

**CITY OF BUFFALO URBAN RENEWAL AGENCY  
BOARD MEETING MINUTES  
February 24, 2022**

**Meeting held via Webex video conference at the following link:**  
<https://cityofbuffalourbanrenewalagency.my.webex.com/cityofbuffalourbanrenewalagency.my/j.php?MTID=m46424a878e3d4cacf2ba89b0cd423e84>

**Meeting Audio was made available via the following number and access code:**

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Access code: 182 379 3191

**MEETING DATE:** February 24, 2022

**MEMBERS PRESENT:** Brendan R. Mehaffy, BURA Vice Chairman  
Council President Pridgen  
Commissioner Donna Estrich  
Cavette Chambers, Acting Corporation Counsel  
Council Member Golombek  
Council Member Nowakowski

**MEMBERS EXCUSED:** Mayor Byron Brown

**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, Christine Marino, Tony Chestnut, Pam Walker-Jarmon, Evelyn Rodriguez, Julia Dutka

1. Mr. Mehaffy called the meeting to order at 9:35 am.
2. Council Member Nowakowski made the motion to waive the reading of the minutes of the December 16, 2021 meeting, seconded by Council Member Golombek and carried unanimously.
3. **FINANCIAL CONTROL OF AGENCIES (Informational)**
- 3a. Ms. Cooley, Director of FCA (Financial Control of Agencies) provided a fiscal update to the Board.
4. **HOME**
- 4a. **McCarley Gardens - 818 Michigan Avenue HOME Loan and approval of Negative Declaration**  
Agency Members approved a request for BURA to allocate an amount not to exceed \$1,020,000 in HOME funds for the McCarley Gardens project. The funds will be allocated to the developer, or an entity formed by the developer for the specific purposes of and completion of the project at 818 Michigan Avenue. \$20,000 of the not to exceed amount will be utilized for Project Delivery Costs.

McCarley Gardens is a 150 unit \$56.8 million-dollar affordable rental townhouse complex on 15 acres located in the Historic Fruitbelt Neighborhood just south of the Buffalo Niagara Medical Campus. Constructed in 1978, the complex consists of a variety of 1, 2 and 3-bedroom units. The co-developer will partner with the current owner, St. John Fruitbelt CDC/St. John's Baptist Church,

to rehabilitate 135 units. The units will receive a comprehensive tenant-in-place renovation that includes new kitchens with upgraded appliances, fixtures, cabinets, and countertops; new bathroom fixtures; new flooring and new paint. All units will receive new windows, retrofitted insulation and new hot water heaters and boilers. Most work can be completed with tenants remaining in their units, and at the end of each workday tenants will be left with working facilities. During each workday, tenants will have access to a hospitality suite near their unit. Accommodations will be made available for tenants with disabilities and others that require special assistance. The balance of the project consists of demolishing two buildings that hold 15 units and rebuilding them at another location on the existing site. To avoid relocating any tenants off site, the new units will be built first, and existing tenants in the demolished buildings will be moved into the new units. Once vacant, the units in the two buildings being demolished will be used as hospitality suites for residents whose units are being renovated. Demolition of the two buildings will occur after new construction and renovation. The site will be considered for future development. Pursuant to Section 617.4(b)(4) of New York State's Environmental Quality Review Act, the transfer of title is an "unlisted action" for which BURA has completed an environmental assessment. It is, in accordance with Section 617.7 of the regulations, that the impacts resulting from the proposed action will not have significant adverse impacts on the environment. The BURA Board Chairman or his designee is authorized to execute any and all documents necessary to complete the transaction.

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

**4b. Westminster Commons Increase in Funds**

Agency Members approved a request to increase the funding allocation for Westminster Commons by an additional \$175,000 due to project cost increases that have consisted of significant delays in both construction start and completion; cost overruns on materials needed to complete the additional work; and a reduction in investor equity due to the unforeseen delays in completion of the project.

**Motion made by Commissioner Estrich to approve Item 4b, seconded by Council President Pridgen and carried unanimously.**

**5. CONTRACT AMENDMENTS/MODIFICATIONS**

**5a. Amendment and Modification to the Subrecipient Agreement between the City of Buffalo and the City of Buffalo Urban Renewal Agency for ESG-CV funds**

Agency Members approved a request to amend and modify the subrecipient agreement executed between the City of Buffalo (Grantee) and the City of Buffalo Urban Renewal Agency (BURA and/or Subrecipient) for administration and management of CDBG-CV funds (the Agreement) and the parties to the executed agreement on or about January 20, 2021.

**The CDBG-CV Subrecipient Agreement is amended as follows:**

The funding available to BURA is increased by the transfer to BURA of \$88,741.70 City of Buffalo ESG-CV funds. The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) provided for supplemental appropriation of Homeless Assistance Grants under the Emergency Solutions Grant (ESG). The Emergency Solutions Grant COVID-19 (ESG-CV) funds are to be used to prevent, prepare for, and respond to the Coronavirus pandemic. ESG-CV funded projects include Homelessness Prevention, Rapid Rehousing, Emergency Shelter, and Temporary Emergency Shelter.

1. These additional funds are for staffing support to provide administrative and program oversight to manage the flow of ESG-CV funds and support ESG-CV activities by funding staff to work with partners to help them achieve their goals, troubleshoot issues, serve on committees to determine next steps on eviction moratorium, and engage on future shelter and housing needs.

2. The scope of the administration and management of the Microenterprise CDBG-CV Program is modified due to the expansion of that program. The program design is being modified to create a pathway to provide short-term assistance due to disruption of business operations and loss of revenue as a result of the COVID-19 pandemic to small businesses. This new small business working capital for covid recovery program will do the following:
  - a. Target low to moderate-income service areas;
  - b. Remove the microenterprise component restriction and allow businesses with up to fifty (50) employees to apply for assistance. Microenterprises can still apply;
  - c. Provide technical assistance to support businesses as they recover from the pandemic; and
  - d. Increase business funding limits from \$10,000 to \$25,000.

**Motion made by Commissioner Estrich to approve Item 5a, seconded by Council Member Nowakowski and carried unanimously.**

**5b. Permission to amend CDBG-CV Eviction Prevention program partner contracts budgets and amend scope of services**

Agency Members approved a request to amend each Stand-Up Buffalo Eviction Prevention program contract for each of our partners and an extension of the contract for VIA 2-1-1 until November 30, 2022. Funding for the additions to the budget will come out of CDBG-CV Program Delivery at a cost of \$546,400. The amendments are for budgets to add 150 slots for Catholic Charities in the amount totaling \$60,000, ERAP partners, add 148 slots for Neighborhood Legal Services totaling \$59,200, 80 slots for Erie Regional Housing Development Corporation d/b/a The Belle Center totaling \$32,000, add 239 slots for Metro CDC totaling \$95,600, 374 slots for Harvest House totaling \$149,600. Application review assistance would be for 1200 slots split between Harvest House and Via 2-1-1 at \$75,000 for each agency. Harvest House and VIA 2-1-1 will receive \$125/per application for review assistance.

**Motion made by Commissioner Estrich to approve Item 5b, seconded by Council Member Nowakowski and carried unanimously.**

**6. Adjournment**

There being no further business to discuss, Council President Pridgen made the motion to adjourn the meeting, seconded by Commissioner Estrich and carried unanimously. The meeting was adjourned at 10:30 am.

*Scott C. Billman*

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Scott C. Billman, BURA Secretary

Reported By: Risë Geller