

City of Tonawanda Local Development Corporation (LDC) Meeting Minutes

Date: Tuesday, March 27, 2018

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

Board Members Attending: Jason Knight, Alice Roth (via phone), George Ferber, Fred Foels, Joe Cassata, Dawn Kammerdeiner, Chuck Gilbert.

Excused: John Guido, Jackie Smilinich.

Others in Attendance: Allison Harrington, Roxanne Kise, Larry Francer, Charlie Rech, Doug Taylor.

Meeting called to order by Chair, Jason Knight, at 4:03 pm.

Discussion regarding insurance needs. Joe Cassata advised that the LDC should be properly covered, more than just straight liability. Three coverage quotes were requested by John Guido. McMahon Agency was the only company to provide a quote, which included coverage for Directors and Officers and Employment Practices for \$1,200 (\$600 each). As soon as the LDC has funding, coverage will be purchased.

MOTION: George moved to approve the minutes of March 1, 2018 and to re-approval of first three motions, with updated Organizational Flowchart. Second by Dawn. All in favor.

Committee Reports

Tonawanda Main Street

Grant Extension & Priority Projects

There is approximately \$80,000 - \$85,000 remaining in the Main Street Program Grant. All major tasks are complete. Need to show a reason to warrant the extension of the grant. An extension will not be granted without having all paperwork completed. A timeline for projects is needed. Without an extension, if grant money is not spent by June 30, 2018, it will be returned to the State. Technical assistance funding for projects is for the Main Street Programs, not the LDC. Nonetheless, the development of a successful Main Street Program is good for the LDC.

Discussion of projects considered:

- Welcome Center at the Historical Society of the Tonawandas: Funding likely not applicable to this project as it relates to construction.
- Downtown Development Plan and Incentive Package, both are identified within the Work Plans and are likely a good use of funding. Development Plan could be used to support grant submissions.
- May be able to use technical assistance for:
 - Façade renderings to help people re-imagine the downtown. Previous façade program was not successful in Tonawanda. North Tonawanda had a program that was very successful, building owners received a grant for ½ the cost and a loan for ½ the cost.
 - A conference with a speaker, like Jon Schallert, that would attract people to the conference and serve as a fundraising event.
- Harrison Studio provided a proposal to develop a loan program.
- Tonawanda Main Street Committee's general consensus to consider: designation of an area and/or property within the downtown as a national register district, downtown development strategy, and funding strategy. Working group will further discuss how to move projects forward.

Interim Program Manager

Need to show that the Main Street Program (Tonawanda Main Street) will be properly managed, potentially hiring an interim program manager.

City is looking to spend Urban Development Action Grant (UDAG) money that is being held by the Community Development Agency (CDA) on the City of Tonawanda LDC. Currently the City attorney is looking to see if the funding can be spent on individuals.

Work Plan Development Update

- Roxanne and Allison to meet to discuss revisions.

Historic Preservation Grant

- Clinton Brown attended the meeting and provided information regarding his firm's services.

New Business

WNY APA Award Submission

- Award will be submitted under Best Practice on Friday, March 30th. Five letters of support have been gathered for the submission.

Upcoming Events (all at the Senior Center)

- Entrepreneurial Training Session on April 10th at 6:30 pm
- Planting Program Planning Meeting on April 25th at 6:00 pm

- Downtown Placemaking Workshop with North Tonawanda – Tuesday, April 10th at 10 am

Young Street Closure

- Tonawanda Main Street should consider asking business owners what they think of the street closure. The City would be interested in the response.
- Currently the City is considering using the street section near Gateway Harbor Park as a parking lot to serve surrounding business owners and a park area further toward Delaware Street. The street is closed often in the summer months and will be closed more with the addition of a Farmers Market in that location. Parking lot idea has been met with opposition.
- Alternatively, a public plaza was suggested.
- Complete Streets policy should be considered.
- Parking is always an issue, particularly in high demand areas.

MOTION: George moved to close the meeting. Second by Fred. All approved. Meeting closed at 5:35 pm.

Next Meeting Date: Tuesday, April 24, 2018 at 5:00 pm.