



## Niagara County Brownfield Development Corporation

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### ANNUAL MEMBERSHIP MEETING MINUTES Niagara County Brownfield Development Corporation Wednesday, December 18, 2025 9:00 a.m.

**Members Present:** Chairman Robert Restaino, Vice Chairman Richard Updegrove Secretary Andrea Klyczek

**Members Absent:** None

**Others Present:** R. Thomas Burgasser, Amy Schifferli, Scott Hapeman, Margit Denning, Nick Gatto, Andy Romanowski

- 1.0 The meeting was called to order at 9:18 a.m. by Chairman Robert Restaino.
- 2.0 Roll was called. Board members present were Chairman Robert Restaino, Vice Chairman Richard Updegrove, Secretary Andrea Klyczek.

### **ACTION ITEMS**

- 3.0 Designation of Board of Directors -  
Chairman Restaino confirmed that as the Mayor of Niagara Falls he will remain on the Board of Directors representing the City of Niagara Falls. Mr. Updegrove confirmed he will remain on the Board of Directors representing Niagara County. Klyczek confirmed she will remain on the Board of Directors representing the Niagara County Industrial Development Agency (NCIDA). Moved by Mr. Updegrove and seconded by Ms. Klyczek. Unanimous. Carried
- 4.0 Election of Chairman of Membership who shall act as Chairman of the Board of Directors. Mr. Updegrove nominated Mr. Restaino as Chairman of the Board of Directors. Moved by Ms. Klyczek and seconded by Mr. Updegrove. Unanimous. Carried.
- 5.0 Election of Officers of the Board of Directors -
  - 5.1 Vice-Chairman – Mr. Updegrove  
Moved by Ms. Klyczek and seconded by Mr. Restaino. Unanimous. Carried.
  - 5.2 Secretary – Ms. Klyczek  
Moved by Mr. Restaino and seconded by Mr. Updegrove. Unanimous. Carried.
- 6.0 Election of Executive Officers -
  - 6.1 President – Amy Schifferli  
Moved by Mr. Restaino, seconded by Ms. Klyczek. Unanimous. Carried.
  - 6.2 Treasurer – Margit Denning  
Moved by Mr. Restaino, seconded by Ms. Klyczek. Unanimous. Carried.

7.0 Election of Standing Committees -  
7.1 Executive Committee – Nominated Mr. Restaino, Mr. Updegrove, and Ms. Klyczek.  
7.2 Governance Committee - Nominated Mr. Restaino, Mr. Updegrove, and Ms. Klyczek.  
7.3 Audit Committee - Nominated Mr. Restaino, Mr. Updegrove, and Ms. Klyczek.

All Moved by Mr. Updegrove and seconded by Ms. Klyczek. Unanimous. Carried.

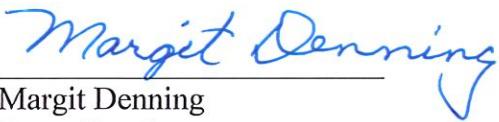
8.0 Annual Report -  
The mission statement and corporate structure remain the same. Ms. Schifferli reviewed the status of one approved project at 235 River Road, North Tonawanda and three active projects during the fiscal year including 5627 Niagara Falls Blvd., City of Niagara Falls; 624 River Rd, City of North Tonawanda; and 2020 River Rd., Town of Wheatfield. Ms. Schifferli highlighted the 2025 Fiscal Year budget summary. The report was signed and certified by the President and Treasurer. A motion to receive the Annual Report was made by Mr. Updegrove and seconded by Ms. Klyczek. Unanimous. Carried.

9.0 Budget Report -  
The report was submitted and adopted by the Board of Directors prior to the August 1<sup>st</sup> deadline. A motion to receive the Budget Report was made by Mr. Restaino and seconded by Mr. Updegrove. Unanimous. Carried.

10.0 Next Meeting Date -  
Ms. Schifferli said a meeting date will be determined in 2026 and the members will be notified in advance.

11.0 A motion for adjournment at 9:33 a.m. was made by Mr. Restaino and seconded by Mr. Updegrove. Unanimous. Carried.

Respectfully submitted,

  
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Margit Denning  
Recording Secretary