**Niagara Orleans Regional Land Improvement Corporation (NORLIC)**

**Meeting Minutes – Tuesday, January 22, 2019**

A meeting of the Niagara Orleans Regional Land Improvement Corporation was held at 10:00 am on 1/22/19 at the Brooks Building, 59 Park Ave. Lockport, NY 14094. Those in attendance were:

**Board of Directors:**

Richard Updegrove - Chairman (Niagara Co.) Lynn Johnson- board member (Orleans Co.)

Brian Smith - Vice Chairman (Lockport) Rob DePaolo- board member (N. Tonawanda)

Michael Casale – board member (Niagara Co.)

**Officers:**

Andrea Klyczek- President (Niagara Co.)

Amy Fisk- Treasurer (Niagara Co.)

Heather Peck- Recording Secretary (Lockport)

**Others in Attendance:**

Tom Burgasser – Attorney (Niagara Co.)

Chuck Nesbitt – Executive (Orleans Co.)

**Business:**

1. **Welcome Remarks:**
   * Ms. Klyczek welcomed attendees.
2. **Approval of Minutes:**

* A motion to approve the minutes from the November 26th, 2018 NORLIC meeting as submitted by Andrea Klyczek was made by Mr. Casale, seconded by Mr. Updegrove. Ayes, 5. Noes, 0. Motion Passed.

1. **Investment Policy:**

* A motion to approve the “Niagara Orleans Regional Land Improvement Corporation Investment Guidelines” as submitted in the board packet for review was made by Mr. Smith, seconded by Mr. Casale. Ayes, 5. Noes, 0. Motion Passed.

1. **Sexual Harassment Policy:**

* A motion to approve the “Sexual Harassment Policy for NORLIC” as submitted in the board packet for review was made by Mr. Updegrove, seconded by Mr. Smith. Ayes, 5. Noes, 0. Motion Passed.

1. **Property Update:**

* Mr. DePaolo updated the board that 250 Miller Street property had sold, with a $16,400 balance coming back to the land bank – a great first project.
* Article in the Niagara Gazette on both 250 Miller Street and 429 Roger Ave. was very positive.
* Before and after photos of 429 Roger Ave. were passed around showcasing the dramatic improvements to the exterior.

1. **Request for Proposals**
2. Consultant – One firm responded to an RFP sent out by Ms. Klyczek. A motion to accept the proposal submitted by H. Sicherman/The Harrison Studios was made by Mr. Updegrove, seconded by Mr. Casale. Ayes, 5. Noes, 0. Motion Passed.
3. Audit – Three firms responded to an RFP sent out by Ms. Klyczek. Firms who responded included: Lumsden McCormick, Drescher & Malecki, LLP, and EFPR Group. A motion to accept the lowest bid which was provided by EFPR Group was made by Mr. Smith, seconded by Mr. Casale. Ayes, 5. Noes, 0. Motion Passed. Mr. Smith also recommended looking into retaining someone for bookkeeping services in the future.
4. Legal – A motion to reject all proposals submitted in response to the RFP and to reissue the RFP was made by Mr. Smith, seconded by Mr. DePaolo. Ayes, 5. Noes, 0. Motion Passed.

\* Subsequent to the meeting, Mr. Burgasser suggested we change course of action for legal service. It was suggested that we hold interviews and not reissue the RFP. Staff proceed with this course of action and set up interviews with each legal firm that responded. – This amendment to the minutes was voted on 4/26/19

1. **Property Submission**

* Mr. Smith submitted to the NORLIC Board of Directors for formal consideration, a written proposal for the property at 171 Niagara Street in Lockport. This property is currently owned by Niagara County.
* A motion for NORLIC to accept title of 171 Niagara Street, Lockport subject to the condition that Niagara County declare it a surplus property and pass a formal resolution as such, was made by Mr. Smith, seconded by Mr. DePaolo. Ayes, 5. Noes, 0. Motion Passed.

1. **Treasurer’s Report**

* Ms. Fisk presented the board with a bank account summary through December 30th, 2018. Balance is $30,893.31.

1. **General Discussion**

* The need for realtor services was discussed. A letter sent out by Ms. Klyczek to local realtors seeking services received no responses. Ms. Klyczek stressed the importance of utilizing MLS lists and it was decided that doing outreach for realtors in the communities where properties are for listed sale was needed.

1. **Adjournment**

* A motion to adjourn was made by Mr. Updegrove, seconded by Mr. Smith. Ayes, 5. Noes, 0. Motion passed.

Next meeting – TBD.

*Minutes respectively submitted by: Heather Peck*