

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

**95 Perry Street—4th Floor Vista Room
Buffalo, New York 14203**

**September 30, 2025
12:00 p.m.**

Directors Present:

Mayor Christopher P. Scanlon (Chair)
Bryan J. Bollman
Elizabeth Holden
Jenna Kavanaugh
Thomas A. Kucharski
Nadine Marrero
Kimberley A. Minkel
David J. Nasca
Denis M. Penman
Karen Utz

Directors Absent:

Catherine Amdur
Scott Bylewski
Daniel Castle
Janique S. Curry
Dennis W. Elsenbeck
Darby Fishkin
Dottie Gallagher
Thomas Halligan

Officers Present:

Brandye Merriweather, President
Rebecca Gandour, Executive Vice President
Kevin J. Zanner, Secretary

Guests Present: James Bernard, BUDC Project Manager; Alexis M. Florczak, Hurwitz Fine P.C.; Brian Krygier, Director of IT, ECIDA; Sean Najewski, Gilbane Building Company; and Angelo Rhodes II, Northland Project Manager.

- 1.0 Roll Call** – The meeting was called to order at 12:10 p.m. The Secretary called the roll of the Board of Directors. A quorum of the Board was present.
- 2.0 Approval of Minutes – Meeting of July 29, 2025** – The minutes of the July 29, 2025 meeting of the Board of Directors were presented. Mr. Penman made a motion to approve the meeting minutes. The motion was seconded by Mr. Nasca and unanimously carried (10-0-0).
- 3.0 Monthly Financial Reports** – Presentation of the monthly financial reports was deferred to the October meeting of the BUDC Board of Directors.
- 4.0 New Business –**
- 4.1 Appointment of BUDC Citizen Member**– Mayor Scanlon presented his September 30, 2025 memorandum to the Board regarding his appointment of Jenna Kavanaugh as a citizen

member and director of BUDC. Mayor Scanlon thanked Ms. Kavanaugh for agreeing to serve on the Board of Directors. Ms. Kavanaugh's appointment fills the vacancy resulting from Crystal Morgan's resignation from the BUDC Board. Her term will run through the BUDC annual meeting in June 2027.

4.2 Appointment of Jenna Kavanaugh to BUDC Downtown Committee – Ms. Marrero made a motion to appoint Jenna Kavanaugh to the BUDC Downtown Committee. The motion was seconded by Mr. Kucharski and unanimously carried (10-0-0).

4.3 Northland Corridor – LeChase Construction Services, LLC Contract Amendment – Ms. Gandour presented her September 30, 2025 memorandum regarding a proposed amendment to the Phase 3 general construction agreement with LeChase Construction Services, LLC. This item was reviewed by the Rea Estate Committee at its September 9, 2025 meeting and recommended for approval. Following a brief discussion, Ms. Minkel made a motion to: (i) approve an amendment to the existing agreement with LeChase Construction Services, LLC for the general construction of Phase 3 of Northland Corridor Redevelopment, for an amount not to exceed \$708,000; and (ii) authorize the BUDC President or Executive Vice President to execute an amendment to the existing agreement with LeChase Construction Services, LLC and take such other actions as may be necessary or appropriate to implement this authorization. The motion was seconded by Mr. Penman and unanimously carried (10-0-0).

4.4 Northland Corridor – 741 & 777 Northland Avenue Demolition Design Services Contract – Ms. Gandour presented her September 30, 2025 memorandum regarding a proposed demolition design services contract with Liro Engineers, Inc. for 741 and 777 Northland Avenue. Mr. Kucharski made a motion to: (i) authorize BUDC to enter into a contract with LiRo Engineers Inc. for demolition design services for 741 and 777 Northland Avenue for an amount not to exceed \$116,008; and (ii) authorize the BUDC President or Executive Vice President to execute an agreement with LiRo Engineers Inc. and take such other actions as may be necessary or appropriate to implement this authorization. The motion was seconded by Mr. Nasca and unanimously carried (10-0-0).

4.5 Ralph C. Wilson Jr. Centennial Park – 13th Amendment to BUDC-COB Wilson Foundation Subgrant Agreement – Mr. Bernard presented his September 30, 2025 memorandum regarding the 13th amendment to the BUDC-City of Buffalo Wilson Foundation subgrant agreement. Mr. Nasca made a motion to: (i) approve the 13th amendment to the subgrant agreement between BUDC and the City of Buffalo to transfer up to \$250,000 from the Memorial Garden Grant to support the construction of the entryway garden and dog park at Ralph Wilson Park; and (ii) authorize the BUDC President or Executive Vice President to execute the 14th amendment to the subgrant agreement and take such other actions as are necessary to implement this authorization. The motion was seconded by Mr. Bollman and unanimously carried (10-0-0).

4.6 Ralph Wilson Park Project Update – Mr. Najewski presented an update regarding the Ralph Wilson Park project. Work on the South Lawn is nearly complete. Seeding was completed last week at the soccer fields. Fencing on the baseball fields is progressing, with seeding to move forward next week. Punch list items will be completed on the pedestrian bridge later this week. Work on the shoreline and 4th Street side of the Park are nearly complete. Phase 2 bid packages will be released later this week and are due by October 17th.

4.7 Northland Corridor Project Update – Mr. Rhodes presented an update regarding the Northland Corridor. With respect to Phase 3, Mr. Rhodes shared photos of construction progress and reported that site work and foundation prep work for the parking lot is moving forward at 547 Northland. Demolition of the ramp is occurring at the 612 Northland Avenue "B" building. With respect to the south parking lot at 683 Northland Avenue, BUDC has entered into a bioretention agreement with the Buffalo Sewer Authority which requires BUDC to complete ongoing

maintenance obligations for the parking lot, which is anticipated to cost \$500-\$1,000 every five years. With respect to Phase 4 redevelopment, construction documents are being finalized and construction bid documents will be released this week. With respect to the Brownfield Opportunity Area nomination plan, the NYS Department of State is actively reviewing and corresponding with BUDC regarding its review of the plan.

4.8 Race for Place Project Update – Ms. Merriweather presented an update regarding the Race for Place project. BUDC will reissue a request for proposals for short-term placemaking and wayfinding improvements near the Explore & More Children’s Museum, Naval Park and Heritage Point, as BUDC did not receive any proposals that would meet the required completion date. The revised RFP includes an expanded scope that incorporates two additional sites and is expected to be issued soon to ensure installation during Spring of 2026. With respect to downtown infrastructure work, BUDC and the City continue to coordinate with Douglas Development regarding access to the Accelerator Fund in order for BUDC to execute its agreement with Buffalo Construction Consultants. Ms. Merriweather updated the Board regarding Queen City Pop Up holiday programming. A request for proposals had been issued for consulting services relating to the outdoor market concept. BUDC received three proposals in response to the RFP, none of which met BUDC’s requirements. BUDC staff is making adjustments to the holiday programming to move forward this year. While BUDC had identified a team in Rochester to complete a modified scope, the team had recently pulled out from the project. Ms. Merriweather expressed disappointment in the results of the RFP process but indicated she is working on an alternative plan for the holiday programming this year. She also announced that BUDC’s weekly radio show on WUFO recently featured Evetta Applewhite of Evelina’s Kitchen, a new restaurant located on Erie Street. Ms. Merriweather also reported that she served as a panelist at the International Downtown Association Conference in Washington, DC, where she highlighted Queen City Hub Revisited, the Downtown Waterfront Improvement Plan, and other initiatives.

4.9 Buffalo Lakeside Commerce Park – Project Update – Ms. Gandour presented an update regarding Buffalo Lakeside Commerce Park. LaBella provided a draft variance for 193 Ship Canal Parkway, which is under review by BUDC staff. BUDC staff will meet with LaBella tomorrow to discuss future development of this site. A meeting of the POA Board of Directors will take place in October in order to review and approve the 2026 POA budget. All property owners are current on assessment payments.

5.0 Late File – 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 Mr. Kucharski, seconded by Ms. Minkel and unanimously carried, the September 30, 2025 meeting of the Board of Directors was adjourned at 12:40 p.m.

Respectfully submitted,



Kevin J. Zanner, Secretary