



## Niagara County Brownfield Development Corporation

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### ANNUAL MEMBERSHIP MEETING MINUTES Niagara County Brownfield Development Corporation Tuesday, December 19, 2023 9:00 a.m.

**Members Present:** Chairman Robert Restaino(Joined via Phone @ 9:40a.m.), Vice Chairman Richard Updegrove, Secretary Michael Casale

**Others Present:** R. Thomas Burgasser(Via Webex), Amy Schifferli, Scott Hapeman(Via Webex), Jacqueline Minicucci

- 1.0 The meeting was called to order at 9:31 a.m. by Vice Chairman Updegrove.
- 2.0 Roll was called. Board members present were Vice Chairman Updegrove, and Secretary Michael Casale.

#### ACTION ITEMS

- 3.0 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 Mr. Casale and seconded by Mr. Updegrove. Unanimous. Carried.
- 4.0 Election of Executive Officers -
  - 4.1 President – Amy Schifferli  
Moved by Mr. Updegrove, seconded by Mr. Casale. Unanimous. Carried.
  - 4.2 Treasurer – Jacqueline Minicucci  
Moved by Mr. Updegrove, seconded by Mr. Casale. Unanimous. Carried.

Chairman Restaino joined the meeting via phone conference at 9:40 a.m.

- 5.0 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. Mr. Casale confirmed he will remain on the Board of Directors representing the Niagara County Industrial Development Agency (NCIDA). Moved by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.
- 6.0 Election of Officers of the Board of Directors -
  - 6.1 Vice-Chairman – Mr. Updegrove  
Moved by Mr. Casale and seconded by Mr. Restaino. Unanimous. Carried.
  - 6.2 Secretary – Mr. Casale  
Moved by Mr. Updegrove and seconded by Mr. Restaino. Unanimous. Carried.

7.0 Election of Standing Committees -

7.1 Executive Committee – Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.

7.2 Governance Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.

7.3 Audit Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.

Moved by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

8.0 Annual Report -

The mission statement and corporate structure remain the same. Ms. Schifferli reviewed the status of four active projects during the fiscal year including 5627 Niagara Falls Blvd., City of Niagara Falls; 4435-4445 Military Rd., Town of Niagara; 624 River Rd, City of North Tonawanda; and 2020 River Rd., Town of Wheatfield. A fiscal review of the projects and the two closed loans with Santarosa and Rock One Development were discussed. Ms. Schifferli highlighted the 2023 Fiscal Year budget summary. All PAAA requirements have been incorporated into the annual report. The report was signed and certified by the President and Treasurer.

9.0 Budget Report -

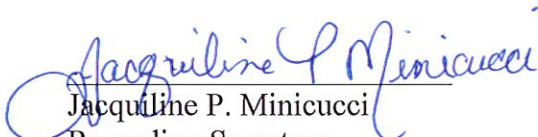
Submitted and adopted at the Board of Directors meeting held on July 27, 2023.

10.0 Next Meeting Date -

Ms. Schifferli said a meeting date will be determined in 2024 and the members will be notified in advance.

11.0 A motion for adjournment at 9:51 a.m. was made by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.

Respectfully submitted,

  
Jacqueline P. Minicucci  
Recording Secretary