

**CITY OF BUFFALO URBAN RENEWAL AGENCY
BOARD MEETING MINUTES
209 CITY HALL**

MEETING DATE: February 26, 2018

MEMBERS AND OFFICERS PRESENT: Mayor Byron Brown
Council President Darius Pridgen
Brendan R. Mehaffy, Vice Chairman BURA
Timothy Ball, Corporation Counsel
Commissioner Donna Estrich
Domenic Bonifacio
Council Member Christopher Scanlon

MEMBERS ABSENT: Council Member Joseph Golombek, Jr. (Excused Absence)

SECRETARY: Scott C. Billman

OTHERS PRESENT: Nona Watson, BURA Executive Director
Yvonne McCray, BURA Director of Housing
Tracy Cooley, FCA BURA Deputy Director,
Keith Lucas, Director of BURA Planning,
Tremeeka Norman, BURA Deputy Director Housing,
Brenda Durfee, BURA, Maria Scinta, BURA,
Theresa Farrell, BURA, Art Hall, BURA,
Megan Fisher, BURA, Susan Schulman, Bflo News

2.0 Mayor Brown called the meeting to order at 9:50 am. Council Member Scanlon made the motion to waive the reading of the minutes of the December 14, 2017 meeting, seconded by Commissioner Estrich and carried unanimously.

3.0 **NON FEDERAL**

- 3a. **Allocation Of Non-Federal Funds to the 501(c)(3) Not For Profit Corporation BURA Inc.**
BURA Board Members were asked for an approval to extend BURA staffing services being provided to the 501(c)(3) BURA Inc., for a period of twelve (12) months and approval to allocate non-federal funds in the amount of \$25,000.00 for the following 501(c)(3) administrative costs – 1.) Provide grant research and writing services; and 2.) Provide administration of grant funds.

Mr. Ball made the motion to table Item 3a, seconded by Mr. Mehaffy and carried unanimously.

4.0 **CDBG AND NON FEDERAL**

- 4a. **Loan Portfolio System Conversion – Portfol**
Agency Members approved a request to enter into an Agreement with Philadelphia Industrial Development Corp. (“PIDC”) to convert Five Thousand (5000) BURA Loans from the current Loan Management TOMs system to the Loan Management Portfol system for a cost of \$29,050.00. This system conversion will allow BURA to manage loans more efficiently and will allow for user friendly access, various reporting, and system technical support as needed.

Currently the Buffalo Economic Renaissance Corp. ("BERC") maintains the Portfol license. The license will be reassigned to BURA as an expansion of the BERC existing license. PIDC will complete the following conversion tasks:

1. Reassignment of current BERC Portfol License to BURA – No Cost;
2. Increase the existing Portfol License by 250 to accommodate BURA Loans - Total Cost \$5,000.00;
3. 2018 Support Fee – Total Cost \$4,550.00;
4. Data Conversion – Total Cost \$12,000.00; and
5. Three (3) days of on-site training – Total Cost \$7,500.00.

Mr. Mehaffy made the motion to approve Item 4a, seconded by Commissioner Estrich and carried unanimously.

5.0 DIVISION REPORTS

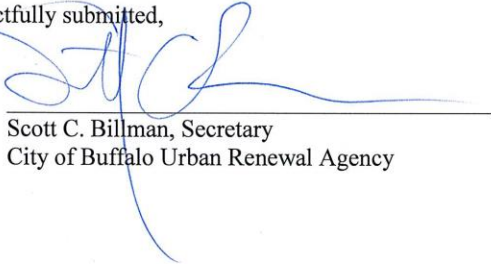
5a,b,c BURA Housing, FCA & Community Planning Updates (Informational Only)

The Division of Housing, Financial Control of Agencies and Planning provided general updates of their division activities to the BURA Board Members. Presentations were made by Director Yvonne McCray, Division of Housing, Tracy Cooley, Deputy Director for Financial Control of Agencies ("FCA") and Keith Lucas, Director of Planning.

There being no further business to discuss, Council President Pridgen made a motion to adjourn the meeting, seconded by Mr. Bonifacio and carried unanimously. The meeting was adjourned at 10:10 am.

Respectfully submitted,

By:



Scott C. Billman, Secretary
City of Buffalo Urban Renewal Agency