

# **City of Tonawanda Local Development Corp. (LDC)**

## **Meeting Minutes**

**Date: June 26, 2018**

Location: 43 Main St. Tonawanda NY 14150

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

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

Observer: Charlie Rech

Meeting called to order by Vice Chair, Alice Roth at 5:09 pm.

**MOTION: Fred moved to approve minutes of May 22, 2018. Second by Jackie. Motion carried.**

### **Old Business**

#### **501(c)3 / IRS Information Request**

As part of the 501(c)3 application process, the LDC received an Information Request from the IRS that stated the need to amend the organizing document to include and adequate dissolution clause. Harrison Studio prepared an amendment to meet this need, once approved by the Board it will be filed with NYS and the LDC will move forward with the Information Request in the 501(c)3 application process.

**MOTION: Fred moved to add a statement of amendment to the City of Tonawanda LDC's Certificate of Incorporation. Second by Jackie. All in favor. Motion carried.**

#### **Board Member Leave of Absence & Insurance**

For health reasons, John Guido will need to take a leave of absence from all meetings and treasurer functions.

**MOTION: Jackie moved to grant John Guido a leave of absence for meeting attendance. Second by Joe. All in favor. Motion carried.**

To file taxes, open a bank account and pay for a portion of an insurance policy that was opened but later cancelled, John Guido paid approximately \$250.

**MOTION: George moved that approximately \$250 will be reimbursed to John Guido when the LDC is solvent. Second by Dawn. All in favor. Motion carried.**

Discussion of comments to the Conceptual Master Plan from JKLA and the Central Business District Design Standards.

Discussion of Business / Property Owners survey and Business Owners meeting (to be held quarterly).

Discussion of planting program success.

Discussion of Food Truck events and Street Dance. Food Trucks are more and more successful. Street Dance was wonderful, beautiful night and a great representation of the City. Consider having a Street Dance a couple times a year.

Discussion of the placement of the Food Trucks on Young Street. Should be at the entrance to Main Street so that passersby can see something is going on and to better connect to the Main Street business community. Point raised about the needed distance from a restaurant. Consider moving picnic tables and balloons to that area as an alternative.

**MOTION: Joe moved to have Fred talk to the Mayor about moving the jersey barriers so that the Food Truck events could be closer to Main Street intersection. Second by Alice. All in favor. Motion carried.**

Discussion of CFA participation needs: in existence for one or more years and should register with Regional Economic Development Council (REDC).

## **Committee Reports**

### **Governance**

- Resolution was passed by the City Council to approve the formation of the LDC. Dawn will provide copies of the resolution.
- Letter requesting commitment to maintain the Executive Director was submitted to the City.

### **Audit & Finance**

- Will need to follow up on what needs to be reported as part of PARIS compliance.
- Currently the LDC is unfunded.

### **Tonawanda Main Street Committee**

- Extension request was submitted to the State. City reimbursement requests have been completed and sent to the State.
- Approximately \$50,000 remaining in the grant for technical assistance.

## **New Business**

- Meeting with Mayor and Council President to discuss continued support of the LDC and potential transfer of CDA funding. Two meeting dates suggested: July 31<sup>st</sup> at 5 pm or July 24<sup>th</sup> at 4:30 pm.

**MOTION: George moved to adjourn the meeting. Second by Alice. All in favor. Motion carried. Meeting closed at 6:28 pm.**