

City of Tonawanda Local Development Corp. (LDC)

Meeting Minutes

Date: May 22, 2018

Location: 43 Main St. Tonawanda NY 14150

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

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

Observer: Charlie Rech

Meeting called to order by Chair, Jason Knight at 5:05 pm

MOTION: Alice moved to approve minutes of April 24, 2018. Second by George. Motion carried.

Committee Reports

Governance

- Plan to meet with the Community Development Agency and City Attorney to discuss the future finances of the LDC. It was the general consensus of the Board that this may be more beneficial than a letter as previously discussed.
- A resolution is required by the COT Common Council to approve the formation of the City of Tonawanda LDC and a resolution to accept the By Laws of the City of Tonawanda LDC.
- 501(c)3 - no notice to date
- Send letter to City strongly recommending the extension of Main Street Program Director signed by LDC Board Chair.

Motion by Alice to send letter of recommendation of Main Street Program Director thru December 2018, term of Grant Extension for current Executive Director, Allison Harrington. Second by Jackie. Motion carried.

FINANCE AND AUDIT

- Draft of budget in accordance with PARIS Requirements
- Reporting timeframe is one year of incorporation.
- Submission of reimbursement by City is required NOTE: Charlie Rech informed the Board that Western Erie Canal Alliance (WECA) has the bills City needs to complete. Caitlin, Mayor's Secretary, is gathering the timesheets required.

MAIN STREET COMMITTEE

- Grant extension submitted with work plan update.

ECONOMIC DEVELOPMENT

- Final copy of the Vacant Property Strategies and Interventions will be circulated to the Board by Allison and placed on the Tonawanda Main Street website.

HISTORIC PRESERVATION

- No Report

MARKETING

- Planting Day scheduled for May 31 at Hub, open to public 6 pm – 7 pm. There will be 22 planters to prepare and offer for sponsorship.
- It's A Wonderful Night – survey replies from vendors support a \$10 fee for the event to be held November 30, 2018. Positive feedback from vendors with negative being lighting.

CITY UPDATE

- No Report

NEW BUSINESS

- Application for the Downtown Revitalization Initiative being submitted by the City with a letter of support from Tonawanda Main Street Executive Director.
- Survey sent to Main Street Businesses for feedback of closure of Young St. Results will be provided at June meeting.

MOTION: Alice motioned to adjourn at 6:40 until June 26, 2018 at 5PM at American Legion. Second by George. Motion carried.