

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

MINUTES

July 20, 2017

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

Present at the meeting were Susan Ballard, Elaine Wolfe, David Schuster, Mary Powell, Clayt Ertel and Chairman Kempton. Michael Buettner was absent. 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 Steven T. Watson, Staff Reporter, from the Buffalo News.

Minutes of June 15, 2017.

There was a motion to approve the minutes of the June 15, 2017 meeting by Elaine Wolfe with a second by Chairman Kempton. There was nothing on the question.

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

Treasurer's Report.

Mr. Schuster went over the Balance Sheet reporting on the funds in the savings and checking accounts. As of the July 20, 2017 Profit and Loss Report, total income is \$27,169.73, interest earned is \$415.74, total expenses are in the amount of \$39,250.21 and the total net income is -11,684.74. The Monthly Recap page that shows the financial activity for the period from June 16 through July 20, 2017 was attached. This page will be included every month going forward. There was a motion by Clayt Ertel with a second by Elaine Wolfe to accept the financial report to date. There was nothing on the question.

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

Discussion on Banks and CIDA Accounts.

Mr. Schuster contacted some different banks regarding money market and checking accounts. Mr. Schuster discussed the different rates and services with the Bank of Akron and Evans Bank. Kim Ignatowski got a quote from JP Morgan. Mr. Schuster's recommendation is to move the Money Market Account to the Bank of Akron. Kim Ignatowski is happy with the level of customer service that the Bank of Akron offers. The checking account is with the Bank of Akron. The location is very convenient. Mr. Kempton mentioned that the CIDA funds need to be collateralized. Mr. Schuster said that the Bank of Akron does collateralize. After further discussion comparing services, there was a motion made by David Schuster to move the Money Market Account to the Bank of Akron provided there is no change in the interest rate or terms when the change is made. There was a second by Elaine Wolfe. On the question Mr. Bengart

added that it should be determined for sure, before the account is changed, that the Bank of Akron is collateralized appropriately. Mr. Schuster said he specifically asked that question and they do.

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

Mr. Kempton went off the agenda and introduced Steven Watson, Staff Reporter from the Buffalo News. Mr. Watson covers development and real estate business for the Town of Amherst and has been assigned to pick up the Town of Clarence also. He covers the Town of Amherst Planning Board and the Amherst IDA. The meeting dates for Amherst meetings and Clarence meetings overlap. He will try to attend as many CIDA meeting as possible. Paul Leone has been keeping him informed on what the CIDA is doing. This is the first time he has been on the Clarence Town Hall campus. Mr. Watson has previously covered the Town of Lancaster and the Lancaster IDA. He is very interested in learning what is happening in the Town of Clarence and with the Clarence IDA.

2018 Budget – Preliminary Discussion.

Mr. Schuster had Kimberly Ignatowski prepare the tentative budget for 2018. Everything is basically the same as the 2017 Budget except for the Accounting Services line that was increased. The Budgeted amount for 2017 was \$7,500 and the actual cost was \$7,600. The Main Street Study was removed and the Economic Study was added in the amount of \$15,000. The stipends were increased. The only other item that may be up for discussion is the revenue budget. Mr. Schuster added that the Board should look over the tentative budget and any changes can be made. The budget can be voted on next month. Mr. Kempton added that he does not anticipate anything right now that he can see that might make next year different from this year or last year as far as revenues go. It is definitely slower. Mr. Ertel said that he believes that we will see a change and a more positive venue this coming year in business development. Whether we benefit here or not, he does not know. Mr. Kempton said that for some reason there are not many projects. Some of the IDA's have cancelled meetings because of a lack of projects. Mr. Ertel talked about the recent clawbacks and feels that has had a lot to do with businesses not going through IDA's. Mr. Kempton added that if anyone wants to make any recommendations or changes in the Budget to e-mail Cindi and she will pass them on. Mr. Kempton said that we need to approve this in August, is that correct? Ms. Rosel added that the budget needs to be put on the CIDA website by September 30, 2017. It can be approved at the August meeting or at the September meeting.

Mr. Schuster asked about Drescher and Malecki...do we need to have them send us an engagement letter. Mr. Bengart answered that we can request an engagement letter from them. Mr. Schuster moved to contact Drescher and Malecki to request that they send us an engagement letter for the 2017 Audit for review by the CIDA. There was a second by Clayt Ertel. There was nothing on the question.

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

Correspondence.

A Notice of Public Hearing was received from the Amherst IDA and e-mailed to the members. There was also a letter to each of the Board members from the Buffalo Niagara Partnership. Copies of the letter and flyer were distributed for the other staff members.

New Business.

Nathan Neill talked about Benchmark and the projects the CIDA has had with them. One pilot is up already. Two of the pilots have a little bit left to go. They gave the 485-b equivalent which means that the second last year they get a 10% abatement and the last year is 5%. They decided that it was not worthwhile pursuing. There was not enough benefit for them to do that. So title will be transferred back and the leases will be terminated. They will go back on the tax rolls.

Mr. Leone talked with the people from Benchmark and they are very happy with the Town of Clarence and the IDA. If any projects come forward they may come back to the CIDA.

Mr. Leone has been meeting with a few more companies but he cannot talk about them right now as he does not have an application yet. It could be a \$2,000,000 project.

RFP Final Draft Review.

Mary Powell discussed the RFP final draft. Mary did send to the RFP to those she was supposed to but did not receive any responses. The Board will receive copies today. The RFP was tweaked. The Board members who did review the document felt that the final document was what was needed to be sent out. Everyone felt that it was ready to go out. There was discussion as to the procedure that the respondents would need to follow such as time frame to submit questions, where answers to questions can be found, the date when the RFP needs to be submitted by, how many hard copies need to be submitted, submit electronically also, who to submit to, and interview process.

An ad will be put in the Bee and on the website. Mr. Kempton felt that the candidates with the right skill set for this will be limited. Mr. Ertel said that Bryan Kulpa has some names of firms to send the RFP to and Mr. Ertel will contact Mr. Kulpa to obtain them. Mr. Bengart thought the Board should authorize an amount to spend on advertising the RFP. Mr. Meckler said that it makes the process more transparent to advertise. Mary Powell agreed and said that she thinks there may be other new companies and we should at least advertise in the Bee. Mr. Kempton added that the RFP ad and the RFP document will be uploaded to the website. Mr. Bengart asked how much the Board would be willing to spend on advertising. Mr. Meckler said that he does not think we need to approve a specific amount at this time but just leave it up to the discretion of the Board to decide if they want to advertise. Mr. Kempton added that it's not going to be a big expense. Mr. Bleuer said that it will get out there and those interested will go to the website to view the RFP, download it and respond if they are interested.

Mr. Kempton asked Mr. Ertel if he will contact Bryan Kulpa for the names of potential applicants. Mr. Ertel said he will get the names from Mr. Kulpa that Mr. Kulpa believes we should send the RFP to.

The ad will be run in the Clarence Bee for the next two weeks.

Mr. Bleuer also said that what is very useful but seems to get lost and not conveyed to a potential respondent is to include the number of meetings in the RFP that the successful applicant will be necessary for the consultant to attend throughout the process. It may cost more. He thinks 3 would be ideal and 1 with the Master Plan Committee for a total of 4. It would be important to convey also that there will be meetings with different committees.

The goal is to have the Economic Study completed by year end. Mary Powell will get the final RFP document and the language for the ad that will go into the Bee to Cindi Rosel to put on the website and submit to the Bee.

Education Discussion.

Mr. Kempton added that we will discuss this at the next meeting.

Update on August 12, 2017 “Vision Main Street Festival.”

Jonathan Bleuer gave an update on the August 12, 2017 event. It will be called “CONNECTING CLARENCE STREET FESTIVAL”. The event will take place on Nottingham Terrace adjacent to Main Street. Clark Patterson Lee will be creating a series of visuals, that, when people come to the festival they can see the future design intent of Main Street. It is going to be a light, fun time to enjoy food and beverages and in the process show the future of Main Street. It is a three hour event that will run from 5 p.m. to 8 p.m. There is a page on Facebook advertising the event. The group has been working with interested Clarence businesses and the response has been great.

This is a Town event and Mr. Ertel said there will be parking in some of the lots in the area and the fire company will have a ladder fire truck there with a large flag on it that will draw attention to the event. Mr. Ertel said that we will need volunteers from the CIDA to be at the event with your name badge identifying you as a member and be ready to answer any questions about the CIDA and the project, explaining what it is all about. It is an opportunity for the public to meet and speak with the CIDA members. This is the first major project that the CIDA has been involved in of any significance and that we put in funding for. This is great exposure for the project, the Town and the CIDA. Mr. Kempton added that he hopes that everyone can schedule the event on their calendar. Mr. Kempton going to be there and hopes to see everyone there.

Items not on the Agenda.

Elaine Wolfe presented Susan Ballard with her CIDA name badge. She had not received one when she was first appointed.

Mr. Neill asked if Mr. Kempton wanted to discuss the change in the Fee Agreement Schedule and Mr. Kempton said we will put that on the agenda for August.

Public Comments.

None.

There being no further business, Elaine Wolfe moved to close the meeting with a second by Susan Ballard. The meeting was adjourned at 9:15 a.m.