

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

**95 Perry Street  
Buffalo, New York 14203  
November 28, 2017  
12:00 p.m.**

**1.0 Call to Order**

Directors Present:

James W. Comerford  
Darby Fishkin  
Dottie Gallagher-Cohen  
Thomas R. Hersey, Jr.  
Thomas A. Kucharski  
Kimberley A. Minkel  
Dennis M. Penman (Vice Chair)  
Craig A. Slater  
Steven J. Stepniak  
Maria R. Whyte

Directors Absent:

Thomas Beauford, Jr.  
Hon. Byron W. Brown (Chair)  
Janique S. Curry  
Dennis W. Elsenbeck  
Brendan R. Mehaffy  
David J. Nasca  
Darius G. Pridgen  
Christopher J. Schoepflin

Officers Present:

Peter M. Cammarata, President  
David A. Stebbins, Executive Vice President  
Brandye Merriweather, Vice President  
Mollie M. Profic, Treasurer  
Kevin J. Zanner, Secretary

Others Present: Dawn Boudreau, ECIDA; James Fink, *Buffalo Business First*; Jonathan Epstein, *The Buffalo News*; Anna Falicov, Esq., City of Buffalo Assistant Corporate Counsel; and Brett Stiehler, Gilbane Building Company.

**Roll Call; Order of Business** – The Secretary called the roll of directors at 12:15 p.m. A quorum was not present. The Vice Chair requested that information items 4.1, 4.5 and 4.6 be presented. Ms. Whyte and Mr. Hersey joined the meeting during the presentation of item 4.1. Mr. Slater joined the meeting during the presentation of item 4.5, at which time a quorum of the Board was present.

**2.0 Presentation of the Minutes** – The minutes of the October 31, 2017 meeting of the Board of Directors were presented. Mr. Slater made a motion to approve the meeting minutes. The motion was seconded by Ms. Minkel and unanimously carried.

**3.0 Monthly Financial Reports** – Ms. Profic presented the BUDC monthly financial report for the period ending October 31, 2017. The unrestricted cash balance at the end of the period was \$12,719,206.00 and the net position at the end of the period was \$22,387,321.00. Year-to-date revenue was \$7,839,812.00 and year-to-date expenses were \$2,089,890.00, resulting in year-to-date net income of \$5,749,922.00. Ms. Profic then reviewed the monthly balance sheet and income statement for 683 Northland LLC for the period ending October 31, 2017. Following the presentation, Ms. Profic addressed a question from Ms. Gallagher-Cohen relating to the capitalization of general

development expenses. Mr. Hersey then made a motion to accept the financial reports. The motion was seconded by Ms. Gallagher-Cohen and unanimously carried.

#### **4.0 New Business**

- 4.1 City of Buffalo Pre-Apprentice Training Update** – Mr. Cammarata introduced Anna Falicov, Assistant Corporation Counsel for the City of Buffalo to provide an update regarding the pre-apprenticeship training program. The project labor agreement (PLA) for the 683 Northland Workforce Training Center project provides for twenty participants in the pre-apprenticeship program. The participants are selected from specific zip codes identified in the PLA. Ms. Falicov indicated that there was strong interest in the program--187 applications were received. Applications were distributed in churches, community groups and the Buffalo Employment Training Center. The first class in the eight week program graduated on October 30<sup>th</sup>. The second class is underway and the third will begin in February.
- 4.2 541 E. Delavan – Schematic Design Recommendation** – Mr. Stebbins presented his November 28, 2017 memorandum regarding proposed Service Order No. 20 from Watts Architecture & Engineering for the preparation of schematic design documents for the 41,000 square foot industrial building located at 541 East Delavan Avenue. Mr. Stebbins noted that 541 East Delavan is one of the buildings that is included in the Restore NY Round IV grants for the Northland Beltline project. The schematic design work will provide a design scheme for the complete renovation of the building, the cost of which is estimated to be seven million dollars. The total cost for the schematic design work is \$109,030, which is within the acceptable range based on industry standards and was negotiated from the initial \$120,000 proposal submitted by the consultant. Mr. Stebbins noted that BUDC is required to provide a 10% match for the Restore NY grant, and that the Buffalo Brownfield Redevelopment Fund (BBRF) is the proposed source for the matching funds. Mr. Slater made a motion to approve Service Order No. 20 from Watts Architecture & Engineering for schematic design services for 541 East Delavan Avenue for a lump sum cost of \$109,030; to utilize the BBRF for the 10% match and to authorize the President or Executive Vice President to execute the Service Order on behalf of BUDC. The motion was seconded by Mr. Kucharski and unanimously carried.
- 4.3 612 Northland – Construction Services (Architectural)** – Mr. Stebbins presented his November 28, 2017 memorandum regarding a proposed contract for the construction of restrooms, conference room, entry doors and other architectural work for the 612 Northland project. The work also includes the replacement of a 5,100 square foot asphalt section of the interior flooring of the building. Kathy Kinan, BUDC's architect for this project, solicited proposals for the work. Three proposals were received, with Niagara Construction Co. Inc. submitting the lowest cost proposal for the work in the amount of \$163,515. Mr. Stebbins stated that this work is eligible for reimbursement through the Restore NY grant, and that executive staff is proposing to utilize BBRF funds for the matching funds required by the grant. Mr. Comerford made a motion to approve the retention of Niagara Construction Co., Inc. to perform the architectural improvement work at 612 Northland Avenue for the lump sum amount of \$163,515; to utilize the BBRF for the 10% match and to authorize the President or Executive Vice President to execute an agreement with the contractor to perform the work. The motion was seconded by Ms. Whyte and unanimously carried.
- 4.4 612 Northland – Construction Services (Masonry)** –Mr. Stebbins presented his November 28, 2017 memorandum regarding a proposed contract for masonry work at 612 Northland. Kathy Kinan solicited proposals for the work. Three proposals were received, with Pepe Construction Services LLC, a WBE company, submitting the lowest cost proposal for the work in the amount of \$44,000. Mr. Stebbins indicated that this work is eligible for reimbursement through the Restore NY grant for the Northland Corridor, and that BUDC executive staff is proposing to utilize BBRF funding for the 10% match required by the grant. In response to a question from Ms. Whyte, Ms. Profic stated that the current balance in the BBRF

is 2.2 million dollars. Ms. Fishkin made a motion to approve the retention of Pepe Construction Services LLC to perform masonry work at 612 Northland Avenue for the lump sum amount of \$44,000; to utilize the BBRF for the 10% match and to authorize the President or Executive Vice President to execute an agreement with the contractor to perform the work. The motion was seconded by Mr. Stepniak and unanimously carried.

- 4.5 Northland Beltline Project Update** – Mr. Stebbins referred Board members to the large one-page monthly report prepared by Gilbane and included in the Board materials for the meeting. He then asked Mr. Stiehler to review the monthly report and provide an update regarding construction activities at 683 Northland. As part of his update, Mr. Stiehler explained that Gilbane is holding separate weekly meetings on site with the foremen and project managers to keep the project moving along its expedited timeline. Mr. Stebbins then circulated a written report/update regarding Northland Belt Line project and highlighted a few items from the report, including multiple tours that recently took place. Mr. Stepniak then provided a brief update regarding the Northland Avenue road and right-of-way infrastructure project.
- 4.6 Buffalo Building Reuse Project Update** – Ms. Merriweather presented an update regarding the Buffalo Building Reuse project. Real Property Research Group, Inc. is working on the residential market study. The study is expected to be completed in January, and the results will be reviewed with the Loan Committee as part of its consideration of potential changes to the BBRP loan program. Ms. Merriweather also reported on the Erie/Shelton Square infrastructure project, including a stakeholders meeting that is scheduled for December 12<sup>th</sup>. A request for proposals has been issued for planning and design services regarding the underpasses between downtown and Canalside. Responses are due on December 15<sup>th</sup>. Ms. Merriweather closed her report with an update on Queen City Pop-up, which runs through December 30<sup>th</sup>.
- 4.7 Buffalo Lakeside Commerce Park Update** – Mr. Cammarata reported that the Parcel 4 Superfund project will shut down for winter in three weeks. Significant progress has been made, with all of the flue ash now removed from the site. He also reported on maintenance activities at BLCF, including the execution of the snow removal services contract and the performance of minor electrical maintenance work.
- 4.8 Information Package** – Mr. Cammarata reviewed the informational, marketing and media materials that were included in the monthly information package provided to the Board.
- 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. Fishkin, seconded by Ms. Minkel and unanimously carried, the November 28, 2017 meeting of the Board of Directors was adjourned at 1:00 p.m.

Respectfully submitted,



Kevin J. Zanner, Secretary