



Niagara County Brownfield Development Corporation

BOARD OF DIRECTORS

William L. Ross
Chairperson

Paul A. Dyster
Vice Chairperson

Samuel M. Ferraro
Secretary

Amy E. Fisk
President

John M. Baird
Treasurer

MEETING MINUTES
NIAGARA COUNTY BROWNFIELD DEVELOPMENT CORPORATION
WEDNESDAY, JULY 15, 2009 – 1:00 P.M.
VANTAGE CENTER
SANBORN, NY 14132

Members Present: Paul Dyster, Samuel Ferraro, William Ross

Others Present: J. Baird, T. Burgasser, S. Figueroa, A. Fisk, S. Hapeman,
G. Kelsey, A. Nowak, T. O'Donnell, K. Sanacore

I. Call to Order

The meeting was called to order at 1:05 p.m. by William Ross.

II. Roll Call

Ms. Karen Sanacore called the roll, and Board members present were William Ross, Samuel Ferraro, Thomas O'Donnell (alternate for Paul Dyster).

III. Introductions

S. Hapeman introduced Mr. Andrew Nowak, an intern for the summer, with Personius Melber.

IV. Pledge of Allegiance

V. Approval of June 10, 2009, Meeting Minutes

A motion to approve the June 10, 2009, meeting minutes was made by Mr. O'Donnell and seconded by Mr. Ferraro. Unanimous. Carried.

ACTION ITEMS

VI. Authorization to pay program related expenses

A motion to approve authorization to pay Personius Melber \$1,959.65 for legal services rendered in April and May 2009 and authorization to pay NCDC \$827 for financial services rendered for January – May 2009 was made by Mr. O'Donnell and seconded by Mr. Ferraro. Unanimous. Carried.

VII. Resolution – NCBDC-072009-01

A motion to accept Resolution NCBDC-072009-01 Authorization to Permit President of the NCBDC To Authorize Certain Expenditures On Behalf of

the NCBDC Board of Directors the was made by Mr. O'Donnell and seconded by Mr. Ferraro. This motion authorizes Ms. Amy Fisk, President, to pay financial, legal, audit and other miscellaneous expenses in accordance with the resolution. Unanimous. Carried.

VIII. Review and approval of NCBDC 2010 PARIS budget – A. Fisk

A motion to approve the NCBDC 2010 PARIS budget was made by Mr. O'Donnell and seconded by Mr. Ferraro. Unanimous. Carried.

NEW BUSINESS

- IX. Discussion – Allocation of Remaining Brownfield Cleanup Revolving Loan Funds – A. Fisk
Ms. Fisk explained that two applications for the program have been received, both for \$250,000 loans. Currently, there is only \$100,000 left in the Niagara Falls loan budget. After discussion, the board recommended reallocating the original \$100,000 for sub grants in the City of Niagara Falls to the Niagara Falls loan budget. In addition, \$50,000 from Niagara County's sub grant budget should be moved to the Niagara County loan budget. A motion was made by Mr. Ferraro and seconded by Mr. O'Donnell to have the President of the NCBDC prepare a letter to EPA, to be signed by the Chairman of the Niagara County Legislature, that requests reallocations of the grant funds from the sub grant to loan categories.

ATTORNEY BUSINESS – S. Hapeman

S. Hapeman called an Executive session at 1:25 p.m.. A motion for Executive Session was made by Mr. Ferraro and seconded by Mr. O'Donnell. Unanimous. Carried.

Executive session ended at 1:45 p.m. A motion to exit Executive Session was made by Mr. Ferraro and seconded by Mr. O'Donnell. Unanimous. Carried.

Ms. Amy Fisk explained to the Board that an audit is required by an independent auditor by the end of the year and will need to be submitted to New York State within 30 days of receipt of audit. In addition, the Corporation's annual report is due December 31st. It was suggested that it might be possible to get this done as part of the County audit. Since Ms. Fisk will be on maternity leave until January, the State indicated that submission of the reports by the end of January will be acceptable.

X. Next Meeting Date

The next meeting date for the Niagara County Brownfields Development Corporation has not been determined.

- XII. The meeting was motioned for adjournment at 2:00 p.m. by Mr. Ferraro and seconded by Mr. O'Donnell Unanimous. Carried.

Respectfully submitted,

Karen Sanacore, Recording Secretary
Brownfield Development Corporation

