

City of Tonawanda Local Development Corp. (LDC)

Meeting Minutes

Date: April 24, 2018

Location: 43 Main St. Tonawanda NY 14150

Board Members in Attendance: Alice Roth, Joe Cassata, Fred Foels, Dawn Kammerdeiner, Jackie Smilinich. Excused: Jason Knight, John Guido, George Ferber, Chuck Gilbert.

Other Attendees: Allison Harrington (Executive Director), Doug Taylor (Advisor) Roxanne Kise.

Meeting called to order by Vice Chair, Alice Roth at 5:19 pm

MOTION: Dawn moved to approve minutes of March 27, 2018. Second by Joe. Motion carried

Old Business

- Discussion with City during a meeting on April 3, attended by Jason, Alice (via phone), Larry, Charlie, Chuck, Roxanne and Allison, regarding Main St Grant funds remaining (estimated \$40,000 - \$50,000) that may be used for technical assistance. The LDC provided input on how the technical assistance could be used to continue to establish the main street program.
- City has not submitted required reports to obtain reimbursement of the Main Street Grant. Landmark Society of Western New York (WNY) is preparing all financials.
- State has not committed to 6-month extension for Main Street Program.
 - Roxanne is preparing extension request.
 - Landmark Society of WNY prepared a proposal for Historic Designation.
 - Parking Analysis Proposal was prepared by Bergmann.
 - Economic Development Plan Proposal prepared by Sustainable Planning Design, LLC with the option to include subconsultant.
- Interim Director Proposal from Sustainable Planning Design was referred to the Governance Committee for recommendations.

- Status of City providing funding was again discussed. Without the funds the City has offered, the LDC cannot secure insurance. It was the consensus of the board to receive a firm commitment from the City.

MOTION: Jackie moved the Finance Committee prepare a certified letter to Mayor, City Clerk, Attorney and Treasurer to include:

- LDC Proposed Budget
- Feb 18, 2018 update funding request
- Vision Plan
- Any other items as deemed necessary

Further the letter will state a written reply is requested from the city within fourteen (14) days of said letter. Second by Dawn. Motion carried.

Committee Reports

Finance & Audit

No report

Main Street Program

- New York State Heritage Tourism Meeting was attended by 14 people with good interaction
- Anthony Armstrong will conduct Make Communities Seminar on May 7 at 6 pm
- Planting Planning Session to be held April 25 at 6 pm

Governance

No report

NEW BUSINESS

- Vision Plan clarification
- Design Plan – update of streetscape
- Establishment of monthly meetings of the Governance and Finance & Audit Committees. Tentative date is Wednesday May 16 at 5:00 & 6:00 respectively.

**MOTION: Dawn motioned to adjourn at 7:57 until May 22, 2018 at 5PM.
Second by Fred. Motion carried.**