

Niagara County Brownfield Development Corporation

ANNUAL MEMBERSHIP MEETING MINUTES
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 12:17 p.m. by Chairman Restaino.
- 2.0 Roll was called. Board members present were Chairman Restaino, Vice Chairman Updegrove, and Secretary Michael Casale.

ACTION ITEMS

- 3.0 Designation of Board of Directors -
Chairman Restaino confirmed that as the Mayor of Niagara Falls he will remain on the Board of Directors representing the City of Niagara Falls. Mr. Updegrove confirmed he will remain on the Board of Directors representing Niagara County. Mr. Casale confirmed he will remain on the Board of Directors representing the Niagara County Industrial Development Agency (NCIDA). Moved by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.
- 4.0 Election of Chairman of Membership who shall act as Chairman of the Board of Directors. Mr. Updegrove nominated Mr. Restaino as Chairman of the Board of Directors. Moved by Mr. Casale and seconded by Mr. Updegrove. Unanimous. Carried.
- 5.0 Election of Officers of the Board of Directors -
 - 5.1 Vice-Chairman – Mr. Updegrove
Moved by Mr. Casale and seconded by Mr. Restaino. Unanimous. Carried.
 - 5.2 Secretary – Mr. Casale
Moved by Mr. Restaino and seconded by Mr. Updegrove. Unanimous. Carried.
- 6.0 Election of Executive Officers -
 - 6.1 President – Amy Fisk
Moved by Mr. Updegrove, seconded by Mr. Casale. Unanimous. Carried.
 - 6.2 Treasurer – Jacqueline Minicucci
Moved by Mr. Updegrove, seconded by Mr. Casale. Unanimous. Carried.
- 7.0 Election of Standing Committees -
 - 7.1 Executive Committee – Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
 - 7.2 Governance Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
 - 7.3 Audit Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
Moved by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

8.0 Annual Report -

The mission statement and corporate structure remain the same. Ms. Fisk reviewed the status of five active projects including 50 Elmwood Avenue, City of Lockport; 211 Main Street, City of North Tonawanda; 4435-4445 Military Road, Town of Niagara; 624 River Road, City of North Tonawanda, and 13 West Main Street, City of Lockport. A fiscal review of the projects and the two active loans with Santarosa and Rock One Development were discussed. Ms. Fisk highlighted the 2022 Fiscal Year budget summary. All PAAA requirements have been incorporated into the annual report. The report was signed and certified by the President and Treasurer.

9.0 Budget Report -

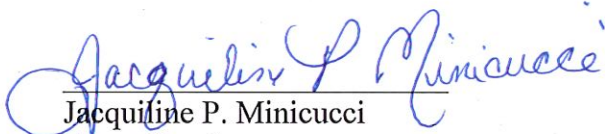
Submitted and adopted at the Board of Directors meeting held on July 26, 2022.

10.0 Next Meeting Date -

Ms. Fisk said a meeting date will be determined in 2023 and the members will be notified in advance.

11.0 A motion for adjournment at 12:41 p.m. was made by Mr. Casale and seconded by Mr. Updegrove. Unanimous. Carried.

Respectfully submitted,


Jacqueline P. Minicucci
Recording Secretary