



Niagara County Brownfield Development Corporation

ANNUAL BOARD OF DIRECTORS MEETING
Niagara County Brownfield Development Corporation
Monday, December 19, 2022
12:00 p.m.

Members Present: Chairman Robert Restaino, Vice Chairman Richard Updegrove, Secretary Michael Casale

Others Present: R. Thomas Burgasser, Amy Fisk, Scott Hapeman, Jacqueline Minicucci

- 1.0 The meeting was called to order at 12:42 p.m. by Chairman Restaino.
- 2.0 Roll was called. Board members present were Chairman Robert Restaino, Vice Chairman Richard Updegrove, and Secretary Michael Casale.
- 3.0 The minutes of the October 24, 2022 meeting were motioned for approval by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

ACTION ITEMS

- 4.0 Annual Report -
A motion was made by Mr. Updegrove and seconded by Mr. Casale to approve and accept the annual report as written. Unanimous. Carried.
- 5.0 Budget Report -
No action necessary. Reviewed and adopted at July 26, 2022 meeting.
- 6.0 Annual Investment Report -
Ms. Fisk reviewed the Annual Investment Report. The NCBDC does not have any investments. A motion to accept the Annual Investment Report as written was made by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

Adoption of Comprehensive Investment Guidelines Review -


Ms. Fisk explained that the board must annually review and adopt comprehensive investment guidelines per PAAA requirements. No changes have been proposed to the guidelines since original adoption. Mr. Updegrove made a motion to adopt the Comprehensive Investment Guidelines and seconded by Mr. Casale. Unanimous. Carried.

- 7.0 Acceptance of 2022 NCBDC Audit -
A motion was made by Mr. Updegrove and seconded by Mr. Casale to approve and accept the 2022 NCBDC audit report as written. Unanimous. Carried.

NEW BUSINESS

- 8.0 Resolution #NCBDC-122022-01 – Authorization to Hire a Brownfields Qualified Environmental professional for BCRLF Cleanups. Ms. Fisk informed the board that after reviewing the RFP submissions, the firm Brownfields Redevelopment Solutions has the best qualifications to oversee the environmental management and Davis Bacon grant requirements for upcoming projects. The firm will be paid on an hourly basis. A motion to accept the firm Redevelopment Solutions was made by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.
- 9.0 Project Updates – Ms. Fisk updated the board on the following projects:
- 50 Elmwood Ave., Lockport – The site was formerly a parking lot. A subgrant was issued and remediation was completed. The City is pursuing creation of a neighborhood park at the site.
 - 211 Main St., North Tonawanda – The loan was fully expended and NYSDEC issued a Certificate of Completion. Redevelopment into a professional office building is planned.
 - 4435-4445 Military Rd., Town of Niagara – Cleanup is done and NYSDEC issued a Certificate of Completion. The Town plans to issue an RFP for development.
 - 624 River Rd., North Tonawanda – The \$500,000 loan is nearing full drawdown. Redevelopment plans include market-rate apartment buildings and commercial space.
 - 13 West Main St., Lockport – Remediation is done and a private developer is rehabilitating the building for commercial and residential uses.
 - Juniors Truck Stop, Niagara Falls – The Board approved a subgrant for site remediation and the agreement is pending execution by the City.
- 10.0 Review of EPA BCRLF Grant Financials – Ms. Fisk reviewed the financial summary and indicated there are two active projects with balances.
- 11.0 Continuation of Directors and Officers Liability Insurance – Ms. Fisk stated the policy will renew in January 2022 and no policy changes are proposed.
- 12.0 PAAA Compliance Requirements - Ms. Fisk stated the NCBDC is in compliance with 2022 PAAA requirements.
- 13.0 Annual Confidential Evaluation of Board Performance - Ms. Fisk asked that board responses be submitted prior to the December 31, 2022 deadline.
- 14.0 ATTORNEY BUSINESS
Mr. Hapeman informed the board that the Santarosa loan has been paid in full.
- 15.0 Next meeting date is to be determined; notification of said meeting will be made in advance.
- 16.0 A motion for adjournment at 12:56 p.m. was made by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

Respectfully submitted,


Jacqueline P. Minicucci
Recording Secretary