Niagara Orleans Regional Land Improvement Corporation (NORLIC)

Meeting Minutes – March 27, 2026

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on March 27, 2026 at Samuel M. Ferraro Center for Economic Development, Sanborn, New York.

1-2. Welcome Remarks/Roll: The meeting was called to order at 9:02 a.m. by Chairman Updegrove.

Board of Directors Attendance:
Richard Updegrove – Chairman
Rob DePaolo – Board Member
Morgan Genovese – Board Member
Lynn Johnson – Board Member (Via Webex)
Christopher McKimmie – Board Member
Smith, Vicki – Board Member
Board Member (Vacant)

Officers Attendance:
Andrea Klyczek – Executive Director
Amy Fisk – Treasurer

Staff Attendance:
Katherine Alexander – Attorney
Jacquiline Minicucci – Recording Secretary

Guests:
Jennifer Kiblin, Auditor EFPR Group

3. Approval of Minutes:
A motion to approve minutes from the January 23, 2026 NORLIC meeting as submitted by Jacquiline Minicucci was made by Mr. DePaolo, seconded by Mr. McKimmie. Ayes 6, Noes 0. Carried.

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

Action Items:

5. Designation of Directors:
   1.) Chairman of Membership/Chairman of the Board of Directors – R. Updegrove nominated by C. McKimmie, seconded by R. DePaolo. Ayes 6, Noes 0. Carried.

   2.) Board of Directors -
      a. Vice Chairman – C. McKimmie nominated by R. Updegrove, seconded by R. DePaolo. Ayes 6, Noes 0. Carried.
      b. Secretary – R. DePaolo nominated by R. Updegrove, seconded by C. McKimmie. Ayes 6, Noes 0. Carried.
      c. Members – M. Genovese, L. Johnson, V. Smith, (Vacancy to be filled) serve as appointed by their respective municipalities and per corporations bylaws.

3.) Executive Officers -

a. Executive Director – A. Klyczek

b. Treasurer – A. Schifferli

Nominated by R. Updegrove, seconded by R. DePaolo. Ayes 6, Noes 0. Carried.

4.) Standing Committees -

a. Executive Committee – R. Updegrove, M. Genovese. L. Johnson

b. Governance Committee – M. Casale, R. DePaolo, R. Updegrove

c. Audit Committee – C. McKimmie, R. DePaolo, V. Smith

A motion to move the slate of committee members with changes was made by R. Updegrove, seconded by C. McKimmie. Ayes 6, Noes 0. Carried.

A Motion to adjourn the General Board Meeting @ 9:15 a.m. was made by Mr. McKimmie, seconded by Ms. Genovese. Ayes 6, Noes 0. Carried.

AUDIT COMMITTEE MEETING CALLED TO ORDER @ 9:16 a.m.

5. AUDIT COMMITTEE: Jennifer Kiblin, Auditor with EFPR Group, presented the findings of the recent audit conducted by her firm for the year ending December 31, 2025. Ms. Kiblin reviewed the audit final draft, NORLIC Financial Statements and Management Letter dated March 27, 2026. Ms. Kiblin stated there were no issues or deficiencies and the 990 tax document will be filed. The Audit Committee reviewed and approved the financial statements, management letter and report on internal controls.

A motion to adjourn the AUDIT COMMITTEE MEETING at@ 9:24 a.m. was made by Mr. McKimmie, seconded by Mr. DePaolo. Ayes 3, Noes 0. Carried

GENERAL BOARD MEETING RECONVENED @ 9:25 a.m.

6. Resolution #0126-04 – 1535 Pierce Avenue, Niagara Falls – Property Disposition:
Ms. Klyczek informed the board that a sewer inspection identified necessary repairs prior to closing. A $5,000 concession is being requested to cover the cost of these repairs. A motion to accept the concession was made by Chairman Updegrove, seconded by Mr. McKimmie. Ayes 6, Noes 0. Carried.

7. Resolution #0126-05 – 1129 Niagara Avenue, Niagara Falls - Property Disposition:
Ms. Klyczek informed the board that NORLIC accepted the property with the intention of utilizing CDGB grant funding from the City of Niagara Falls for stabilization and market to a developer. Efforts to find and secure a developer were unsuccessful and the municipality has agreed to take back the property. A motion to return 1129 Niagara Avenue to the City of Niagara Falls was made by Chairman Updegrove, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried

8. Resolution #0126-06 – 1805 Weston, Niagara Falls – Property Disposition:
Ms. Klyczek stated that the applicant has proposed a purchase price of $20,000 with a redevelopment investment of $70,000. The proposed reuse of the property is as a rental. The applicant has proven renovation experience. A motion to sell 1805 Weston Avenue, Niagara Falls to Buffalo Renaissance Properties, LLC was made by Mr. McKimmie, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

9. Resolution #0126-07 – 2901 Grand Avenue, Niagara Falls – DEM Release:
Ms. Minicucci informed the board that the homeowner has completed renovations as required by the Development Enforcement Mortgage. Mr. Chavez completed an inspection in November 2024 but the DEM filing was not completed at that time. Also, an address error was noted on the resolution for today's meeting. A motion to release the development enforcement mortgage with the amended resolution was made by Mr. McKimmie, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

10. A motion to approve the 2025 audit as recommended by the Audit Committee was made by Chairman Updegrove, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

11. 2025 NORLIC Investment Report:
Board members were provided a copy of the Investment Report prior to the meeting for review. NORLIC does not have any investments. Ms. Klyczek reviewed the investment guidelines, statement of activities, financial summary, and property status spreadsheet.

12. 2025 NORLIC Annual Report: Board members were provided a copy of the Annual Report prior to the meeting for review. Ms. Klyczek highlighted the goals and accomplishments, grant funded activities, and commercial development projects for 2025.

13. Financial Disclosure Forms: Financial Disclosure forms and guidelines will be provided by the Niagara County Human Resources Department to board members for completion by the deadline noted.

14. Board of Directors & Executive Director Evaluations: Evaluation forms were provided to board members prior to the meeting. Forms need to be completed and returned to Ms. Alexander in accordance with NY State ABO guidelines prior to the deadline of March 31, 2025.

Attorney Business:
Ms. Alexander informed the board that she is working on property closings for 803 Division, 717 & 723 Division, 925 Grove Avenue, 1535 Pierce Avenue, 451 - 12th Street, 435 – 13th Street, 1805 Weston Avenue, and 2401 Whitney Avenue in the City of Niagara Falls.

Other Business:
Ms. Klyczek stated that an RFP was issued for a new Construction Management firm and the responses will be provided at the April board meeting.

Adjournment:
A motion to adjourn the meeting at 9:45 a.m. was made by Chairman Updegrove, seconded by Mr. DePaolo. Ayes 6, Noes 0. Carried.

Respectfully Submitted,

Jacquiline Minicucci

Jacquiline Minicucci, Recording Secretary