



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
February 22nd, 2024 – 2:00 PM
Brisbane Building Conference Room 521
403 Main St. Suite 602
Buffalo, New York 14203

Call to Order by Board Chair, Brendan Mehaffy

ATTENDANCE:

Board Members Present: Brendan Mehaffy, Scott Bylewski, Daniel Castle,
Delano Dowell, Karen Utz, Cavette Chambers,
Jeremy Toth, Adam McNeill

Board Members *Excused*: Catherine Amdur, Olowule McFoy

Board Members *Absent*: Deborah Skulski-Wakelam

BENLIC Counsel *Excused*: John Sidd

BENLIC Staff: Jocelyn Gordon, Alexis Duwe, Benjamin Brown,
Matthew Azzano

HAND OUTS:

Agenda; Minutes of January 2024 Board Meeting; January 2024 Treasurer's Report; **Resolution #2024-6** Approval of Bid for Exterior Stabilization Repairs

NEW BUSINESS:

1. Roll Call

2. Approval of January 2024 Minutes:

The minutes of the January 24th, 2024, Board of Directors Meeting were presented and reviewed.

A motion to approve the January 2024 minutes was made by Daniel Castle, seconded by Delano Dowell, and unanimously carried as approved.

3. Treasurer's Report:

Executive Director Jocelyn Gordon presented the January 2024 Treasurer's Reports. As of January 31st, 2023, the Corporation's total balance was \$2,629,017.81.

A motion to approve the January Treasurer's reports was made by Karen Utz, seconded by Delano Dowell, and unanimously carried as approved.

4. Proposed Increase in Staff Hours – Personnel Report

As the personnel subcommittee had previously discussed, Executive Director Jocelyn Gordon has requested to increase Assistant Program Coordinator Matthew Azzano's hours from 32 hours per week to 40 hours per week, effectively making him a full-time employee of BENLIC. In 2023, the Board of Directors previously approved increasing Matthew's hours from 25 hours per week to 32 hours per week as well as approving health insurance benefits for him. This increase in hours is in accordance with BENLIC's 2024 budget and will be required as the workload for BENLIC staff increases with new program activities this year.

A motion to approve increasing Matthew Azzano's hours was made by Daniel Castle, seconded by Jeremy Toth, and unanimously carried as approved.

5. **Resolution #2024-1** Resolution #2024-6 Approve Exterior Stabilization Repairs – Multiple Properties

On January 29th, 2024, BENLIC released a bid package seeking a qualified contractor to perform exterior repairs on BENLIC-owned vacant houses in the City of Buffalo. These bids were specifically offered to M/WBE contracting firms via phone and email solicitations. BENLIC received bids on two properties—149 Northland Avenue and 702 Norfolk Avenue. Both houses were acquired via the 2022 Erie County In-Rem Vacant Auction. The properties will ultimately be completely rehabilitated using funds from NYS Homes and Community Renewal's Land Bank Initiative Fund.

Out of the two responses received, BENLIC Staff requested the bid from Aurora Window

Systems for \$118,100 to be approved. One other bid from a MBE contractor was received, however this contractor removed their bid due to scheduling issues with other projects.

A motion to approve the bid by Aurora Window Systems was made by Scott Bylewski, seconded by Cavette Chambers, and unanimously carried as approved.

6. Executive Director's Report

Executive Director Jocelyn Gordon delivered the Executive Director's Report. She noted that the next Board meeting in March will be BENLIC's annual meeting in which existing policies are approved. Jocelyn informed the Board that BENLIC will examine the M/WBE procurement policy and possibly add language that clarifies why BENLIC may prefer to select M/WBE contractor's bids over other contractors bid.

BENLIC received six submissions for the Adams Street Infill Initiative Brokerage Services RFP. One submission was from a NYS certified MBE brokerage. One submission was from an applicant with an in-process M/WBE certification. Another submission was from a NYS certified WBE brokerage. The commission rates varied from 4.5% to 6%. A decision has not been made yet.

The subrecipient agreements for the American Rescue Plan Act (ARPA) Infill Initiative were accepted in January. The agreement with Erie County has been signed and the agreement with the City of Buffalo is expected to be signed soon. This initiative will be BENLIC's largest yet, with over \$23 Million being used to construct over sixty new homes in the City of Buffalo and Erie County. Interviews are being conducted between BENLIC and potential Construction Managers.

A motion to adjourn the meeting was made by Jeremy Toth, seconded by Daniel Castle, and unanimously carried by acclamation.

NEXT MEETING: Board of Directors Thursday, March 21st, 2024, 2:00 p.m.

Location: Brisbane Building Conference Room 521, 403 Main St. Suite 602, Buffalo, New York 14203

Recorded by: Matthew Azzano, BENLIC Staff

Submitted for Approval: Jocelyn Gordon, Executive Director

Adopted by BENLIC Board Members on _____