

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

**REMOTE MEETING VIA WEBEX CONFERENCE CALL**

**MEETING DATE:** September 24, 2020

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

**SECRETARY:** Scott C. Billman

**OTHERS PRESENT:** Yvonne McCray, BURA Director of Housing, Jenna Bichler, BURA Director of Operations, Tracy Cooley BURA Deputy Director of FCA, Jessica Brown Director of Administration & Finance, Maria Melchiorre, Tony Chestnut, Leslie Vishwanath, Pam Walker-Jarmon, Evelyn Rodriguez, Bill Parke, Alex Carducci, Bryce Link, BFSA

1. Mr. Mehaffy called the meeting to order at 9:35 am. The BURA Board will waive the reading of the minutes of the April 23, 2020 and the May 28, 2020 minutes and will take action on such minutes at the August 27, 2020 meeting.
2. Action on minutes of meeting of July 23, 2020
3. **Introduction Of New Bura Staff (Informational Only)**
- 3a. Mr. Mehaffy introduced two new staff members Jenna Bichler, Director of Operations and Maria Melchiorre, Paralegal. Mr. Mehaffy also announced that Leslie Vishwanath was promoted to Director of Program Management.
4. **Approval to Award Douglas Development Corporation with a Designated Developer Status for BURA owned parcels located at the address commonly known as 61 Terrace Buffalo, NY**
- 4a. Agency members approved a request for the City of Buffalo Urban Renewal Agency ("BURA") to award Douglas Development Corporation ("Developer") with Designated Developer Status for BURA owned Property located at as 61 Terrace Buffalo, NY ("the Property"). Douglas Development Corporation helped form Seneca LLC to acquire and redevelop the Seneca One complex in September 2016. To complete the redevelopment of the Seneca One Complex, Douglas Development Corporation wishes to acquire all BURA owned parcels located at the address commonly known as 61 Terrace.

This designation is subject to several conditions. First, Douglas Development Corporation shall replace and/or maintain all current parking spaces available on the property. Second, the City of Buffalo and BURA will continue to operate parking during the time between designation and sale. Third, MBE (25%) and WBE (5%) employment opportunity requirements will apply during the construction phase of the project. Lastly, Douglas Development Corporation will ensure that the Department of Transportation (DOT) will have access to the contiguously owned DOT parcels.

Douglas Development Corporation has presented BURA with a Letter of Intent Development Plan for their acquisition and expansion of these parcels. BURA and OSP staff have reviewed the Development Plan and is in favor of awarding Douglas Development Corporation with a formal designated developer status letter.

Douglas Development Corporation will pay a non-refundable designation fee of One-Thousand Dollars (\$1,000.00) per month to BURA, payable within ten (10) days from the date of designation and due thereafter the first of every month. The non-refundable designation fee paid by Douglas Development Corporation shall cover holding, administrative, and transfer costs of BURA related to the Property. Upon transfer of the Property, Douglas Development Corporation will be given a credit at closing totaling the amount of the developer designation fees that have been paid to BURA.

**Motion made by Mayor Brown to approve Item 4a, seconded by Council President Pridgen and carried unanimously.**

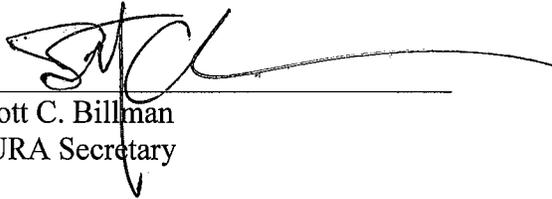
**5. Loan Allowances (Informational Only)**

**5a.** Tracy Cooley, Director of FCA informed Agency members that Loans will be removed from the Loan Receivable ledger that represent deceased borrowers whose loans have no longer been receiving payments.

**6a. CDBG/CV/RFP's and RFQ's (Informational Only)**

1. Update on COVID numbers and impacts- Keith Lucas.
2. Housing programs to fit into a revamping CBO/ CPI structure with additional funding support for new programs- Joanne Kearns.
3. Fair Housing- Joanne Kearns.
4. Rental Rehab- Leslie Vishwanath.
5. OOR program expansion- Leslie Vishwanath.
6. DPCC program flexibility- Leslie Vishwanath.
7. Mortgage Assistance/ Counseling- Anthony Chestnut.
8. WAP- owner and renters - Anthony Chestnut.
9. HOME RFP to support new affordable housing units- Yvonne McCray.
10. Rental Assistance/ CARE Connect system/ 211- Sue Lumadue.
11. Microenterprise Assistance- Alex Carducci.
12. Broadband- Alex Carducci.

There being no further business to discuss, Corporation Counsel Tim Ball made the motion to adjourn the meeting, seconded by Mayor Brown and carried unanimously. The meeting was adjourned at 10:30 am

  
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Scott C. Billman  
BURA Secretary

Reported By - Risë Geller