**

Andrea Klyczek- President

Amy Fisk- Treasurer

**Others in Attendance:**

Chuck Nesbitt- Orleans County Executive, via conf.

Tom Burgasser-Niagara County Attorney

**Business:**

1. **Welcome Remarks – President Andrea Klyczek:**
   * Ms. Klyczek welcomed attendees.
2. **Meeting Minutes:** 
   * A motion to approve the minutes from the May 21st 2018 NORLIC meeting as submitted by Andrea Klyczek. A motion was made by Mr. Smith, seconded by Mr. Casale. Ayes, 5. Noes, 0. Motion Passed.
3. **Property Application – President Andrea Klyczek**

* Mrs. Klyczek presented the property application for 250 Miller St., North Tonawanda, the application was accompanied by a letter signed by Mayor Pappas, requesting NORLIC to take ownership of the property. The entire application was submitted to the board for their review and acceptance.

Chairman Updegrove noted that we should add a space on the application to include a description of the neighborhood so the board could ensure its accepting properties in areas that are consistent with the mission of NORLIC.

Ms. Fisk suggested we detail the visual improvements that we want done to the property. Mr. Burgasser suggested a disclaimer on the website. Mrs. Klyczek stated that we will incorporate these changes prior to posting the property on the website.

Chairman Updegrove made a motion to accept the property; Mr. Smith seconded the motion, Ayes, 5. Noes, 0. Motion Passed.

Chairman Updegrove asked Mr. Burgasser to research a development enforcement note and mortgage.

V. **Property Disposition Expenses:**

* Mrs. Klyczek defined the expenses associated with listing the property. The board directed Mrs. Klyczek to list the house without professional real-estate services, if after a 45 day period the response has not been sufficient, proceed with the enlistment of a reslestate professional. The realtor presented to the board was recommended by BENLIC and familiar with the mission of a land bank.
* Mrs. Klyczek presented the insurance cost to the board for 250 Miller. St. Mrs. Klyczek explained that insurance could be purchased for liability, or liability and property. Mrs. Klyczek explained that the insurance broker suggested that it would be reasonable to purchase only liability and this is common practice for land banks throughout New York. Mr. Smith pointed out that the City will bear that cost and should make that decision. Mr. Burgasser suggested that Mrs. Klyczek reach out to the city and verify the insurance option they wish to proceed with.
* Mrs. Klyczek presented the expense of a website to the board and sought approval to purchase the hosting cost on her personal card and withdraw funds from the NORLIC bank account to reimburse her. The board suggested that for the purposes of expediency that would be acceptable but to look into obtaining a card in NORLIC’s name for future expenses.

1. **Funding Opportunity:**

* Mrs. Klyczek presented the opportunity to apply for a grant to fund NORLIC activities. Mr. Smith suggested a grant committee and Mrs. Klyczek stated that she would reach out to those people to set up an initial meeting.

1. **Treasurers Report:**

* Ms. Fisk presented the treasurers report.

1. **Adjournment:**

* A motion to adjourn was made by Mr. Smith, seconded by Mr. Casale. Ayes, 4. Noes, 0. Motion passed.

Next meeting – TBD.

*Minutes respectively submitted by: Andrea Klyczek*