BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
May 21st, 2026 – 2:30 PM
Brisbane Building Conference Room 521
403 Main Street
Buffalo, New York 14203

Call to Order by Board Chair, Scott Bylewski

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ATTENDANCE:

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| Board Members *Present*: | Scott Bylewski, Daniel Castle, Jeremy Toth, Thomas Baines, Michael Milk, Rosa Pizzi, Jessica Brown, Louis Petrucci |
| Board Members *Excused*: | Karen Utz, Adam McNeill |
| BENLIC Counsel *Present*: | John Sidd |
| BENLIC Staff: | Jocelyn Gordon, Benjamin Brown, Matthew Azzano, John Good |
| Guests: | Monica Boutin, Zachary Evans |

HAND OUTS:

Agenda; Minutes of February 2026 Board Meeting; Minutes of March 2026 Board Meeting, March 2026 Treasurer's Report, April 2026 Treasurer's Report, BENLIC Disposition Policy

NEW BUSINESS:

1. Roll Call
   Call to order by Board Chair Scott Bylewski.

2. Approval of February and March 2026 Minutes:
   The Board previously reviewed to the February 2026 meeting minutes at the March 2026 meeting and requested edits regarding formatting and clarity of motions under Item 5.

   The amended February 2026 meeting minutes were reviewed by the board, as well as the March 2026 meeting minutes.

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

3. Treasurer's Report:
   BENLIC provided the March and April 2026 Treasurer's Reports 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 $9,420,060.59.

   A motion to approve the March and April 2026 Treasurer's Reports was made by Daniel Castle, seconded by Jeremy Toth, and unanimously carried as approved.

4. Amendment to BENLIC Property Disposition Policy
   The Board reviewed a proposed amendment to BENLIC's Property Disposition Policy. Project Manager Ben Brown explained that the amendment would explicitly authorize non-competitive property sales in circumstances where a purchaser demonstrates a unique mission-related purpose, special qualifications, or strategic value advancing BENLIC's mission. Executive Director Jocleyn Gordon provided context that non-competitive sales processes have always been permitted, and the amendment would make that explicit and provide a clear pathway to disposing properties to unique and qualified applicants.

   Rosa Pizzi recommended adding language clarifying that dispositions otherwise permitted by law would remain authorized.

   The Board approved the policy amendment as modified. A motion to approve the amendment was made by Thomas Baines, seconded by Michael Milks, and unanimously carried as approved.

5. <u>Acquisition of City-Owned Vacant Properties for the 5/14 Memorial Foundation</u>

Representatives from the City of Buffalo provided an overview of plans involving City-owned vacant land associated with the 5/14 Memorial Foundation.

Staff explained that BENLIC may assist by temporarily acquiring and holding parcels before transferring them to the 5/14 Memorial Foundation to support development of a memorial and community space.

Discussion covered:

- Potential technical assistance that BENLIC may provide during project development.
- Ongoing community engagement efforts.
- Potential future pre-development activities and project support.

No formal action was taken. Staff indicated a resolution may be presented at a future Board meeting.

6. **<u>Resolution 2026-2</u>** <u>– Disposition of 702 Norfolk Avenue</u>
Staff presented the proposed sale of 702 Northrup Place, a rehabilitated property completed through Land Bank Initiative funding. This vacant and abandoned single-family home was acquired by BENLIC in 2022 via the BENLIC-City of Buffalo Property Acquisition Agreement. $325,000 of NYS HCR LBI grant funds were utilized to perform a total rehabilitation of nearly all components of the property and bring it to a code-compliant, move-in ready state.

The property was listed at $165,000 in May 2026 and received three offers. The highest offer was $210,000 and the second-highest offer was $192,000. The resolution authorized acceptance of the highest offer and approval of the alternate offer should the initial transaction not close.

A motion to approve the disposition of 702 Norfolk was made by Thomas Baines, seconded by Lou Petrucci, and unanimously carried as approved.

7. **<u>Resolution 2026-3</u>** <u>– Disposition of vacant lot at 442 Berkshire Avenue</u>
Executive Director Jocelyn Gordon presented a proposal to sell the vacant side lot at 442 Berkshire Avenue. She explained that the lot could not accommodate a planned ARPA/Build Buffalo Roots home due to site constraints and would instead be sold to the adjacent property owner at 444 Berkshire Avenue.

The purchaser offered $3,000 and agreed to merge the properties following acquisition.

A motion to approve the sale of 442 Berkshire Avenue was made by Lou Petrucci, seconded by Daniel Castle, and unanimously carried.

8. <u>Executive Director's Report</u>
Executive Director Jocelyn Gordon presented a project update on the 12 home Adams Street Infill Initiative. Drone photography and site images were reviewed to show construction progress

from May 2025 to May 2026. Construction Specialist John Good reported that all homes were over 85% complete, with three homes serving as model homes for marketing and open house activities. Construction work remaining primarily consists of finishing garages, driveways, grading, and landscaping.

The board reviewed marketing plans including:

- MLS listings scheduled to go live on June 2, 2026
- Open house event scheduled for June 6, 2026
- Coordination with MMB Realty, NBT Bank, and NYS HCR regarding a potential press event/ribbon cutting ceremony.

Executive Director Jocelyn Gordon provided an update on marketing efforts for the Build Buffalo Roots program. Three rounds of open houses had been completed, with a fourth open house scheduled for May 26, 2026. Applications were scheduled to close on May 27, 2026. Open houses were conducted across multiple neighborhoods to provide prospective purchasers with the opportunity to view homes in different areas of the City.

Staff thanked project partners, including the City of Buffalo and Belmont Housing Resources, for their assistance with outreach and buyer education efforts.

9. 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 Michael Milks, seconded by Lou Petrucci, and unanimously carried as approved.

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

No action was taken during the executive session. The personnel committee will hold individual meetings with BENLIC staff in the near future.

There being no further business, a motion to adjourn was made by Lou Petrucci, seconded by Rosa Pizzi, and unanimously carried as approved.

**NEXT MEETING: Board of Directors Thursday, July 16th, 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 July 16th, 2026.