



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
September 18, 2025 – 2:30 PM
Brisbane Building Conference Room 200
403 Main Street
Buffalo, New York 14203

Call to Order by Board Chair, Scott Bylewski

ATTENDANCE:

Board Members *Present*: Scott Bylewski, Daniel Castle, Raymour
Nosworthy, Cavette Chambers, Jeremy Toth,
Nadine Marrero, Catherine Amdur, Michael
Milks

Board Members *Excused*: Adam McNeill, Karen Utz

BENLIC Counsel *Present*: John Sidd

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

HAND OUTS:

Agenda; Minutes of March 2025 Board Meeting; August 2025 Treasurer's Report

1. Executive Director's Report:

Executive Director Jocelyn Gordon and Construction Specialist John Good provided an update on BENLIC's ongoing construction projects. All twelve new homes at the Adams Street Infill Initiative site have foundations in place, with ten framed and seven fully drywalled. Interior finishes, including carpeting, have begun. Two homes—590 and 578 Adams Street—are expected to be completed and ready for showing by the end of October.

MMB Realty, will professionally stage one single-story and one two-story home to showcase the available styles to prospective buyers. Public showings are anticipated to occur beginning in October and into November. Each Adams Street home will include three bedrooms, one and a half bathrooms, a basement, a green driveway, and a one-and-a-half-car garage, with sale prices set at \$242,660.

Jocelyn Gordon also reported that BENLIC recently hosted NYS Homes and Community Renewal (HCR) staff, including President of the Office of Community Renewal, Crystal Loffler, and newly appointed statewide Land Bank Initiative representative Stephanie Mayer. HCR staff toured BENLIC's active construction sites and expressed strong support for the corporation's ongoing work.

NEW BUSINESS:

2. Roll Call

3. Approval of March 2025 Minutes:

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

The July 2025 Minutes were not reviewed due to a printing error. They will be submitted for approval at the next Board of Director's meeting in October 2025.

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

4. Treasurer's Report:

BENLIC provided the August 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 \$ \$15,250,924.20 on August 29, 2025.

A motion to approve the August 2025 Treasurer's report was made by Daniel Castle, seconded by Michael Milks, and unanimously carried as approved.

5. Resolution #2025-6 Disposition of 702 Norfolk, Buffalo – LBI Rehab

BENLIC acquired 702 Norfolk Avenue, Buffalo NY, via its 2022 BENLIC–City of Buffalo Property

Acquisition Agreement. This single-family home, located in the Kensington-Bailey neighborhood, was rehabilitated with funding from the NYS Land Bank Initiative by MWBE contractor Darold Fountain of Aurora Window Systems & Contracting.

The property was listed for sale in August 2025 for \$165,000 and received four offers. The highest offer was submitted by Monica Hairston for \$190,000, which would yield a net to BENLIC of \$183,300 as the offer contains a \$5,700 seller's concession. BENLIC Counsel John Sidd advised that seller concessions are an acceptable and transparent component of conventional real estate transactions, provided all disclosures are properly documented.

A motion to dispose of 702 Norfolk Avenue to Monica Hairston for \$190,000 was made by Scott Bylewski, seconded by Jeremy Toth, and unanimously carried as approved. Should the sale not be completed, authorization is granted to proceed with the secondary offer from Carolyn Annette Pope for \$168,000.

Resolution #2025-5 Selection of Homebuyer Education, Marketing, and Sales Services – ARPA Infill Initiative

Belmont Housing Resources of WNY staff members Sandra Becker and Karyn Hausknecht presented Belmont's proposal for Homebuyer Services in support of the ARPA Infill Initiative. The proposal includes a base service of \$110,000, with optional add-ons for MLS listings, realtor referral fees, and newspaper advertising. The Board discussed implementing an online lottery system for fair and transparent applicant selection. The Board discussed the different methodologies of conducting the lottery and requested that rules and procedures be presented for further review.

A motion to approve Belmont Housing Services' base proposal of \$110,000, an initial budget of \$10,000 for optional services including a 2% buyer's agent referral fee contingent on proof of a pre-existing exclusivity contract, the lottery concept, and execution of the contract was made by Scott Bylewski, seconded by Daniel Castle, and unanimously carried as approved.

The first group of completed homes will include eight in the City of Buffalo and five in Cheektowaga, with anticipated delivery at the end of October 2025. The Board will review progress and potential adjustments at the next meeting on October 18, 2025.

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

NEXT MEETING: Board of Directors Thursday, October 16th, 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 October 16th, 2025.