



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
March 26th, 2026 – 2:30 PM
Brisbane Building Conference Room 521
403 Main Street
Buffalo, New York 14203

Call to Order by Board Chair, Scott Bylewski

ATTENDANCE:

Board Members *Present*: Scott Bylewski, Daniel Castle, Jeremy Toth,
Thomas Baines, Michael Milks, Adam McNeill,
Karen Utz, Rosa Pizzi, Jessica Brown, Louis
Petrucci

Board Members *Excused*:

BENLIC Counsel *Present*:

BENLIC Staff: John Sidd

Jocelyn Gordon, Benjamin Brown, Matthew Azzano,
John Good

Guests:

HAND OUTS:

Agenda; Minutes of February 2026 Board Meeting; February 2026 Treasurer's Report

NEW BUSINESS:

1. Roll Call

Call to order by Board Chair Scott Bylewski.

2. Approval of February 2026 Minutes:

The Board discussed corrections to the February 2026 meeting minutes, specifically regarding formatting and clarity of motions under Item 5.

Upon discussion, it was determined additional edits were required.

A motion to table the February 2026 meeting minutes until the next meeting was made by Daniel Castle, seconded by Lou Petrucci, and unanimously carried as approved.

3. Treasurer's Report:

BENLIC provided the February 2026 Treasurer's Report to the Board of Directors in advance of the meeting. Executive Director Jocelyn Gordon presented the Treasurer's Report to the Board. The Treasurer's Report was presented to the Board. BENLIC's total assets were reported to be \$10,890,394.

A motion to approve the Treasurer's Report was made by Jeremy Toth, seconded by Lou Petrucci, and unanimously carried as approved.

4. Presentation of 2025 Independent Audit by Audit & Finance Committee

Seth Hennard, CPA from Lumsden and McCormick joined the meeting virtually to present the results of the 2025 independent audit with Audit & Finance Committee member Adam McNeill.

Key findings included:

- Receipt of an unmodified opinion (clean audit)
- No questioned costs identified in the single audit
- Minor accounting discrepancy related to system integration, since corrected

The Board acknowledged the presentation. No formal action was required.

5. 2025 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 2025 Annual Report was made by Karen Utz, seconded Lou Petrucci, and unanimously carried as approved.

6. Annual Review and Approval of Corporation Policies

The Board conducted its annual review of BENLIC’s policies, including the Investment and Deposit Policy, Code of Ethics and Conflict of Interest Policy, Procurement Policy, and Disposition Policy.

Staff confirmed that all policies remained unchanged from the prior year.

Discussion included:

- Investment limitations (e.g., CDs, money market accounts, collateralization requirements)
- Procurement thresholds and prior adjustments due to increased costs

The Board approved all corporation policies as presented with no changes. A motion to approve the existing corporation policies was made by Thomas Baines, seconded by Adam McNeill, and unanimously carried as approved.

7. Election of Officers for 2026

The following slate of officers was presented:

Chair: Scott Bylewski
 Vice Chair: Thomas Baines
 Treasurer: Adam McNeill

A motion to approve the full slate of officers was made by Jeremy Toth, seconded by Lou Petrucci, and unanimously carried.

8. Election of Committee Members and Chairs

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

Committee assignments were presented as follows:

- Governance Committee

- Chair: Scott Bylewski
- Members: Jeremy Toth, Rosa Pizzi
- Audit & Finance Committee
 - Chair: Adam McNeill
 - Members: Jeremy Toth, Jessica Brown
- Real Estate Committee
 - Chair: Lou Petrucci
 - Members: Michael Milks, Daniel Castle, Adam McNeil
- Personnel Committee
 - Chair: Daniel Castle
 - Members: Karen Utz, Thomas Baines, Scott Bylewski

A motion to approve the committee slate was made by Lou Petrucci, seconded by Thomas Baines, and unanimously carried as approved.

9. Amendment to **Resolution #2025-8** – ARPA Infill Initiative Sales Prices

Staff presented an amendment to Resolution #2025-8 to approve updated sales prices for ARPA Infill Initiative (Build Buffalo Roots) properties.

The revised pricing reflects coordination between BENLIC, Erie County, the City of Buffalo, and Belmont Housing Resources of WNY, and establishes:

- Approved listing prices for each property
- Authority to sell at up to a 15% reduction (floor price), based on buyer qualification
- Elimination of the need for case-by-case Board approval for each sale

A motion to approve the amended resolution was made by Rosa Pizzi, seconded by Jeremy Toth, and unanimously carried as approved.

10. **Resolution #2026-1** – Authorization to Acquire City-Owned Vacant Land

The Board considered a resolution authorizing the acquisition of two City-owned vacant lots for development under the ARPA Infill Housing Initiative (Build Buffalo Roots). The two lots are located at 415 and 419 Glenwood Avenue in the City of Buffalo.

These parcels will replace previously identified lots deemed unsuitable for construction and will be incorporated into the existing development program.

A motion to approve Resolution #2026-1 was made by Rosa Pizzi, seconded by Lou Petrucci, and unanimously carried.

11. Executive Director's Report

Executive Director Jocelyn Gordon reported that City of Buffalo Mayor Sean Ryan made a site visit to review the newly constructed ARPA Infill Initiative (Build Buffalo Roots) homes. Mayor Ryan expressed strong support for the program.

The Adams Street Infill Initiative is making steady progress and initial completions are anticipated by early May 2026.

The ARPA Infill Initiative (Build Buffalo Roots) is currently undergoing a “rebrand” to expand marketing coinciding with new homes coming up for sale. BENLIC staff continues to coordinate with partners regarding pricing, outreach, and program visibility. A public press event with City of Buffalo and Erie County representatives will be announced in April.

12. Executive Session

A motion was made to enter executive session pursuant to Public Officers Law §105(1)(f) to discuss matters related to personnel.

The motion was made by Jessica Brown, seconded by Lou Petrucci, and unanimously carried as approved.

A motion was made by Daniel Castle and seconded by Thomas Baines, to exit executive session. The motion was unanimously carried as approved.

No action was taken during the executive session.

13. Personnel Actions

A motion was made to approve the following personnel actions:

- A 10% salary increase for Project Manager Ben Brown.
- A 6% salary increase for Program Coordinator Matthew Azzano.
- A 3% cost-of-living adjustment for Property Specialist John Good.
- A request for the Personnel Committee to conduct a separate review regarding Executive Director Jocelyn Gordon’s compensation.

The motion was made by Daniel Castle, seconded by Adam McNeill, and unanimously approved as carried.

There being no further business, Scott Bylewski made a motion to adjourn the meeting which was seconded by Lou Petrucci, and unanimously carried as approved.

NEXT MEETING: Board of Directors Thursday, May 21st, 2026, 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 May 21st, 2026.