



# 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, JUNE 10, 2009 – 1:00 P.M.**  
**VANTAGE CENTER**  
**SANBORN, NY 14132**

**Members Present:** Paul Dyster, Samuel Ferraro, William Ross

**Others Present:** J. Baird, T. Burgasser, C. Burmaster, T. DeSantis,  
A. Fisk, S. Hapeman, T. O'Donnell, T. Prohaska,  
D. Riker, B. Rotella, K. Sanacore, F. Stephens,  
N. Taylor

**I. Call to Order**

The meeting was called to order at 1:08 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) and Paul Dyster.

**III. Introductions**

**IV. Pledge of Allegiance**

**V. Approval of January 20, 2009, Meeting Minutes**

A motion to approve the January 20, 2009, meeting minutes was made by Mr. O'Donnell (as alternate for Paul Dyster) and seconded by Mr. Ferraro. Unanimous. Carried.

**VI. Presentation on a \$90,000 grant request from the Village of Youngstown for remediation of the Youngstown Cold Storage site in the Village of Youngstown – Frederick A. Stephens, Project Manager, Village of Youngstown.**

Mr. Dan Riker, TVGA, gave a presentation along with Mr. Fred Stephens, Project Manager. Remediation was set at \$350,000 and a grant was already received in the amount of \$110,000. Remediation will be phased to allow completion of a portion of the project with existing money. Additional sources of funding are being pursued.

**NOTE:** Paul Dyster arrived during the presentation.

## ACTION ITEMS

- VII.           **Resolution – NCBDC-062009-01**  
A motion to accept the terms and conditions for a \$90,000 sub grant from the BCRLF to the Village of Youngstown for Remediation at the Youngstown Cold Storage Site was made by Mr. Ferraro and seconded by Mr. Dyster. Unanimous. Carried.
- VIII.           **Authorization to pay program related expenses**  
A motion to approve authorization to pay Personius Melber \$6,879.24 for legal services rendered in January, February, and March 2009 was made by Mr. Ferraro and seconded by Mr. Dyster. Unanimous. Carried.

**NOTE:** Paul Dyster had to leave the meeting due to another commitment.

## NEW BUSINESS

- IX.           **Procedure for paying program related invoices**  
A. Fisk discussed the current process for paying program related invoices. It was agreed by the Board members that when invoices are received for payment they should be submitted to the applicable departments for approval and signature before being paid. The County Attorney's office will sign off on legal invoices, Risk Management will sign off on insurance invoices, and Mr. John Baird will sign off on financial invoices. In addition, the President will sign off on all invoices. This will allow invoices to be paid without the Board having to convene a meeting. A resolution will be submitted for approval by the Board at the July 15 meeting.
- X.           **Discussion – PARIS Annual Budget Requirements**  
A. Fisk brought to the attention of the Board members that a budget report would need to be submitted sixty days prior to the beginning of the fiscal year for the program period October 1, 2009, to September 30, 2010. All of the grant money has to be accounted for and the budget needs to be approved at a July meeting of the NCBDC. It was agreed that a subcommittee made up of the NCDC, John Baird and Amy Fisk be involved in the budget preparation. A motion was made by Mr. Ferraro and seconded by Mr. O'Donnell that a sub-committee be formed to handle the PARIS Annual Budget Requirements. Unanimous. Carried.

## ATTORNEY BUSINESS

Scott Hapeman, informed the Board members that Santarosa's closing took place on June 4, 2009. Also, another loan application was received from Ashland Advanced Materials for \$250,000 for a project in the City of Niagara Falls.

- XI.           **Next Meeting Date**  
The next meeting date for the Niagara County Brownfields Development Corporation is scheduled for 1:00 p.m., July 15, 2009.
- XII.           The meeting was motioned for adjournment at 1:55 p.m. by Mr. Ferraro and seconded by Mr. O'Donnell (alternate for Paul Dyster). Unanimous. Carried.

Respectfully submitted,

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Karen Sanacore, Recording Secretary  
Brownfield Development Corporation