



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
March 20, 2025 – 2:30 PM
Brisbane Building Conference Room 200
403 Main St. Suite 602
Buffalo, New York 14203

Call to Order by Board Chair, Scott Bylewski

ATTENDANCE:

Board Members *Present*:

Scott Bylewski, Daniel Castle, Raymour
Nosworthy, Adam McNeill, Cavette Chambers,
Jeremy Toth, Karen Utz, Nadine Marrero,
Catherine Amdur

Board Members *Excused*:

Debbie Gable

BENLIC Counsel *Present*:

John Sidd

BENLIC Staff:

Jocelyn Gordon, Alexis Duwe, Benjamin Brown,
Matthew Azzano, John Good

HAND OUTS:

Agenda; Minutes of February 2025 Board Meeting; February 2025 Treasurer's Report; BENLIC 2024 Annual ABO Report; 2024 Audit Report by Drescher & Malecki

NEW BUSINESS:

1. Roll Call

2. Approval of February 2025 Minutes:

The minutes of the February 20th, 2025, Board of Directors meeting were presented and reviewed.

A motion to approve the amended February 2025 Board of Directors meeting minutes was made by Jeremy Toth, seconded by Daniel Castle, and unanimously carried as approved.

3. Treasurer's Report:

BENLIC provided the February 2025 Treasurer's Report in advance of the meeting. Executive Director Jocelyn Gordon presented the Treasurer's Report to the Board. BENLIC's combined assets totaled \$6,559,893.05 on February 27, 2025.

A motion to approve the February 2025 Treasurer's report was made by Jeremy Toth, seconded by Catherine Amdur, and unanimously carried as approved.

4. 2024 Independent Audit Report

Auditors from Drescher & Malecki met with the BENLIC Finance Subcommittee to review the results of the 2024 audit. Jeremy Toth confirmed that the results of the audit were completely clean. No suggestions or recommendations were made by the auditors. The report provided by Drescher & Malecki noted that BENLIC's immediate cash-on-hand totals approximately \$2.7 Million and investments (CDs/treasury bills and property assets) total \$3.5 Million.

5. 2024 Annual ABO Report

As required by the Authorities Budget Office (ABO), a series of reports are due by March 31st each year.

The complete Annual Report includes:

- Financial Statements, Management Letter, Internal Controls
- Procurement Report
- Investment Report
- Property Report
- Performance Measurement
- Board of Directors Evaluations

The draft of the Annual Report was provided to the board for review.

A motion to approve the 2024 Annual Report was made by Jeremy Toth seconded by Catherine Amdur and unanimously carried as approved

6. Annual Review/Approval of Corporation Policies

BENLIC reviews and reapproves its Corporation Policies annually to ensure that all rules and procedures are in congruence with guiding documents such as The Land Bank Act and BENLIC's Intermunicipal Agreement. BENLIC introduced an internal controls policy at the request of the Board of Directors. The remaining policies remained unchanged. The Board of Directors reviewed all policies.

A motion to table the item was made by Jeremy Toth, seconded by Raymour Nosworthy, and unanimously carried as approved.

7. Election of Officers for 2024

For the three annually elected positions, Scott Bylewski will serve as Chair, Nadine Marrero as Vice Chair, and Adam McNeill as Treasurer.

A motion to approve the election of Board officers was made by Karen Utz, seconded by Catherine Amdur, and unanimously carried as approved.

8. Election of Committee Members, including Chairs of Committees

A chairperson and committee members must be selected annually for each of BENLIC's four subcommittees—Governance, Audit and Finance, Real Estate, and Personnel.

The board members elected to each subcommittee are as follows: Scott Bylewski(chair), Jeremy Toth, and Cavette Chambers for the Governance Committee; Jeremy Toth (chair), Raymour Nosworthy, and Adam McNeill for the Audit and Finance Subcommittee; Nadine Marrero (chair), Daniel Castle, Scott Bylewski and Catherine Amdur for the Real Estate Subcommittee; Daniel Castle (chair), Karen Utz, Scott Bylewski, and Nadine Marrero for the Personnel Committee.

A motion to approve the election of Board officers was made by Catherine Amdur, seconded by Cavette Chambers, and unanimously carried as approved.

9. Authorize M&T Bank Line of Credit

The proposed terms for a line of credit from M&T Bank and the ARPA 2025 cash flow schedule were presented to the Board of Directors. The line of credit is being proposed in order to ensure that BENLIC has the cash flow available to pay all ARPA Infill Initiative invoices from the project's construction manager on time. The Board requested more information on the proposed line of credit.

A motion to table the proposal was made by Adam McNeill, seconded by Nadine Marrero, and unanimously carried as approved.

10. **Resolution #2025-3 Select Preferred Builder for 44 Long, Cheektowaga**

To meet the programmatic goals for the Cheektowaga homes built as part of the ARPA Infill Initiative, a revised bid package was released for the construction of new single-family home at

44 Long Avenue. The size of the house was reduced in this bid package to lower the cost of construction. Out of the three bids received, BENLIC staff recommends Buccilli Renovations as the lowest responsible bid.

A motion to select Buccilli Renovations as the builder for the new home at 44 Long Avenue, Cheektowaga was made by Karen Utz, seconded by Cavette Chambers, and unanimously carried as approved.

11. Executive Director's Report

Executive Director Jocelyn Gordon reviewed BENLIC's current construction progress on the Adams Street Infill Initiative. Seven houses have been completely framed, and two additional foundations are completely poured. BENLIC Construction Specialist John Good expects all homes to be fully completed by the end of the year. Jocelyn Gordon confirmed that the homes are expected to be sold by lottery to qualified applicants. The same lottery process is planned to be used to dispose the ARPA Infill homes as well.

Weekly meetings have been conducted between BENLIC and Buffalo Construction Consultants to finalize plans to begin construction on the ARPA Infill homes. A groundbreaking ceremony has been scheduled for April 15.

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

NEXT MEETING: Board of Directors Thursday, July 17th, 2025, 2:30 p.m.

Location: Conference Room 200, Brisbane Building 403 Main Street, Buffalo NY 14203

Recorded by: Matthew Azzano, BENLIC Staff

Submitted for Approval: Jocelyn Gordon, Executive Director

Adopted by BENLIC Board Members on September 18th, 2025.