

**TOWN OF CLARENCE, ERIE COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

MINUTES

June 15, 2017

Chairman Kempton called the meeting to order at 8:15 a.m.

Present at the meeting were Susan Ballard, Elaine Wolfe, David Schuster, Michael Buettner, Mary Powell, Clayt Ertel and Chairman Kempton. Also present were Peter DiCostanzo, Councilman/Liaison to the CIDA, Paul Leone, Larry Meckler, Nathan Neill, Steve Bengart, Kimberly Ignatowski and Cynthia Rosel. Guests present were Marc O’Hearn and Angela Goodrige from Evans Bank.

Minutes of May 18, 2017.

There was a motion to approve the minutes of the May 18, 2017 meeting by Clayt Ertel with a second by Elaine Wolfe. There was nothing on the question.

Vote: Ayes: Ballard, Wolfe, Schuster, Buettner, Ertel. Opposed: None
 Recuse: None Abstained: Kempton Absent: Powell.

Treasurer’s Report.

David Schuster gave the financial report. Mr. Schuster went over the Balance Sheet reporting on the balances in the savings and checking accounts. Administrative fees received since the May 2017 report are in the amount of \$10,250.00 and are from the two new projects; Seal and Design and the down payment from Premium Mortgage Corp. The total fees received to date are \$27,169.73. Total expenses to date are \$37,690.21. Interest earnings total \$346.98. The net income to date is -10,173.50. Mr. Schuster pointed out that Kim has added a Monthly Recap page to the report. This page shows the breakdown of the financial activity for the period since the May 15th meeting. Mr. Ertel asked if there are any outstanding projects. Mr. Neill said that we have not closed yet on the Rockledge project or Seal and Design. Mr. Leone does not have anything else to add. There were no questions on the report. There was a motion by Susan Ballard with a second by Elaine Wolfe to accept the financial report to date. There was nothing on the question.

Vote: Ayes: Ballard, Wolfe, Schuster, Buettner, Ertel, Kempton. Opposed: None
 Recuse: None Absent: Powell.

Correspondence.

A Notice of Public Hearing was received from the Amherst IDA and was e-mailed to the members.

New Business.

Mr. Leone has been meeting with a gentleman who purchased the Bitterman property on Transit Road. It is approximately 30 acres and there may be other types of development there.

8584 Sheridan Drive-Cobblestone Center-Doodle Bugs.

Mr. Neill has been contacted by the attorney for Cobblestone. They are looking to refinance the project with M & T Bank. Mr. Neill added that the CIDA needs to approve the refinance and he has prepared a resolution. There was a motion by Clayt Ertel with a second by David Schuster. There was nothing on the question.

Vote: Ayes: Ballard, Wolfe, Schuster, Buettner, Powell, Ertel, Kempton. Opposed: None
Recuse: None Absent: None.

Mr. Neill added that there are three of four years left on the pilot and it is near the end. Mr. Buettner asked if renewing this has anything to do with the tax abatement or pilot. Mr. Neill and Mr. Leone said no, it does not change the pilot.

Update on Main Street Project.

Mr. Kempton asked Peter DiCostanzo for an update on the Town Board's position on adopting the Vision Main Street Plan and incorporating it into the Comprehensive Plan. Mr. DiCostanzo said there was a motion made at the Town Board meeting to initiate coordinated review under SEQRA. The time frame for that is about 30 days. Mr. Kempton asked what the next step was. Mr. DiCostanzo said that the Town will consider adopting the plan as a supplement to the Town of Clarence 2030 Comprehensive Plan. Mr. Meckler added that it will come before the Board at the August meeting. Mr. Meckler added that the Board approved the Special Event in August.

Mr. Kempton added that the other piece is the Economic and Marketing Plan. This is a very important component of the process for obtaining grants. Mary Powell is developing the RFP. She has prepared a rough draft and sent it to Jonathan, Elaine, Chris and the Attorneys. It does need work. Mr. Kempton said that Brian Kulpa and Jonathan would be helpful in developing the RFP. Mary passed around the rough draft. Mr. Kempton said that she should send the draft to the members and they should respond individually directly to Mary. Mary would like to know who the questions should come back to from those answering the RFP. The questions will go to the CIDA e-mail. All of the procedures will be worked out.

Mr. Kempton wants the study to contain all the information that the State will need to consider awarding a grant for this project. Jonathan and Bernie Rotella will be able to review and make sure that the study will contain all of that information. Mary Powell wants to make sure that we are asking the right questions in the RFP.

Ms. Powell wanted to know who the end person should be to field the suggestions and recommendations of the Board. They are to be e-mailed to Mary and Chris to iron out and the final draft will be presented at the July meeting.

Mr. Ertel spoke about the up-coming event in August. It will be held on Nottingham Terrace and Oakwood in Harris Hill. There will be parking available. It will begin at 4:00 p.m. and end at approximately 8:00 p.m. on Saturday, August 12th. This is the same date that Williamsville will be having a special event. There will be a trolley running in Williamsville and Mr. Ertel said that Mr. Kulpa will arrange for the trolley to transport people to the Clarence event if they so choose. Mr. Ertel said that the Town may provide some funds for the tent. There will be food trucks available. One of the concerns is publicity...what will draw people to the event. Mr. Ertel said that there will be plenty and he also thought that there could be music. The fire companies will provide traffic control and this will be a Town event. Discover Main Street will be assisting and will contact the area businesses to see if they want to participate. There is no charge to the businesses and businesses from all along Main Street will be contacted. Mr. Kempton also asked the Board members to please put the date on their calendars and plan to be present. Mr. Ertel said they are still looking for a name for the event...like Vision Main Street – Street Fair or Festival. Mr. Schuster wanted to know if there was going to be a booth to man by the Board members or something specific that the IDA members will need to do and to let them know ahead of time. Mr. Ertel said that there will be something set up for the CIDA. There are several different ideas. Elaine added there will be a meeting on June 28 with Brian Kulpa and CPL in the Hallock room to pinpoint the details and finalize the event. There will be further discussion at the July meeting.

Review Combined Fee Schedule Policy.

Mr. Kempton said that the Combined Fee Schedule is the next item of the policy manual to review. This policy contains the fees that are charged for projects. It is pretty straight forward. The administrative fees were discussed and how that is determined. Mr. Neill explained that it is 1% of the project cost. A final cost affidavit is submitted before the project closes. There is a down payment of ¼ of 1% charged when the Administrative Fee agreement is signed. The balance due is adjusted up or down at closing pursuant to the final cost affidavit. If there is an overpayment, it would be refunded. This is done at the time of closing the project. There are different fees. The fee is always 1% of the total project. The only changes in fees are legal fees which are in addition to the Administrative Fee. There is also an application fee of \$500.

Mr. Kempton would like Mr. Neill to come up with some sample language to amend the fee policy on the mortgage tax abatement changes.

Mr. Kempton asked about the refinancing. There is a fee for refinancing. There may also be a fee charged for additional borrowing. The fee would be charged on the difference.

Mr. Leone said that all the suburban IDA's fees are pretty much the same.

Mr. Kempton talked about the Installment Loan (sales tax only projects). Nathan Neil and Paul Leone explained the installment loan policy and how the fees are determined. It is a simpler transaction. The 1% Administrative Fee is paid in full at the beginning of the project.

Marc O'Hearn and Angela Goodrige gave a brief presentation on the programs Evans Community Bank as available to Industrial Development Agencies and local Governments. He also passed out a pamphlet outlining the different accounts and programs.

Mr. Schuster will research the materials with Kimberly Ignatowski and compare.

There was a motion by Michael Buettner with a second by Susan Ballard to adjourn the meeting.

Vote: Ayes: Ballard, Wolfe, Schuster, Buettner, Powell, Ertel, Kempton. Opposed: None
Recuse: None Absent: None.

The meeting was adjourned at 9:34 a.m.

Respectfully submitted,
Cynthia M. Rosel