

City of Tonawanda Local Development Corporation (LDC) Meeting Minutes

Date / Time: Tuesday, November 28, 2017 - 5PM

Location: 37 Main Street (Above the Tonawanda Senior Center)
Tonawanda, NY 14150

Board Members Attending: Jason Knight, Alice Roth, George Ferber, Fred Foels, Charlie Rech, Jackie Smilinich.

Others in Attendance: Allison Harrington, Roxanne Kise and Doug Taylor.

Absent: John Guido.

1. Call to Order at 5:06 pm.

2. Approval of Meeting Minutes from October 24, 2017.

Motion by Alice, Second by Fred, all in favor.

3. Proper protocol and responsibilities of the LDC, CEO and Board Members.

- Item discussed was in regards to a meeting on Friday, November 17th called by Lumber City regarding a grant from the New York Power Authority and the New York State Canal Corporation called Reimagine the Canals. Lumber City invited representatives from the Cities of Tonawanda and North Tonawanda, the Tonawandas Gateway Harbor and the City of Tonawanda Local Development Corporation. During the meeting, a joint proposal was discussed and additional meeting to continue the discussion regarding potential proposal development was scheduled for Monday, November 20th. On Tuesday, November 21st, the agenda for this Board Meeting (Nov. 28th) was circulated, which identified the opportunity for a proposal with Lumber City for Erie Canal funding (Item 5h).
- Reimagine the Canals Erie Canal grant is a different grant than the Erie Canalway Grant that was discussed during the Board Meeting on October 24, 2017.
- The grant is a two-phased competition, first competing for \$50,000 to develop a proposal for physical concepts or programming initiatives. Winners of the first phase will then compete for between \$250,000 and \$1.5 million toward project planning or implementation.
- During the time of this Board meeting the Reimagine the Canals grant was due January 5, 2018. **The deadline has since been extended to January 12, 2018.** There is no required match for the grant and anyone can apply.
- **The next meeting with Lumber City to develop bullets for the proposal (which has an approximately 5-page limit) is scheduled for Thursday, November 30th at 1 pm. Charlie, George and Allison to attend.**
- **The Board supports submitting a proposal and working jointly with Lumber City, the Cities of Tonawanda and North Tonawanda and Tonawandas Gateway**

Harbor. The Historical Society of the Tonawandas is another potential partner.

Alice will discuss with the Historical Society Board.

- Will still need to determine who the proposal comes from, potential for the grant to come from the Tonawandas Gateway Harbor as their scope covers both cities.
- **For items that may impact the operations of the Board, the CEO will notify the Board or Executive Committee prior to any initial meetings with potential partners.**

4. Old Business

- Progress on the agreement with the City CDA for transfer of CDBG funds to the COT LDC. Initially the CDBG funds needed to be spent, half on residential and half on commercial. In the past loans were to residences mostly and a lot of the money went to the development of the Kibler Senior Apartment development. The total amount is \$107,500. LDC has a need for funding to help it get up and running. There are a few things planned for the funding. Would like to know when the LDC will be in a position to accept the funding (bank account open, budget set, etc.). Will the funding be used as seed money for loans or for operating, etc. Chuck Bell had put together a draft agreement and established a potential budget in October. **Allison will re-circulate the information to the Board.**
- With the LDC incorporated, a bank account can be established.
- Need to establish a budget.
- Proposed Audit and Finance Committee: John, George and Charlie. To be added to the agenda for next month as John is absent.
- Need to have an organizational meeting. **Meeting set for Wednesday, January 10, 2018 at 5 pm.**
- **Need a New Member meeting to review progress of Tonawanda Main Street and the LDC.**
- Meeting with Landmark Society and Kimberly Baptiste regarding the merging of the Western Erie Canal Alliance (WECA) and Landmark Society. With this shift, there is potential to reassess how the remaining grant funding is used, potentially using more of the money for technical assistance. The Board would be able to determine what type of technical assistance it would like, assuming it fits within the context of the grant. **Next step is determining the amount that is available/unencumbered to spend on technical assistance eligible activities.**
- Other opportunities for funding the LDC is the potential transfer of City owned properties. Potentially, the City could maintain ownership, but the LDC could market the property and take fee for marketing. **Charlie will put together a list of potential properties.**
- Regarding Tactical Event and Master Plan by JKLA – **The Board would like to see bullet points / summary to review rather than setting a meeting. Meeting with JKLA to be referred to the Historic Preservation Committee Meeting scheduled for January 18, 2018.**

5. New Business

- Meeting with Pathstone occurred on November 8th and November 14th. **Two Entrepreneurial Training Sessions, one on Monday, February 5, 2018 and Tuesday, February 20, 2018, both at 6 pm. The February 20th meeting to be**

reschedule as it conflicts with City Council meeting, possibly setting the meeting for February 27th at 6 pm.

- Community Development Workshop for City Council to be scheduled mid to late January.

Next Meeting Date: January 23, 2018 at 5:00 pm. Motion to close the meeting by Alice, Second by Jackie, all in favor.