



Niagara County Brownfield Development Corporation

ANNUAL MEMBERSHIP MEETING MINUTES Niagara County Brownfield Development Corporation Wednesday, December 18, 2024 2:30 p.m..

Members Present: Chairman Robert Restaino, Vice Chairman Richard Updegrave (Via Phone), Secretary Michael Casale

Members Absent: None

Others Present: R. Thomas Burgasser, Amy Schifferli, Scott Hapeman, Margit Denning

- 1.0 The meeting was called to order at 2:47 p.m. by Chairman Robert Restaino.
- 2.0 Roll was called. Board members present were Chairman Robert Restaino, Vice Chairman Richard Updegrave (Via Phone), and Secretary Michael Casale.

ACTION ITEMS

- 3.0 Designation of Board of Directors -
Chairman Restaino confirmed that as the Mayor of Niagara Falls he will remain on the Board of Directors representing the City of Niagara Falls. Mr. Updegrave confirmed he will remain on the Board of Directors representing Niagara County. Mr. Casale confirmed he will remain on the Board of Directors representing the Niagara County Industrial Development Agency (NCIDA). Moved by Mr. Updegrave and seconded by Mr. Casale. Unanimous. Carried
- 4.0 Election of Chairman of Membership who shall act as Chairman of the Board of Directors. Mr. Updegrave nominated Mr. Restaino as Chairman of the Board of Directors. Moved by Mr. Casale and seconded by Mr. Updegrave. Unanimous. Carried.
- 5.0 Election of Officers of the Board of Directors -
 - 5.1 Vice-Chairman – Mr. Updegrave
Moved by Mr. Casale and seconded by Mr. Restaino. Unanimous. Carried.
 - 5.2 Secretary – Mr. Casale
Moved by Mr. Updegrave and seconded by Mr. Restaino. Unanimous. Carried.
- 6.0 Election of Executive Officers -
 - 6.1 President – Amy Schifferli
Moved by Mr. Updegrave, seconded by Mr. Casale. Unanimous. Carried.
 - 6.2 Treasurer – Margit Denning
Moved by Mr. Updegrave, seconded by Mr. Casale. Unanimous. Carried.

- 7.0 Election of Standing Committees -
7.1 Executive Committee – Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
7.2 Governance Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
7.3 Audit Committee - Nominated Mr. Restaino, Mr. Updegrove, and Mr. Casale.
Moved by Mr. Updegrove and seconded by Mr. Casale. Unanimous. Carried.
- 8.0 Annual Report -
The mission statement and corporate structure remain the same. Ms. Schifferli reviewed the status of three active projects during the fiscal year including 5627 Niagara Falls Blvd., City of Niagara Falls; 624 River Rd, City of North Tonawanda; and 2020 River Rd., Town of Wheatfield. A fiscal review of the projects were discussed. Ms. Schifferli highlighted the 2024 Fiscal Year budget summary. The report was signed and certified by the President and Treasurer.
- 9.0 Budget Report -
No Action Required. The report was submitted and adopted by the Board of Directors prior to the August 1st deadline.
- 10.0 Next Meeting Date -
Ms. Schifferli said a meeting date will be determined in 2025 and the members will be notified in advance.
- 11.0 A motion for adjournment at 3.06 p.m. was made by Mr. Restaino and seconded by Mr. Casale. Unanimous. Carried.

Respectfully submitted,



Margit Denning
Recording Secretary