

MICHAEL P. GALIME, MAYOR  
CITY OF UTICA

URBAN RENEWAL AGENCY  
1 KENNEDY PLAZA  
UTICA, NEW YORK 13502  
PHONE: (315) 792-0181  
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## **Urban Renewal Agency Meeting Agenda January 22, 2026**

### **1. Call to Order**

### **2. Approval of Agency Minutes** December 11, 2025

### **3. Old Business**

### **4. New Business**

**Transfer of Funds & Appropriation of Fund Balance  
Approval of Public Authorities Accountability Act Documents**

### **5. Adjournment**

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**CITY OF UTICA URBAN RENEWAL AGENCY  
MEETING MINUTES – DECEMBER 11, 2025  
1 KENNEDY PLAZA, UTICA, NEW YORK 13502**

**MEMBERS ATTENDING:** Mayor Michael Galime, Councilman Joseph Betrus, Joseph Burkes, Nick Brindenbecker, Councilman Venice Ervin, Marques Phillips

**EXCUSED:** Danielle Faulkner-Forgas,

**OTHERS ATTENDING:** Brian Thomas, Gene A. Allen

**CALL TO ORDER:** By Brian Thomas at 9:05 am

**Item #1 Approval of Agency Minutes**

A motion was made by Nick Brindenbecker to approve the Agency minutes from the October 9, 2025 meeting. The motion was seconded by Mayor Michael Galime and passed unanimously.

**Old Business**

**Item #2 318.8-52.1 Whitesboro St.**

At the October 9, 2025 Urban Renewal meeting, an offer was received from Howard and Amanda Potter in the amount of \$15,000.00 for the property at 318.8-52.1 Whitesboro St.

At that meeting, a motion was made by Mayor Michael Galime, with the factors established by the Agency having been considered, to Table the offer. The motion was seconded by Marques Phillips and passed unanimously.

A motion was made by Councilman Joseph Betrus to remove the offer from the table and to bring it forward for discussion. The motion was seconded by Mayor Michael Galime and passed unanimously.

Brian Thomas gave a report on the due diligence research regarding the history of development of property in the neighborhood by Howard and Amanda Potter.

A motion was made by Councilman Joseph Betrus to have Howard and Amanda Potter come to a meeting and give a report on the progress of their redevelopment plan for the parcel 318.8-1-52.5, purchased in 2015. The motion was seconded by Nick Brindenbecker and passed unanimously.

A motion was made by Marques Phillips to review other commercial properties that have not completed their redevelopment proposals in the allotted time and have them come to a meeting and give a report on their progress to date. The motion was seconded by Mayor Michael Galime and passed unanimously.

**Item# 3 Adjournment**

Nick Brindenbecker made a motion to adjourn the meeting at 9:44 am. The motion was seconded by Councilman Venice Ervin and passed unanimously.

Respectfully submitted this 11<sup>th</sup> day of December, 2025 by Gene A. Allen

**Transfer of Funds**

From: CU58620.431 Insurance \$1,950.00

To: CU58620.206 Software \$1,950.00

Transfer within cost centers to cover a one year subscription to Place AI.

**Appropriation of Fund Balance**

The following Appropriation of Fund Balance needs Agency approval:

From: URA Fund Balance \$3,700.00

To: CU58620.441 Contracted Services \$3,700.00

Appropriation of Fund Balance to cover the cost of surveys for URA properties.

From: URA Fund Balance \$8,400.00

To: CU58620.441 Contracted Services \$8,400.00

Appropriation of Fund Balance to cover the cost of the URA Annual Audit (FY 24-25)

**Approval of Public Authorities Accountability Act Documents**

Annual review of documents prior to submitting in accordance with the Public Authorities Act.

The Public Authorities Reform Act of 2009 (Chapter 506 of the Laws of 2009) requires many measures designed to improve the oversight and accountability of NY's Public Authorities. Reporting requirements including mission statements, measurement reports and capital projects reporting provides more information on authority operations.

All Board members were provided with an electronic copy of these documents on January 15, 2026 prior to the January 22, 2026 Board meeting.