



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
October 16, 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, Robert Quinn,
Jeremy Toth, Nadine Marrero, Michael Milks,
Adam McNeill, Karen Utz

Board Members *Excused*: Raymour Nosworthy, Catherine Amdur

BENLIC Counsel *Present*: John Sidd

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

Guests: Sandra Becker

HAND OUTS:

Agenda; Minutes of July 2025 Board Meeting; Minutes of September 18 Board Meeting, Minutes of September 29 Board Meeting, September 2025 Treasurer's Report

NEW BUSINESS:

1. Roll Call

2. Approval of July, September 18th, and 29th 2025 Minutes:

The minutes of the July 17th, September 18th, and September 29th, 2025 Board of Directors meetings were presented and reviewed.

A motion to approve all three 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 September 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 \$16,196,759.33 on September 30, 2025.

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

4. Resolution #2025-7 Approval of the 2026 BENLIC Budget

BENLIC staff presented the 2026 BENLIC Budget for approval by the Board prior to uploading for the annual NYS Authorities Budget Office report. The budget was previously reviewed by the BENLIC Board of Directors Finance subcommittee.

Executive Director Jocelyn Gordon noted that the budget included conservative timing assumptions for recognizing property sales, a standard increase across most operating lines; and a projected increase in insurance costs reflecting market conditions and construction exposure.

A motion to approve the 2026 BENLIC budget was made by Jeremy Toth, seconded by Adam McNeill, and unanimously carried as approved.

5. Resolution #2025-8 Disposition of ARPA Infill Initiative Properties by Lottery Process

Counsel and staff presented a resolution authorizing disposition of ARPA Infill Initiative homes via a non-competitive, rules-based lottery, employing set affordable prices and authorizing the Executive Director to execute contracts. Affordable sales prices were determined through a calculation reflecting affordability for households earning below 300% of the Federal Poverty Level, as published by the U.S. Department of Health and Human Services, and further adjusted by the number of bedrooms and related market factors. The Board also discussed homebuyer education documentation, lottery operations timelines for buyer steps, and earnest money deposits. Sandra Becker from Belmont Housing Resources of WNY was present to answer questions from the Board.

The Board requested adding an amendment requiring any Executive Director reduction in sales price (not to exceed 15%) to be accompanied by a written justification with advance notice to the Board.

A motion to approve **Resolution #2025-8**, as amended, was made by Daniel Castle, seconded by Michael Milks, and unanimously carried as approved.

6. **Discussion: MLS Access under the ARPA Infill Initiative**

BENLIC Staff reviewed options to ensure MLS exposure of listings with the Board. Staff and the Board agreed on a consensus to proceed with listing under the BENLIC's New York State MLS membership. Staff from Belmont Housing Resources of WNY will be responsible for creating and monitoring the listings. No Board further action was required.

7. **Executive Director's Report:**

Executive Director Jocelyn Gordon reported: that the first ARPA home in Cheektowaga has been completed and a certificate of occupancy has been issued. A ribbon-cutting event is to be coordinated with Erie County and the City of Buffalo. 18 Calumet Place in the City of Buffalo is also complete and ready for a press event. All Phase I ARPA City homes are in their final stages. All Phase II ARPA homes are currently underway and on schedule. The remaining Cheektowaga ARPA homes are also approaching substantial completion. BENLIC staff also noted that winter snow maintenance will be contracted for all ARPA homes.

Construction Specialist John Good stated that 10 of 12 homes on Adams Street are framed and 9 are sided. The first two interiors are targeted for completion within a month for staging and public showings.

A motion to adjourn the meeting was made and unanimously carried as approved.

NEXT MEETING: Board of Directors Thursday, November 20th, 2025, 2:30 p.m.

Location: Conference Room 521, 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 November 20th, 2025.