

City of Tonawanda Local Development Corporation (LDC) Meeting Minutes

Date: March 1, 2018

Location: 35 Main St. Tonawanda NY 14150

Board Members in Attendance: Alice Roth, George Ferber, Dawn Kammerdeiner, Jackie Smilinich and John Guido (late arrival). Excused: Jason Knight, Fred Foels

Other Attendees: Allison Harrington (Executive Director), Charlie Rech (community observer)

Meeting called to order by Vice Chair, Alice Roth at 5:02 pm

MOTION: Jackie moved to approve minutes of January 28, 2018. Second by Alice. Motion carried.

Allison presented the Flow Chart with the following recommendations

- a. Change title to Executive Director
- b. Fill positions of Governance Committee and Audit & Finance Committee
- c. Name Chair to the Main Street Committee

MOTION: Dawn motioned to appoint the following persons to committees and update titles of Organizational Chart (as amended). Second by George.

- **Governance Committee** – unanimously agreed this would minimally be composed of the Executive Committee
- **Audit & Finance** – John Guido, Chairperson, George Ferber and Alice Roth
- **Tonawanda Main Street Program Chair** - Jackie Smilinich

Committee Reports

Finance & Audit

Insurance - John requested quotes from three (3) agencies. Recommended that McMahon Agency under Selective Insurance with a quote of \$600 for General Liability and \$600 for Errs and Omission.

Bank Account: John and Jason will complete the signature cards for M&T Bank.

Taxes - \$13 due

MOTION: George motioned acceptance of McMahon Agency as the preferred insurer, signatures for bank account and payment of taxes. Second by Alice, motion carried.

Main Street Program

Social Media Entrepreneurial Session - was attended by 17 people, received positive feedback.

Planting Program – A sponsorship of a planter and flower planting will be held to assist in the beautification of Main Street.

Main Street Technical Project – Roxanne is getting quotes and will have a presentation for March's meeting. Questions as to monies remaining in grant and its designation and the breakdown of allocations to date. LDC will provide a list of recommendations for use of remaining grant monies.

Grant Extension discussed, City would like to apply for an extension, the Board agreed that the extension makes sense for the program.

Governance

After review of applicants for appointment to the board, the Governance Committee recommended Joseph Cassata as the ninth (9) board member.

MOTION: Alice motioned Joseph Cassata be appointed as the ninth member of the LDC Board of Directors. Second by John. Motion Carried.

NEW BUSINESS

Western New York Section of the American Planning Association – LDC is a good candidate for awards, Allison offered to prepare the applications.

MOTION: Alice motioned Allison prepare applications for any and all awards. Second by Jackie. Motion carried.

Discussion Points

Community Development Agency (CDA) Funds – Charlie Rech stated that the monies are being held by the City pending outcome of City Attorney's legal opinion of how the money can be dispersed. Note: The CDA funds are money that was initially provided through an

Urban Development Action Grant (UDAG) for residential improvement and business development. In discussions with Ken Swanekamp from Erie County Environment & Planning, giving the CDA's UDAG funding to the City of Tonawanda LDC would be an appropriate use of the funds. CDA money would likely need to follow UDAG guidelines for funding.

In September 2017, Harrison Studio (under the main street technical assistance funding) prepared a detailed grant agreement and a request for funding between the City of Tonawanda and the City of Tonawanda LDC. The request document was awaiting determinations of the amount of funding available and the refinement of a simple budget for the City of Tonawanda LDC. Charlie Rech provided a truncated version of the request / agreement to the City Attorney for review.

It was the decision of this committee to obtain a written determination of those funds from the City. The Mayor would like a meeting with the Governance Committee and the City, hopefully for next week. Items to review will be the Mayoral Appointment, the CDA funding and the relationship between the City of Tonawanda and the City of Tonawanda LDC.

MOTION: John motioned to adjourn until March 27, 2018 at 5PM. Second by George. Motion carried.