



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES  
May 23, 2024 – 2:00 PM  
Brisbane Building Conference Room 521  
403 Main St. Suite 602  
Buffalo, New York 14203

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Call to Order by Board Chair, Brendan Mehaffy

ATTENDANCE:

Board Members *Present*: Brendan Mehaffy, Scott Bylewski, Daniel Castle,  
Delano Dowell, Cavette Chambers, Jeremy Toth,  
Adam McNeill, Catherine Amdur

Board Members *Excused*: Oluwole McFoy, Karen Utz

Board Members *Absent*:

BENLIC Counsel *Present*: John Sidd

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

HAND OUTS:

Agenda; Minutes of April 2024 Board Meeting; April 2024 Treasurer's Report; **Resolution #2024-14** Authorize BENLIC to Retain Construction Manager for ARPA Affordable Housing Infill Project; **Resolution #2024-15** Approve Residential Boundary Services – ARPA Infill Initiative

NEW BUSINESS:

1. Roll Call

2. Approval of April 2024 Minutes:

The minutes of the April 18<sup>th</sup>, 2024, Board of Directors Meeting were presented and reviewed.

A motion to approve the April 2024 minutes was made by Catherine Amdur, seconded by Daniel Castle, and unanimously carried as approved.

3. Treasurer's Report:

Executive Director Jocelyn Gordon presented the April 2024 Treasurer's Reports. \$625,000 was received by BENLIC in April as part of the City of Buffalo's contribution to the ARPA Infill Project. As of April 30<sup>th</sup>, 2023, the Corporation's total balance was \$3,292,050.12.

A motion to approve the April Treasurer's reports was made by Scott Bylewski, seconded by Delano Dowell, and unanimously carried as approved.

4. **Resolution #2024-14** Authorize BENLIC to Retain Construction Manager for ARPA Affordable Housing Infill Project

BENLIC has determined that a construction management firm would benefit the Corporation's ARPA Infill Initiative by providing the predevelopment, construction management, and compliance services necessary throughout the development of 47 new single-family homes. A Request for Proposals (RFP) was released on April 25, 2024, with a submission deadline of May 13, 2024. The firms with the top four proposals were subsequently interviewed by BENLIC staff and Matt Meier of HHL Architects, who assisted BENLIC in comparing the assets and abilities of each firm.

In selecting a proposal to accept, BENLIC staff considered not only the guaranteed maximum price (GMP) provided by the firm, but also their technical and professional skills and overall fit for this specific project. Buffalo Construction Consultants were determined to possess the requisite special and technical skill, training, reputation, integrity, judgment and expertise to provide the Construction Management Services necessary for the ARPA Infill Initiative. They also provided the lowest GMP. Therefore, BENLIC is requesting the board to approve the retention of Buffalo Construction Consultants for this project.

A motion to accept the proposal by Buffalo Construction Consultants to provide construction management services at a GMP of \$2,742,090.00 was made by Daniel Castle, seconded by Adam McNeill, and unanimously carried as approved.

5. **Resolution #2024-15 Approve Residential Boundary Services – ARPA Infill Initiative**

For the design process and final site layouts of the ARPA Infill Initiative houses, BENLIC will need to have boundary surveys of all 47 vacant lots. For this purpose, a Request for Proposals (RFP) was released on May 13, 2024 with a submission deadline of May 20, 2024.

Three responses to the RFP were received. Of the three proposals, BENLIC staff recommend Niagara Boundary as they possess the necessary formal education, technical skills, licensing, and expertise. Niagara Boundary tied with one other firm for the lowest bid.

A motion to approve Niagara Boundary for boundary services at a price not to exceed \$36,800.00 was made by Daniel Castle, seconded by Catherine Amdur, and unanimously carried as approved.

6. **Note and Mortgage Discharge – 95 Grote, City of Buffalo**

BENLIC acquired the vacant single-family home located at 95 Grote, Buffalo via the 2020 City of Buffalo Disposal Agreement. BENLIC invested funds towards securing the property and replacing the roof. In 2023, the property was purchased by Matthew Borowski for \$42,000 as part of BENLIC's Vacant-to-Value program. The property was subject to a \$50,000 lien to enforce the proper and timely renovation of the property.

BENLIC property inspector John Good inspected the property on May 16, 2024 and found that all required work listed in the Note and Mortgage documents had been completed in a proper and satisfactory manner. Therefore, BENLIC staff recommended the Board of Directors to approve the discharge of the lien on 95 Grote.

A motion to approve the discharge of the note and mortgage lien on 95 Grote was made by Jeremy Toth, seconded by Delano Dowell, and unanimously carried as approved.

7. **Executive Director's Report**

Jocelyn Gordon informed the Board of the current status of the Adams Street Infill Initiative.

The financing with NYS HCR is moving towards closing in late June of this year. Buccilli Renovations LLC plans to begin first foundations in late June as well. The City of Buffalo is undergoing a review of the site plan. A zoning variance will be reviewed at the Zoning Board of Appeals on June 12.

The total budget of the Adams Street Infill Initiative is \$4.5 Million. The construction loan from Evans Bank is \$2 Million at a 5.5% interest rate. The Evans Bank loan has not closed yet, as Evans is requesting an additional \$200,000 equity injection from BENLIC in addition to the \$232,000 that BENLIC has already contributed toward soft costs. Jocelyn Gordon noted that this request for additional equity was unusually high for a non-profit development deal.

On May 1, BENLIC received a proposal from Citizen's Bank to fund the \$2,500,000 needed for the project with a loan that is forgivable after 5 years of bi-annual 3% interest payments.

BENLIC staff does not recommend accepting the proposal since it does not align with the NYS HCR AHOP grant and may delay the Adams Street project's closing timeline. However, BENLIC could potentially use the Citizen's Bank offer for a different project. Jocelyn Gordon noted that M&T Bank is interested in contributing a similar investment towards houses built in the Ken-Bailey neighborhood as part of the ARPA Infill Initiative.

A motion to adjourn the meeting was made by Jeremy Toth, seconded by Adam McNeill, and unanimously carried as approved.

**NEXT MEETING: Board of Directors Thursday, June 27<sup>th</sup>, 2024, 2:30 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 \_\_\_\_\_