

Minutes of the Real Estate Committee Meeting
Buffalo Urban Development Corporation
95 Perry Street
Buffalo, New York 14203
April 19, 2016
12:00 p.m.

Call to Order

Committee Members Present:

Janique S. Curry
Thomas A. Kucharski
Brendan R. Mehaffy
Kimberley A. Minkel
Christopher J. Schoepflin
Craig A. Slater (Chair)

Committee Members Absent:

Dennis M. Penman
Maria R. Whyte

Officers Present:

Peter M. Cammarata, President
Brandye Merriweather, Vice President
Kevin J. Zanner, Secretary
Mollie Profic, Assistant Treasurer

Others Present: Scott Billman, Esq., Buffalo Urban Renewal Agency; Thomas Mancuso, Mancuso Business Development Group, Inc.; Dennis Sutton, City of Buffalo; and Nona Watson, Buffalo Urban Renewal Agency.

Roll Call – The Secretary called the roll at 12:05 p.m. and reported that a quorum of the Committee was present. Mr. Kucharski joined the meeting during the presentation of item 2.0.

- 1.0 Approval of Meeting Minutes** – The minutes of the March 22, 2016 meeting of the Real Estate Committee were presented. Ms. Minkel made a motion to approve the meeting minutes. The motion was seconded by Mr. Mehaffy and unanimously carried.
- 2.0 Brownfield Property Opportunities** – Mr. Cammarata updated the Committee regarding brownfield property opportunities, which was followed by a Committee discussion.
- 3.0 Northland Avenue Belt Line Corridor Updates**
 - (a) Brownfield Cleanup Program Application Consultant** – At Mr. Cammarata's request, Mr. Slater excused himself from the meeting for the discussion of this item. Mr. Cammarata then informed the Committee that he contacted three legal consultants, including The Slater Law Firm, to solicit proposals for consulting services for the preparation of a NYS Brownfield Cleanup Program application for 683 Northland Avenue. Mr. Cammarata commented that each consultant is specifically qualified to perform this work. He indicated that BUDC will proceed with the Slater Law Firm, which presented the lowest cost proposal and agreed to utilize LiRo Engineers for the technical aspects of the application process.
 - (b) LiRo Task Order No. 3 – 683 Northland Abatement & Remediation Design** – Mr. Cammarata updated the Committee regarding Task Order No. 3, which was authorized by the Board at the March Board of Directors meeting. LiRo Engineers has prepared and circulated draft bid documents for the work. It is anticipated that the work will be bid out in June.

- (c) **LiRo Task Order No. 4 – 537 East Delavan Abatement, Remediation & Demolition Design** – Mr. Cammarata updated the Committee regarding Task Order No. 4, which was authorized by the Board at the March Board of Directors meeting. LiRo Engineers is preparing bid documents for this work, which is expected to be bid out in July.
- (d) **Final Design & Renovation Contract & Service Order Negotiation with Watts** – Mr. Zanner reported that contract negotiations with Watts Architecture & Engineering, D.P.C. have been completed. The agreement will be signed by the end of this week.
- (e) **577 Northland – Demolition, Fencing & Pre-development Services Contract** – Mr. Cammarata reported that both structures on the property have been demolished following an emergency demolition order issued by the City of Buffalo Department of Permits and Inspection Services. The property is now fenced in. Mr. Cammarata commented that the neighbors were pleased with the demolition of the derelict buildings. The next step is for BUDC's consultant, LaBella Associates, to complete environmental testing under a reduced scope of services and move forward with removal of a tank located on the property.
- (f) **Lawn & Landscape Contractor Procurement – Mancuso Group** – Mr. Mancuso updated the Committee on the retention of a contractor to perform landscaping and maintenance for the Northland Corridor properties. Mr. Mancuso indicated that he worked with Committee member Janique Curry to identify multiple companies in the neighborhood to participate in the proposal process. Nine companies were provided with the request for proposals. Four companies responded, and the work was awarded to Citizens Alliance as the lowest bidder.
- (g) **CDBG Funding / NEPA Application Checklist** – Mr. Slater updated the Committee regarding the NEPA application. A draft application has been completed, and the work is being coordinated with City of Buffalo staff. The application will be filed sometime in the next two weeks if the SHPO concurrence letter is received within that timeframe.
- (h) **SHPO Concurrence Letter & Recordation** – Mr. Cammarata updated the Committee regarding a recent meeting with SHPO representatives relating to the proposed demolitions of the buildings located at 537 East Delavan and 777 Northland Avenue and the potential historic tax credits transaction for the 683 Northland project. A concurrence letter from SHPO will be required prior to proceeding with demolition activities.
- (i) **Tax Credit Modeling – Rubin Brown and CH&W** – Mr. Zanner reported that Rubin Brown has completed a preliminary financial model for a potential historic preservation tax credits transaction for the 683 Northland building. Representatives from BUDC, Rubin Brown and Freed Maxick met on April 18th to review the preliminary model. BUDC will provide additional information requested by the consultants relating to the project.
- (j) **Road & ROW Infrastructure Design – Contract and Invoicing** – Mr. Cammarata reported that BUDC and the City of Buffalo have agreed to the terms of a grant agreement for BUDC to provide \$313,030 in grant funding to City of Buffalo to fully fund the preliminary design and engineering for the Northland Avenue road and right-of-way improvements project. Mr. Cammarata noted that BUDC will disburse the grant funds upon receipt from the City of approved invoices from the design consultant.
- (k) **Construction Management RFQ** – Mr. Cammarata informed the Committee that BUDC is working on request for qualifications for qualified firms to perform construction management services for the construction of the workforce training center at 683 Northland Avenue.

- (l) **ESD Grant Disbursement Agreement II** – Mr. Cammarata reported that the second grant disbursement agreement with Empire State Development will be presented for approval at the April 21st meeting of the ESD Board of Directors.
- (m) **EDA Grant Application** – Mr. Cammarata reported on the pre-application process for a potential federal Economic Development Administration (EDA) grant for the Northland Corridor project.
- (n) **NYSERDA New Construction Technical Assistance Program** – Mr. Cammarata informed the Committee of a potential opportunity to apply for funding through the NYSERDA New Construction technical assistance program. The funding would be directed toward energy efficiency initiatives for the renovation of the 683 Northland Avenue building.
- (o) **537 East Delavan – NYSDEC Order on Consent** – There was no update on this item.
- (p) **Community & Business Outreach** – Mr. Cammarata reported on the scheduling of a stakeholders meeting. He also informed the Committee of a neighborhood cleanup effort led by the Northland Beltline Taxpayers Association. The cleanup will take place on Saturday, May 7th.
- (q) **M/WBE and Workforce Participation** – There was no update on this item.

4.0 **Buffalo Lakeside Commerce Park Updates**

- (a) **193 Ship Canal Parkway – BCP** – There was no update on this item.
- (b) **Property Owners Association** – Mr. Cammarata reported that BUDC continues to follow up with CertainTeed to finalize the company's annual monetary commitment toward maintenance costs at Ship Canal Commons.
- (c) **General Property Maintenance** – Mr. Cammarata informed the Committee of a spring kick-off meeting with Elber's Landscaping to discuss spring property maintenance work.
- (d) **Parcel 4 Superfund Site** – Mr. Cammarata reported that NYSDEC has delayed the Parcel 4 Superfund project for one year because of a pressing major cleanup project in the North country. Mr. Cammarata indicated that NYSDEC will complete the bid process that was already underway at the time the project delay was announced.
- (f) **Parcel 3 ERP Close-out** – Mr. Cammarata indicated that BUDC is waiting for NYSDEC's determination on the required number of boring samples to be taken to confirm the depth of the soil demarcation layer at the site.
- (g) **Development Prospects** – Mr. Cammarata updated the Committee regarding two development prospects for sites at Buffalo Lakeside Commerce Park.

5.0 **Adjournment** – Upon motion made by Mr. Kucharski, seconded by Ms. Minkel and unanimously carried, the April 19, 2016 meeting of the BUDC Real Estate Committee was adjourned at 1:05 p.m.

Respectfully submitted,


Kevin J. Zanner, Secretary