



## Niagara Orleans Regional Land Improvement Corporation (NORLIC)

### Meeting Minutes – March 28, 2025

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 9 a.m. on March 28, 2025 at Samuel M. Ferraro Center for Economic Development, Sanborn, New York.

- 1-2. Welcome Remarks/Roll: The meeting was called to order at 9:03 a.m. by Chairman Updegrove.

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

Richard Updegrove – Chairman  
Christopher Voccio – Vice Chairman (Excused)  
Michael Casale – Board Member  
Rob DePaolo – Board Member  
Kevin Forma – Board Member  
Lynn Johnson – Board Member (Via Webex)  
Lockport (Vacant) – Board Member

#### **Officers Attendance:**

Andrea Klyczek – Executive Director  
Amy Fisk – Treasurer (Excused)

#### **Staff Attendance:**

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

#### **Guests:**

David Gabel, Auditor EFPR Group

3. Approval of Minutes:  
A motion to approve minutes from the February 28, 2025 NORLIC meeting as submitted by Jacqueline Minicucci was made by Mr. Casale, seconded by Mr. DePaolo. Ayes 5, Noes 0. Carried.
4. Financial Report: Mrs. Minicucci reviewed expenses and provided the board with current financial and grant statements. No concerns noted.

GENERAL BOARD MEETING ADJOURNED @ 9:18 a.m.

#### **Action Items:**

5. AUDIT COMMITTEE: Meeting called to order at 9:19 a.m. David Gabel, Auditor with EFPR Group, presented the findings of the recent audit conducted by his firm for the year ending December 31, 2024. Mr. Gabel reviewed the audit final draft, NORLIC Financial Statements and Management Letter dated March 22, 2025. Mr. Gabel 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.

AUDIT COMMITTEE MEETING ADJOURNED @ 9:34 a.m.

GENERAL BOARD MEETING RESUMED @ 9:35 a.m.

6. A motion to recommend approval of the 2025 audit as recommended by the Audit Committee was made by Mr. Casale, seconded by Mr. Forma. Ayes 5, Noes 0. Carried.

7. Designation of Directors:

Chairman Updegrove asked the board if there were any nomination requests. Board members were in favor of the current positions.

A motion was made by Chairman Updegrove and seconded by Mr. DePaolo to reappoint the current officers for the Board of Directors and Standing Committees as follows:

- 1.) Chairman of Membership/Chairman of the Board of Directors – R. Updegrove
- 2.) Board of Directors -
  - a. Vice Chairman – C. Voccio
  - b. Secretary – M. Casale
  - c. Members – K. Forma, L. Johnson, R. DePaolo, Lockport (Vacant) serve as appointed by their respective municipalities and per corporations bylaws.
- 3.) Executive Officers -
  - a. Executive Director – A. Klyczek
  - b. Treasurer – A. Schifferli
- 4.) Standing Committees -
  - a. Executive Committee – K. Forma, L. Johnson, R. Updegrove
  - b. Governance Committee – M. Casale, R. DePaolo, R. Updegrove
  - c. Audit Committee – M. Casale, C. Voccio, Lockport (Vacant)

Ayes 5, Noes 0. Carried.

8. 101 Fredericka Street, North Tonawanda – Property Acceptance: The property was previously presented to the board in 2023 but due to a delay in the foreclosure process, Ms. Klyczek asked the board to reapprove acceptance of the property. Mr. DePaolo stated that the property is a non-conforming residential parcel in an industrial zone. The property will be marketed for sale. There has been interest expressed from an adjacent commercial business. A motion to accept 101 Fredericka Street was made by Mr. DePaolo and seconded by Chairman Updegrove. Ayes 5, Noes 0.
9. 713-715 Oliver Street, North Tonawanda – Property Acceptance: Mr. DePaolo stated that the building is large and covers two parcels. The proposed plan is to complete a partial demolition of the unstable structure located on the 713 parcel and market the property for reuse.



10. 5465 Upper Mountain Road, Lockport, New York:  
Chairman Updegrave informed the board that Niagara County has requested that the Landbank accept the property and assist with the marketing and transfer to a responsible developer. Ms. Alexander stated that once the property is transferred to NORLIC, there are limited restrictions and any zoning issues will be resolved with the Town of Lockport. Motion to accept 5465 Upper Mountain Road was made by Chairman Updegrave and seconded by Mr. Casale. Ayes 5, Noes 0.
11. 2024 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. Mr. Chavez reviewed the investment guidelines, statement of activities, financial summary and property status spreadsheet.
12. 2024 NORLIC Annual Report: Board members were provided a copy of the Annual Report prior to the meeting for review. Mr. Chavez highlighted the goals and accomplishments, grant funded activities, and gave an overview of community partnerships and outreach efforts for 2024. Ms. Klyczek reviewed commercial property activities that took place in 2024
13. Financial Disclosure Forms: Financial Disclosure forms and guidelines were distributed to board members and are in the process of being completed. The deadline for submission is May 1, 2025.
14. Board of Directors & Executive Director Evaluations: Evaluation forms were provided to board members and will be returned to Ms. Alexander in accordance with NY State ABO guidelines prior to the deadline of March 31, 2025.

#### Project Manager Update:

Mr. Chavez updated the board on the following activities:

- NORLIC signs have been placed on all active properties.
- A Walking Tour of Main Street in Niagara Falls is scheduled for April 8, 2025 at 10 am. Rain date is scheduled for April 22, 2025.
- The water tower demolition located on Griswold Street in Middleport is in process. The environmental compliance is complete and the project has been submitted to SHPO for review. NORLIC will continue to provide project updates to the Niagara County Sheriff Dept.
- Mr. Chavez worked with Millenium to prepare an application for the open round of landbank initiative funding and will submit prior to the March 31, 2025 deadline.

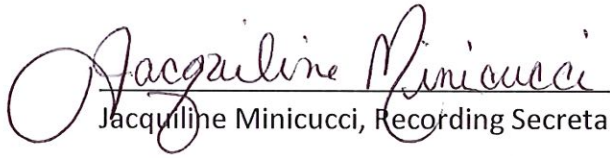
#### Other Business:

Ms. Klyczek informed the board that there has been no response from the developer regarding the junkyard parcels, therefore, the property status on the website has been changed to available and NORLIC will continue to market the property tax liens.

**Adjournment:**

A motion to adjourn the meeting at 10:19 a.m. was made by Chairman Updegrove, seconded by Mr. Forma. Ayes 5, Noes 0. Carried.

Respectfully Submitted,

  
Jacqueline Minicucci, Recording Secretary