



## Niagara Orleans Regional Land Improvement Corporation (NORLIC)

### Meeting Minutes – November 21, 2025

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on November 21, 2025 at the Samuel M. Ferraro Center For Economic Development, Sanborn, New York 14132.

You Tube Livestream: <http://www.niagaraorleanslandbank.com/boardmeetings.html>

- 1-2. Welcome Remarks/Roll: The meeting was called to order at 9:04 a.m. by Chairman Updegrove.

#### **Board of Directors:**

Richard Updegrove – Chairman  
Christopher Voccio – Vice Chairman  
Rob DePaolo – Board Member  
Kevin Forma – Board Member  
Lynn Johnson – Board Member (Via Webex)  
Vicki Smith – Board Member  
Board Member - Secretary – (Vacant)

#### **Officers:**

Andrea Klyczek – Executive Director  
Amy Schifferli – Treasurer

#### **Staff:**

Katherine Alexander – Attorney  
Matthew Chavez - Project Manager  
Jacquiline Minicucci – Recording Secretary

3. Approval of Minutes:

A motion to approve minutes from the October 24, 2025 NORLIC meeting as submitted by Jacquiline Minicucci was made by Vice Chairman Voccio, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

4. Financial Report: Ms. Minicucci reviewed expenses and provided the board with current financial and grant statements. No concerns noted.

#### **Action Items:**

5. 803 Division Avenue, Niagara Falls – Property Disposition:  
Mr. Chavez informed the board that the Niagara Falls Main Street Committee reviewed applications received for the redevelopment of 803 Division Avenue. The developers proposed reuse is a short-term rental. The committee recommended sale of the property for \$10,000 to Niagara House, LLC. A motion to accept transfer of 803 Division Avenue, Niagara Falls from the Niagara Falls Urban Renewal Agency to NORLIC was made by Mr. Voccio and seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried. A motion to sell 803 Division Avenue, Niagara Falls to Niagara House, LLC. with a development enforcement mortgage was made by Mr. Voccio and seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

6. Griswold Street, Middleport – Demolition RFP Bid:

Mr. Chavez provided the board with a summary of bids received for demolition of the Griswold Street water tower. L & S Excavating was the lowest responsible bid. A motion to award the project to L & S Excavating was made by Chairman Updegrove and seconded by Ms. Smith. Ayes 6, Noes 0. Carried.

**Project Manager Update: M. Chavez**

- Mr. Chavez informed the board that 716 Realty has received sale offers for 451 – 12<sup>th</sup> Street and 435 – 13<sup>th</sup> Street, Niagara Falls. Once received, the board will be provided offers for review and disposition approval.
- 1902 Main St., Niagara Falls: Mr. Chavez informed the board that the Environmental documents are complete as required by HCR to proceed with capital work.
- 1908 & 1902 Main St., Niagara Falls: Mr. Chavez stated that required documents are being assembled to access funding for capital work.
- 813 Cleveland Ave., Niagara Falls: NORLIC is working with Preservation Studios and State Historic Preservation Office (SHPO) to determine a possible reuse for the building.
- Ms. Schifferli informed the board that an RFP has been issued to select a firm to complete environmental reviews at 17 Works Pl., Lockport, 101 Fredericka, North Tonawanda and 713/715 Oliver St., North Tonawanda.
- 101 Fredericka, North Tonawanda: Mr. Chavez stated that the environmental review process needs to be completed prior to the demolition.
- 5465 Upper Mountain Road, Lockport (Shaw Building): Access has been granted by Niagara County. NORLIC will assist with marketing the property for redevelopment.
- Mr. Chavez stated that a developer's forum presented by Preservation Studio's regarding historic tax credits will take place on December 9, 2025 @ 2:30 p.m. at the Niagara Falls Library.

**Attorney Business:** No Report

**Executive Session:**

A motion to adjourn the meeting at 9:30 a.m. and enter into executive session to discuss a legal matter was made by Chairman Updegrove, seconded by Vice Chairman Voccio. Ayes 6, Noes 0. Carried.

Motion to reconvene the meeting at 9:47 a.m. was made by Chairman Updegrove and seconded by Vice Chairman Voccio. Ayes 6, Noes 0. Carried.

**Other Business:**

- Mr. Forma informed the board that he has taken a position with New York State Empire Development and will be resigning from the NORLIC Board of Directors. The mayor of Niagara Falls will appoint a new designee for the municipality.
- Ms. Minicucci provided the board with a 2026 NORLIC Board of Directors Meeting Schedule. No concerns noted.

**Adjournment:**

A motion to adjourn the meeting at 9:56 am was made by Chairman Updegrove and seconded by Vice Chairman Voccio. Ayes 6, Noes 0. Carried.

Respectfully Submitted,



Jacqueline Minicucci  
Jacqueline Minicucci, Recording Secretary

