



BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
March 22, 2018 – 11:00 AM
Brisbane Building Conference Room 521
403 Main St. Suite 602
Buffalo, New York 14203

Call to Order by Brendan Mehaffy

ATTENDANCE:

Board Members Present: Brendan Mehaffy, Joseph L. Maciejewski, Donna J. Estrich, Joseph Hogenkamp, Timothy Ball, Michael Siragusa, James Comerford, Jr. Thomas Hersey, Frank Krakowski, OJ McFoy, Michael Ball

Board Members *Excused*:

Board Members *Absent*:

Fiscal Agent Present: Robert Keating

BENLIC Counsel Present: Martin Polowy

BENLIC Staff: Jocelyn Gordon, Alex Carducci, Ben Brown

BENLIC AmeriCorps: Andrea Folgherait

Guests: Bill Parke - BURA, Susan Schulman – Buffalo News, Luke Malecki – Drescher & Malecki

HAND OUTS:

Agenda; Minutes of March 2018 Board Meeting; March 2018 Treasurer's Report; Resolutions; Rehab Grant Projects Inventory and Fund worksheet; draft 2017 Annual Report.

NEW BUSINESS:

1. Roll Call

BENLIC's newest Board member, Michael Ball from Empire State Development Corporation, was welcomed. Michael replaces Christopher Schoepflin as an Ex Officio appointment to the Board of Directors.

2. Election of Officers for 2018: Chair, Vice Chair, Treasurer, Secretary

Elected Officers include: Board Chair, Brendan Mehaffy, Vice Chair, Joseph Hogankamp, Treasurer, Joseph L. Maciejewski, and Treasurer, Frank Krakowski. A motion to approve was made by Donna Estrich, seconded by Thomas Hersey, and unanimously carried as approved.

3. Election of Committee Members, including Chairs of Committees

- Governance Committee – Timothy Ball, Chair
- Audit & Finance Committee – Donna Estrich, Chair

A motion to approve was made by Joseph Maciejewski, seconded by Joseph Hogenkamp, and unanimously carried as approved.

4. Approval of February 2018 Minutes – with Real Estate Committee Minutes of 3/14/2018:

The minutes of the February 15, 2018 Board of Directors Meeting were presented and reviewed. A motion to approve was made by James Comerford, seconded by Joseph Maciejewski, and unanimously carried as approved.

5. Treasurer's Report: Treasurer Joseph Maciejewski presented a Treasurer's Report as of February 27, 2018 with a balance of \$2,138,833.83 (M&T Bank). A motion was made by Joseph Maciejewski to approve, seconded by Joseph Hogenkamp, and unanimously carried as approved.

6. Approval of 2017 Reports:

- 2017 Independent audit – Financial Statements, Management Letter, Internal Controls
- Procurement
- Investment
- Property
- Performance Measurement
- Completion of Board of Directors Evaluations
- Annual Report

The 2017 Audit findings showed no significant deficiencies or material weaknesses; in 2016 one material weakness noted which has since been addressed. Luke Malecki, representative from BENLIC auditors Drescher and Malecki, presented some findings from the 2017 audit. Some highlights include BENLIC inventory for property re-sale increasing by 10 properties, however the cost of maintaining these properties decreased

by \$300,000. A motion was made by Joseph Maciejewski to approve, seconded by Timothy Ball, and unanimously carried as approved.

7. Annual Review/ Approval of Corporation Policies:

- Investment and Deposit Policy
- Code of Ethics/ Conflict of Interest Policy
- Property Disposition

A motion was made by OJ McFoy to approve, seconded by Michael Siragusa, and unanimously carried as approved.

8. Real Estate Committee Report:

A. *Dispositions:*

9. Resolution #2018-9 - Disposition of 93 Lake, Angola – Note and Mortgage Private Sale

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 93 Lake Street, Village of Angola via the 2016 Erie County In-Rem Foreclosure Auction. BENLIC listed the property for sale in August 2017 at a price of \$20,000. Shortly after listing the property, BENLIC accepted an offer for 93 Lake Street via BENLIC Resolution #2017-42 but was unable to close with the new buyer once the deal fell through. Since the initial listing, BENLIC has reduced the asking price to \$8,900 and simplified the required work scope to improve offeror interest.

There were two interested offerors, Emmett and Kelly Lonergan, and Joseph Maiorana. BENLIC Real Estate Subcommittee Members reviewed all offers and support a disposition by BENLIC Board of Director vote to Joseph Maiorana. At the time of the Real Estate Subcommittee, BENLIC was not in receipt of the required work-scope by Mr. Maiorana. BENLIC staff did not receive these materials making the offer incomplete and not suitable for consideration with the Note and Mortgage Program.

The disposition of 93 Lake, Village of Angola, NY in the amount of \$3,500 by an agreement of Sale of Real Property to offeror, Emmett and Kelly Lonergan investing \$30,750 to operate as a rental, was motioned to approve by James Comerford, seconded by Joseph Maciejewski, and unanimously carried as approved.

10. Resolution #2018-10 Disposition of 309 Cleveland Drive, Town of Cheektowaga – Note and Mortgage Private Sale

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 309 Cleveland Drive, Town of Cheektowaga via the 2016 Erie County In-Rem Foreclosure Auction. BENLIC listed the property for sale in January 2018 at a price of \$28,000. This property was selected for BENLIC in-house sales. BENLIC staff held property showings, collected offers, and fielded property inquiries as opposed to third-party realtors. BENLIC staff has reviewed all offers on the property including respective Property Purchase Applications. Minor improvements to the property have been made (i.e. clean-out, asbestos abatement, entry door) and is being sold under BENLIC's "Note & Mortgage" program. Therefore, there are no income limit requirements for potential

buyers. The purpose of the proposed disposition is congruent with BENLIC's mission to return property to productive use.

BENLIC Real Estate Subcommittee Members have reviewed all offers and support a disposition by BENLIC Board of Director vote Jorge Lugo & Carmen Sierra with an offer of \$24,000 with an estimated \$42,815 cost of repairs. Offerors intend to reside in the home to be closer to family and are performing the majority of rehab work alone. The disposition of 309 Cleveland Drive, Town of Cheektowaga, NY in the amount of \$24,000 by an Agreement of Sale of Real Property with offeror, Jorge Lugo & Carmen Sierra, was motioned to be approved by Michael Siragusa, seconded by Timothy Ball, and unanimously carried as approved.

10. Resolution #2018-11 Disposition of 86 Caldwell Place, City of Lackawanna – Note and Mortgage Private Sale

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 86 Caldwell Place, City of Lackawanna via the City of Lackawanna in 2017. BENLIC listed the property for sale in February 2018 at a price of \$10,000. This property was selected for BENLIC in-house sales under BENLIC's Note and Mortgage Program; where no improvements to the property have been made. BENLIC staff held property showings, collected offers, and fielded property inquiries as opposed to third-party realtors. BENLIC staff has reviewed all offers on the property including respective Property Purchase Applications and sees a fair and complete offer by Abdo M. Fadhel of \$11,000 with \$56,375 estimated in Cost of Repairs. There was some confusion around the overall assessed value being \$20,000 and a sale for half of the assessment; the City of Lackawanna Assessor was present and believes that the assessment is fair comparing to other homes in the area. Although it is much lower than the assessed value of the home, BENLIC and majority of the Board do consider this to be a fair and complete package because the property was on the market for a month before BENLIC decided to drop the price to \$10,000 congruent with comparable sales in the area. In the amount of \$11,000 by an Agreement of Sale of Real Property with offeror, Abdo M. Fadhel, was motioned to be approved by Timothy Ball, seconded by James Comerford, and unanimously carried out as approved.

11. Resolution #2018-12 332 Wabash, Village of Kenmore – BENLIC Homebuyer Rehab

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 332 Wabash Avenue, Village of Kenmore via Erie County In-Rem Auction in 2015. BENLIC used funding from the New York State Attorney General's (OAG) Office Community Revitalization Initiative grant award to rehabilitate the home. BENLIC listed the property for sale on March 15, 2018 at a price of \$124,900. The home has undergone a full rehab with significant foundation stabilization work. As a OAG CRI funded project, the home is available only to homebuyers who meet pre-determined income limits. BENLIC staff has reviewed the offers including respective Property Purchase Applications and Homebuyer Applications. John and Kelsey Dejac made an offer of \$125,000 – slightly over BENLIC asking price; some questions arose around if BENLIC should ask for a higher offer. However, because of the home only having 1-bathroom BENLIC sees this as a fair offer and consistent with the mission of BENLIC making good efforts in these neighborhoods. The Dejac's are first time homebuyers with conventional financing; making them a good candidate for this home. A motion was made by Joseph Hogenkamp, seconded by Michael Siragusa, and unanimously carried out as approved.

12. Resolution #2018-13 Disposition of 72 Schauf Avenue, City of Buffalo – BENLIC Homebuyer Rehab

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 72 Schauf Avenue from the City of Buffalo in 2016 to fill its inventory of rehab candidates. The small single-family home was considerably distressed, and as such, underwent a complete rehab. The second story, and rear bedroom, were particularly deteriorated as a fire had damaged portions of the home prior to BENLIC acquisition. Funding was provided through the New York State Office of the Attorney General. BENLIC utilized a third-party realtor to list, market, and receive offers.

BENLIC listed the property for sale in December of 2017 at a price of \$69,900. As an OAG CRI funded project, the home is available only to homebuyers who meet pre-determined income limits. Constance Bailey who has continuously showed interest with properties BENLIC has acquired in the past has submitted an offer of \$55,000, Ms. Bailey also plans to use a FHA 203K Loan to renovate the second story into an additional living space. Although, the offer is slightly below asking price, this property has been a difficult sale with less interest being on the market for 3 months, and with income restrictions. BENLIC believes this is an appropriate sale, especially because BENLIC has 6 properties to the Northland Corridor- adding value with the whole neighborhood. Additionally, there is the construction of a work and services center at a block distance. A motion to approve was made by OJ McFoy, seconded by Donna Estrich, and unanimously carried out as approved.

13. Resolution #2018-14 Disposition of Properties to Habitat – Amend for Explicit Lien Value

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 73 Manitoba Street, City of Buffalo at the 2017 City of Buffalo In-Rem Auction. This two-family home was identified by Habitat for Humanity prior to the auction as a strategic acquisition for rehab and resale to an income-eligible family. Historically, Habitat for Humanity has worked within the City of Buffalo to provide affordable homeownership opportunities. In hopes of expanding organizational activities outside of Buffalo, 11 Normandy Avenue, Cheektowaga was targeted for acquisition. Acquired by BENLIC at Erie County In-Rem 165, the home sits near public transit routes and services. BENLIC will have minimal investment into both properties, \$1,625 total costs; both homes will be rehabbed by Habitat and sold to income eligible buyer. Habitat for Humanity plans to renovate both properties with the help of volunteers and staff members. BENLIC staff and Habitat for Humanity have negotiated a sale price of \$7,500 for each property. This amendment clarifies the lien value at \$7,500 (amount equal to the sale price), to enforce the development. A motion to approve was made by Timothy Ball, seconded by Thomas Hersey, and unanimously carried out as approved.

14. Resolution #2018-15 Disposition of 0 Peach Street, Town of Evans - Lot Sale

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 0 Peach Street, Town of Evans via the 2016 Erie County In-Rem Foreclosure Auction. Originally, the Town of Evans identified an adjacent property owner as interested in purchasing the lot to combine for new housing construction. However, after reaching out to the adjacent owner, there was no response of interest in the lot. BENLIC listed the property for sale in August 2017 at a

price of \$1,200. Due to the lot being overgrown and non-buildable, BENLIC staff believed a lower sale price of \$500 appropriate to garner outside interest. BENLIC staff has reviewed all offers on the property including respective Side-Lot Purchase Applications, an out of state offeror, Deborah Lotito (\$500.00), will pursue purchase of adjacent property for future development. The Board and BENLIC discussed how to have municipalities take back the lots so BENLIC does not have to be fixed with vacant lots for a long period of time. A motion to approve was made by Michael Siragusa, seconded by Joseph Maciejewski, and unanimously carried out as approved.

15. Resolution #2018-16 Disposition of 74 Hoerner, Town of Cheektowaga – Side Lot Sale

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired 12 vacant side-lots within the Town of Cheektowaga during the 2017 Erie County In-Rem Auction. Of these 12 lots, 10 were selected for side-lot sales to adjacent property owners.

In late 2017, BENLIC staff identified all possible adjacent owners, and, solicited adjacent owner interest through direct mail. Adjacent owners were directed to submit side lot purchase applications and state the intended use of the lot if acquired. Additionally, the letters stated that offers should be a minimum of \$500 to be considered for purchase. BENLIC received one offeror, Midori Church for \$7,000 dollars, Church is the adjacent homeowner and would obtain to lot to construct a garage with attached wing. The Board was conflicted by the high offer being \$6,500 over the minimum price. A price of \$2,000 was deemed a fair price to negotiate the sale; on the item the resolution was amended by Joseph Maciejewski and OJ McFoy. A motion to approve offeror Midori Church as buyer for \$2,000 was made by Joseph Maciejewski, seconded by OJ McFoy, and unanimously carried out as approved.

B. Acquisitions:

Resolution #2018-6 56 E Hazeltine, Kenmore – Single Family

BENLIC's mission is to return vacant, abandoned and tax delinquent property to productive use. Fannie Mae has offered to donate the following property to BENLIC: In September of 2017, BENLIC staff were contacted by Village of Kenmore officials regarding a potential bank donation. BENLIC Staff toured the property with Kenmore Building Inspector, Mike Burns, shortly after. Due to strong market conditions, manageable rehab scope/size, and strategic location to local amenities, staff believe the property to be an appropriate acquisition. BENLIC staff believe the property would be marketable for resale sold either as a Note & Mortgage, with potential stabilization work completed by BENLIC. This item was presented to the Board of Directors as the prior resolution #2018-3, stated that donor would address Kenmore housing violations prior to donation to BENLIC. In fact, the donor would not complete such violations and only donate to BENLIC.

BENLIC will not be receiving any cash concessions with this donation. Additionally, title insurance will be provided to BENLIC. BENLIC Real Estate Subcommittee members have reviewed the property and support its acquisition. However, because code violations were not addressed before donated to BENLIC, the Board and BENLIC suggest it's necessary to assure there is no liability to BENLIC. However, BENLIC sees this property as generally stable - and with the Note and Mortgage program (along with potential stabilization work) - able to resale around \$110,000-\$130,000. This will be a promising outcome for the neighborhood, and congruent with BENLIC's mission. A motion to reconsider was made by Michael Siragusa,

seconded by James Comerford, and unanimously carried as approved. The 2nd motion to amend resolution removing language regarding donor addressing violations prior to donation was by Michael Siragusa, seconded by James Comerford, and unanimously carried as approved. Furthermore, the amended item was made to be motioned for approval by James Comerford, seconded by Michael Siragusa, and unanimously carried as approved.

C. Note and Mortgage Extension

Resolution #2018-17 76 Chestnut, Evans – Extended Term One Quarter

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) acquired the property of 76 Chestnut Lane, Town of Evans via the 2016 Erie County In-Rem Foreclosure Auction. The Corporation disposed the property via Resolution #2017-14 in March 2017 to John Evancho for \$33,000, the property with a Note and Mortgage Agreement for \$35,874. BENLIC Building Inspector, John Good, has recently inspected the property and states that Mr. Evancho completed a great deal of work beyond the BENLIC scope, however some items within the BENLIC scope were not complete and would not be completed by May 2, 2018. John Good states that 95% of the work against the BENLIC scope is complete, balance constituting entry doors and other minor work. Mr. Evancho is having a medical procedure performed and needs an extension in order to finish the Scope of Work BENLIC had originally called for. BENLIC Board of Directors authorizes the extension of the term of the Agreement by ninety days from May 2, 2018 to July 31, 2018. A motion to approve extension was made by Michael Siragusa, seconded by Timothy Ball, and unanimously carried as approved.

9. Bid Approvals

Goods & Services:

- Resolution #2018-18 Approve Bid for Complete Rehab Project – 652 Lisbon, Buffalo (LISC Grant)

This bid was released on March 6, 2018, with a submission deadline of March 20, 2018

BENLIC acquired 652 Lisbon in the City of Buffalo from the Buffalo tax foreclosure auction in October 2015. The property is a good candidate for LISC rehab funding, as it is a two-family home in a low-moderate income neighborhood. The property has already undergone a portion of the planned rehab work as BENLIC had previously engaged with a contractor for construction services. The prior contractor was unable to complete the project. BENLIC now wishes to complete the remaining improvements. The bid was written by the BENLIC Building Inspector and includes major items. BENLIC received only one Bid for this project by contractor, Sunset Custom Homes of \$75,500, about 10K over the BENLIC Inspectors estimate of \$63,000. It was noted to codify the practice of a sealed bidding process. This is in order to protect BENLIC and to have a legitimate and organized assessment of bids. A motion to approve this bid, of *not to exceed* \$75,500 was made by Joseph Maciejewski, seconded by Joseph Hogenkamp, and unanimously carried as approved.

- Resolution #2018-19 Approve Bid for Complete Rehab Project – 234 Carl, Buffalo (LISC Grant)

All bids released on March 6, 2018, with a submission deadline of March 20, 2018

BENLIC acquired 234 Carl in the City of Buffalo from the Buffalo tax foreclosure auction in December 2016. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has been abated of asbestos material. The bid was written by the BENLIC Building Inspector and includes major items. However, the structure is in fair condition with no major structural issues. As such, the property is a very fit candidate for rehab. The awarded contractor, Sunset Custom Homes, with a bid of \$88,550 – just slightly higher than the BENLIC Inspector originally estimated at \$74,250. It's to note that in the future BENLIC is to put all contractors (or bidders) who have bid on a project in the Board Meeting Materials; this is in order to inform the Board of all Contractors who continuously have interest in BENLIC Projects, even if they didn't necessarily receive the bid. BENLIC Board of Directors approves the bid from Sunset Custom Homes Inc of *not to exceed* \$88,550, was motioned by Donna Estrich, seconded by Thomas Hersey, and unanimously carried as approved.

- Resolution #2018-20 Approve Bid for Complete Rehab Project – 375 Northumberland, Buffalo (LISC Grant)

**The bid was released on March 6, 2018, with a submission deadline of March 20, 2018. **

BENLIC acquired 375 Northumberland in the City of Buffalo from the Buffalo tax foreclosure auction in October 2015. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has been abated of asbestos material. The bid was written by the BENLIC Building Inspector and includes major items. However, again this structure too is in fair condition with no major structural issues. As such the property is a very fit candidate for rehab. BENLIC Building Inspector originally estimated for \$55,050 in work, the awarded bidder, Sunset Custom Homes, came in higher at a bid price of \$69,700. There was some discussion over the same contractor being awarded bids and if there was enough capacity to perform all of the needed work, BENLIC has collected the timeframes and understands Sunset has the capacity and a few different crews to cooperate and complete the required work to be done. The Board of Directors approves the bid from Sunset Custom Homes Inc. of *not to exceed* \$69,700, was motioned by Michael Siragusa, seconded by James Comerford, and unanimously carried as approved.

- Resolution #2018-21 Approve Bid for Complete Rehab Project – 66 Burch, West Seneca (LISC Grant)

This bid was released on March 7, 2018, with a submission deadline of March 20, 2018

BENLIC acquired 66 Burch in the Town of West Seneca from the Erie County tax foreclosure auction in 2016. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has been abated of asbestos material. BENLIC has also installed a completely new roof on the home to prevent further deterioration. The bid was written by the BENLIC Building Inspector and includes major items. The structure is in distressed condition but on an otherwise stable street near the City of Buffalo and West Seneca border. Stabilization and rehab of the structure would not only provide a new homeowner to the community, but also investment into community stabilization efforts. As such, the property is a very fit candidate for rehab. BENLIC received 2 bids for this project, Sunset Custom Homes had a much higher bid of \$118,350, and the awarded bid, Accurate Builders, of \$100,000 – just slightly under the BENLIC Inspectors estimate of \$109,250. A motion to amend was by OJ McFoy to include Sunset Custom Home's bid in the table of bids of the resolution, motion seconded by

Timothy Ball, and unanimously carried as approved. Motion to approve was made by OJ McFoy, and seconded by Timothy Ball, and unanimously carried as approved.

- Resolution #2018-22 Approve Bid for Complete Rehab Project – 101 Balbach, Cheektowaga (Bank of America Grant)

**The bid was released on March 6, 2018, with a submission deadline of March 20, 2018. **

BENLIC acquired 101 Balbach in the Town of Cheektowaga as a donation from the National Community Stabilization Trust (NCST) and Bank of America. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has the potential to make use of rehab-specific grant funds through the *LISC Rehabilitation Grant Program*. Through OAG settlements with Bank of America, properties acquired through the NCST are eligible to receive grant funding with a soft cap of \$62,500.00 in renovation funds plus a 10% developers fee upon satisfactory completion of the program. Properties under this program are income restricted to a low/moderate income buyer. The bid was written by the BENLIC Building Inspector and includes major items. The structure is in fair condition with no major structural issues. As such the property is a very fit candidate for rehab. BENLIC estimated this project at \$94,000, and the awarded bidder, Sunset Custom Homes, bid price of \$119,650. This price ended up being fitting for the scope of the project; because of a crawl space in the property there is difficulty to get to boiler. However, having the 85% of coverage in the LISC Grant, a ‘solid’ neighborhood, and market values are around \$120,000 BENLIC foresees this as a successful bid and project. BENLIC Board of Directors approves the bid from Sunset Custom Homes Inc. of *not to exceed* \$119,650 was motioned by James Comerford, seconded by Timothy Ball, and unanimously carried as approved.

- Resolution #2018-23 Approve Bid for Complete Rehab Project – 699 S Huth, Cheektowaga (Bank of America)

**The bid was released on March 6, 2018, with a submission deadline of March 20, 2018. **

BENLIC acquired 699 S. Huth in the Town of Cheektowaga as a donation from the National Community Stabilization Trust (NCST) and Bank of America. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has the potential to make use of rehab-specific grant funds through the *LISC Rehabilitation Grant Program*. Through OAG settlements with Bank of America, properties acquired through the NCST are eligible to receive grant funding with a soft cap of \$62,500 in renovation funds plus a 10% developers fee upon satisfactory completion of the program. Properties under this program are income restricted to a low/moderate income buyer. The bid was written by the BENLIC Building Inspector and includes major items, having an estimated price of \$81,600 – however, the structure is in fair condition with no major structural issues. As such the property is a very fit candidate for rehab. The awarded contractor, Sunset Custom Homes, bidding \$100,450 of *not to exceed* \$100,450, was made to motion by James Comerford, seconded by Timothy Ball, and unanimously carried as approved.

- Resolution #2018-23 Approve Bid for Complete Rehab Project –13921 Quaker, Evans (Bank of America)

**The bid was released on March 7, 2018, with a submission deadline of March 20, 2018. **

BENLIC acquired 13921 Quaker in the Town of Collins as a donation from the National Community Stabilization Trust (NCST) and Bank of America. The property is a good candidate for LISC rehab funding, as it is a single-family home in a low-moderate income neighborhood. The property has the potential to make use of rehab-specific grant funds through the *LISC Rehabilitation Grant Program*. Through OAG settlements with Bank of America, properties acquired through the NCST are eligible to receive grant funding with a soft cap of \$62,500 in renovation funds plus a 10% developers fee upon satisfactory completion of the program. Properties under this program are income restricted to a low/moderate income buyer. The structure is in fair condition with no major structural issues; the property is a very fit candidate for rehab. The bid was written by the BENLIC Building Inspector and still includes major items. BENLIC Inspector estimated a cost of repairs at \$66,550 - just below the awarded bidder, PC Richards General Contractors, LLC at \$74,600. Sunset Custom Homes also bid at \$84,950. The amended motion was made by Michael Siragusa, seconded by OJ McFoy, and unanimously carried as approved. Furthermore, the amended item was made by Michael Siragusa, seconded by OJ McFoy, and unanimously carried as approved.

- Resolution #2018-23 Approve Bid for Roof and Electrical–24 Eaton, Lackawanna (Wells Fargo Donation/ Cash Concession)

**The bid was released on March 7, 2018, with a submission deadline of March 20, 2018. **

BENLIC acquired 24 Eaton Street in the City of Lackawanna as a donation through Wells Fargo Bank. BENLIC also negotiated a \$16,000 cash concession with the property for future improvements. This concession will be used to perform the following improvements after which, the home will be sold under the Note & Mortgage Program where offerors will be required to perform specific rehab work. The bid was written by the BENLIC Building Inspector and includes major items at an estimated \$29,250 repairs cost. The awarded bidder, Sunset Custom Homes, bid \$20,500 just below BENLIC's estimate. It's to be noted that BENLIC is looking into strategies for more diversity in their bids and contractors, BENLIC is looking to work with more local contractors and expand their projects. BENLIC Board of Directors approves the bid from Sunset Custom Homes Inc. of *not to exceed* \$20,500, was motioned by Michael Siragusa, seconded by James Comerford, and unanimously carried as approved.

Professional Services:

- Resolution #2018-26 Approve Organizational Assessment Consultant Services

The Corporation issued a Request for Proposals (RFP) for Consulting Services on January 5, 2018. The purpose for the issuance of the RFP was to obtain organizational assessment services, compensation analysis and strategic planning goal review for the Corporation as it grows and changes. The RFP was submitted directly to local consulting firms and posted online on the BENLIC website. Three responses were received – EK Ward and Associates, Performance Management Partners, and Peter Loomis and Associates. The Personnel Subcommittee interviewed all firms in person on February 28, 2018 and March 18, 2018 because one Service could not attend the original meeting time in February. After the interview process, Peter Loomis

notified BENLIC that a consulting engagement with BENLIC would not be possible due to scheduling difficulties.

BENLIC staff created an evaluation rubric and scored the responses after in-person interviews had been concluded. After consideration of the complete proposals and interviews, BENLIC Staff and the BENLIC Personnel Subcommittee recommend EK Ward and Associates for HR Consulting Services. BENLIC Board of Directors authorizes the Corporation to execute a contract with EK Ward and Associates, to perform consulting services in accordance with BENLIC's RFP in an amount not to exceed \$39,500, was motioned by James Comerford, seconded by Thomas Hersey, and unanimously carried as approved.

Executive Director's Report:

- Travel Item: NYS Land Bank Association Albany – Meeting 3/22-3/23.
- New NYS Attorney General RBS Settlement – Funding Potential for NY Land Banks in 2019.
- Settlements UBS and RBS.

Adjournment:

A motion to adjourn the meeting was made by Timothy Ball, seconded by Michael Siragusa, and unanimously carried as adjourned.

NEXT MEETING: Board of Directors – 11 a.m. April 19th, 2018
Location: Brisbane Building Conference Room 521 (403 Main St)

Recorded by: Andrea Folgherait, BENLIC Staff
Submitted for Approval: Jocelyn Gordon, Executive Director
Adopted by BENLIC Board Members on _____