

**Minutes of the Board of Directors Meeting
of
Buffalo Urban Development Corporation**

95 Perry Street
Buffalo, New York 14203
October 25, 2016
12:00 p.m.

1.0 Call to Order

Directors Present:

Thomas Beauford, Jr.
Janique S. Curry
Dennis W. Eisenbeck
Dottie Gallagher-Cohen
Thomas R. Hersey, Jr.
Thomas A. Kucharski
Brendan R. Mehaffy
Kimberley A. Minkel
David J. Nasca
Darius G. Pridgen
Craig A. Slater

Directors Absent:

Hon. Byron W. Brown (Chair)
James W. Comerford
Benjamin N. Obletz
Dennis M. Penman (Vice Chair)
Christopher J. Schoepflin
Steven J. Stepniak
Maria R. Whyte

Officers Present:

Peter M. Cammarata, President
Brandye Merriweather, Vice President
Kevin J. Zanner, Secretary
Bradley Bach, Assistant Treasurer

Others Present: Dawn Boudreau, ECIDA; David Carswell, McGuire Development; Joseph G. Trapp, Greco Trapp PLLC; and Edward O. Watts, Jr., Watts Architecture and Engineering. Board member Whyte joined the meeting by conference telephone.

Roll Call – Mr. Mehaffy chaired the meeting in the absence of the Chair and Vice Chair. The roll of directors was called at 12:15 p.m. A quorum of the Board was not present. At the request of the chair of the meeting, information item 4.3 was presented first in the absence of a quorum. Ms. Curry joined the meeting during the presentation of 4.3, at which time a quorum was present. Mr. Pridgen joined the meeting during the presentation of 4.1.

2.0 Presentation of the Minutes – The minutes of the September 27, 2016 meeting of the Board of Directors were presented. Ms. Minkel made a motion to approve the meeting minutes. The motion was seconded by Mr. Kucharski and unanimously carried.

3.0 Monthly Financial Report – Mr. Bach presented the monthly financial report for the period ending September 30, 2016. The unrestricted cash balance at the end of the period was \$1,823,842 and the net position at the end of the period was \$15,413,241. Year-to-date revenue was \$2,280,280 and year-to-date expenses were \$1,603,637, resulting in year-to-date net income of \$676,743. Mr. Slater made a motion to accept the financial report. The motion was seconded by Mr. Nasca and unanimously carried.

4.0 New Business

- 4.1 **Proposed BUDC 2017 Budget & 2018-2020 Forecast** – Mr. Cammarata presented the October 25, 2016 memorandum regarding the proposed 2017 budget and 2018-2020 forecast. Mr. Cammarata noted that the proposed budget was reviewed by the Audit & Finance Committee at its September 19, 2016 meeting and that the Committee is recommending approval of the budget. Mr. Cammarata then asked Mr. Bach to present the details of the proposed 2017 budget. Mr. Bach first reviewed the overall sources and uses of funds as set forth in the proposed budget. He then reviewed the proposed budget on a project-by-project basis, including the budgets for the Northland Corridor project, Buffalo Lakeside Commerce Park, the Buffalo Building Reuse Project and general corporate operations. A question and answer session followed Mr. Bach's presentation. Mr. Slater noted that the budget provides for a small overall net cash increase of \$76,000 and asked how budget variances would be addressed. Mr. Cammarata responded that the budget is very conservative in terms of its revenue projections, and that one of the functions of the Buffalo Brownfield Redevelopment Fund is to serve as a rainy day fund for costs relating to BUDC's brownfield projects.

There being no further discussion, upon motion made by Mr. Kucharski, seconded by Mr. Nasca and unanimously carried, it was resolved, that the proposed 2017 budget and the 2018-2020 forecast be and hereby are approved in the form presented to the Board.

- 4.2 **Northland Corridor – Schematic Design Service Order Approval** – Mr. Cammarata presented his October 25, 2016 memorandum to the Board regarding proposed Service Order No. 10 submitted by Watts Architecture & Engineering for 683 Northland schematic design services. The total cost of the schematic design services is \$478,200.00 and constitutes 16% of the overall design cost. Mr. Cammarata noted that BUDC consulted with ESD project architect Dennis Conroy with respect to Watts' proposed fee and that Mr. Conroy confirmed that it was within the appropriate range. This was further confirmed by a separate review conducted by Gilbane, BUDC's construction manager for the project. Mr. Slater commented that the Real Estate Committee reviewed this item in detail, particularly with respect to obtaining third party verification of the reasonableness of the cost.

At the conclusion of the Board discussion on the item, Ms. Gallagher-Cohen made a motion to approve Service Order No. 10 with Watts Architecture & Engineering for the lump sum cost of \$478,200 and to authorize the President or Executive Vice President to execute the Service Order on behalf of BUDC. The motion was seconded by Mr. Elsenbeck and unanimously carried.

- 4.3 **Northland Corridor Lease of 167 Winchester Avenue to WNY Mortgage Field Services** – Mr. Cammarata reported that WNY Mortgage Field Services, a minority-owned business, has agreed to lease from BUDC 9,200 square feet of the former Houdaille loading dock building located at 167 Winchester Avenue. The tenant will lease the space in "as-is" condition, and will be responsible for all utilities and building improvements. The lease is for a term of one year with total annual rent of \$6,650. Mr. Cammarata noted that the lease was executed in accordance with the previously approved Northland Corridor Leasing Policy.
- 4.4 **Northland Corridor Project Update** – Mr. Cammarata presented an update regarding the Northland Corridor project, as summarized below:

Project Funding

- BUDC continues to work with the Mayor's Office of Strategic Planning and the Buffalo Urban Renewal Agency to satisfy the requirements for the four million in CDBG funding committed by the City for the project.

- NYPA has approved a fifteen million grant to BUDC for the Workforce Training Center; BUDC and NYPA are finalizing the grant agreement.
- BUDC submitted an application for a \$1.9 million Restore NY grant for 537 E. Delavan, 777 Northland and 1681 Fillmore Avenue.

Overall Project

- BUDC is finalizing the federal Section 106 Historic and Cultural Resources consultation with native tribes, community and preservation interests; two rounds of consultation meetings were held and the alternatives analysis has been completed.

683 Northland Avenue

- BUDC has begun preparation of the SHPO Part I application for historic tax credits.
- BUDC submitted its Brownfield Cleanup Program application to NYSDEC.
- Kick-off meeting held with the Gilbane construction management team; contract being finalized.
- The electrical substation inspection has been completed.
- Construction/abatement documents and bid specifications for asbestos and HazMat removal are 90% complete, pending completion of NEPA/Compliance Review for HUD funding.
- Space planning with academic providers for WTC (ECC, Buffalo State and Alfred State) is nearing completion.
- Watts is ready to start schematic design.
- Laser scanning and structural analysis of building completed, creating Building Information Model.
- Sustainability planning continues for the project.
- Finalizing Energy Modeling program with NYSERDA.

Workforce Training Center

- ESD is evaluating proposals for the WTC Operator.
- Academic providers are engaged and will assist with space planning.

537 Delavan/ Vibratech

- Demolition specifications and construction documents are being prepared, pending HUD/CDBG environmental reviews and SHPO approvals.
- Demolition will be bid and managed by BURA.
- Staff is exploring reuse options for remaining buildings with Mancuso and a community group.
- Demolition pending conclusion of Section 106 process.

Northland Street Improvement Project

- Design work is well underway; construction scheduled to begin in the spring of 2017.
- BUDC has offered the use of 577 Northland for a green infrastructure site in support of the storm water management for the street.
- Project design is being coordinated with the Watts team, especially for utilities and green infrastructure.

- Initial campus-wide master plan has been prepared by Watts and SWBR and reviewed with stakeholders.

Property Management

- Marketing and leasing efforts continue; working with a neighborhood business prospect.
- Completing RFP and contracts for snowplowing services.

Community Outreach

- Stakeholders' Advisory Committee meeting held on September 28th; campus plan and street improvement plans reviewed.
- Next public meeting tentatively planned for early December.

Neighborhood Planning

- Buffalo Urban Renewal Agency has completed the draft neighborhood strategy; provided to Stakeholder Committee for review and comment and will be discussed at the next Stakeholder Advisory Committee meeting.

577 Northland

- Remediation project completed.
- Property swap with the City of Buffalo is under consideration.

4.5 Buffalo Building Reuse Project Update – Ms. Merriweather presented an update regarding Buffalo Building Reuse Project matters. The BBRP loan for the Alexandre Apartments project is being underwritten by NYBDC and will be presented to the Loan Committee for approval. BUDC recently issued its 4th quarter request for proposals for the BBRP loan program. BUDC continues to conduct outreach activities with respect to the loan program, including recent presentations at the George K. Arthur Center and to the Buffalo Niagara Association of Realtors. Ms. Merriweather completed her report with updates regarding the Queen City Pop-up program and the 2017 Downtown Development Guide.

4.6 Buffalo Lakeside Commerce Park Update – Mr. Cammarata updated the Board regarding Buffalo Lakeside Commerce Park matters. BUDC's landscaping company will replace ten trees in the right of way at Ship Canal Commons as part of its transition to winter responsibilities. He then reported on the cap verification work performed by Arcadis, and indicated that BUDC will seek an amendment to the NYSDEC Record of Decision to reduce the cap requirement for the project. Mr. Cammarata completed his report with an update regarding a prospect for the 193 Ship Canal Parkway property.

4.7 Information Package – Mr. Cammarata reviewed the informational, marketing and media materials that were included in the monthly information package provided to the Board. The 2017 Board meeting schedule was included among the informational items.

5.0 Late Files – None.

6.0 Tabled Items – None.

7.0 Executive Session – None.

8.0 Adjournment – There being no further business to come before the Board, upon motion made by Ms. Gallagher-Cohen, seconded by Mr. Kucharski and unanimously carried, the October 25, 2016 meeting of the Board of Directors was adjourned at 1:20 p.m.

Respectfully submitted,



Kevin J. Zanner, Secretary