

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

MINUTES

August 20, 2015

Mr. Hartzell called the meeting to order at 8:00 a.m.

Present were, Elaine Wolfe, David Schuster, Mary Powell, Clayt Ertel, and David Hartzell. Michael Buettner and Chris Kempton were absent. Also present were Paul Leone, Nathan Neill, Steven Bengart, Pamela CuvIELLO, James Rash and Cynthia Rosel.

Minutes of July 16, 2015.

There was a motion by David Hartzell with a second by David Schuster to approve the July 16, 2015 minutes. On the question Mr. Schuster noted that he was listed as being present and absent. He was present at the last meeting. The minutes will be corrected to show that he was present.

**Vote: Ayes: Wolfe, Schuster, Powell, Ertel, Hartzell. Noes: None.
Absent: Buettner, Kempton. Recuse: None. Motion carried. Unanimous.**

Treasurer's Report.

Pam, CuvIELLO gave the Treasurer's Report in Mr. Kempton's absence. Ms. CuvIELLO reported on the balances in the money market and checking account. The profit and loss statement shows revenues at \$34,327.62 through August 20, 2015. Interest earned to date is \$516.80. The Net Income for the period is -14,996.78. Ms. CuvIELLO reported that the Money Market is earning .1%. As requested, she looked into CD rates contacting three different banks. First Niagara had a one year CD at .05%; Chase was the same and Bank of Akron did not come back with a rate. Ms. CuvIELLO said that we are better off keeping the funds in the Money Market Account. She also reported that the Accounting fees are up because of the extra work they did for the PARIS reporting. There was continued discussion regarding the reporting requirements and what steps are needed to improve the process on obtaining the information that is required from the projects for reporting purposes. This will be discussed further. There was brief discussion regarding the proposed budget. Pam CuvIELLO sent the budget to Chris Kempton but has not heard back from him with her changes. Mr. Hartzell moved to approve the proposed budget.

(NOTE: Mr. Hartzell moved to accept the proposed budget with a second by Elaine Wolfe. A vote was taken as follows: **Vote: Ayes: Wolfe, Schuster, Powell, Ertel, Hartzell. Noes: None. Absent: Buettner, Kempton. Recuse: None. Motion carried. Unanimous.** **Note: There was some confusion with the Agenda and the budget document in the Treasurer's Report Packet. The document was the 2015 Budget update through August 20, 2015. It was not the proposed budget for 2016. That has not been distributed yet.)**

The Board returned to item 2 to accept the Treasurer's Report.

There was a motion by David Hartzell to accept the Treasurer's Report with a second by Clayt Ertel. There was nothing on the question.

**Vote: Ayes: Wolfe, Schuster, Powell, Ertel, Hartzell. Noes: None.
Absent: Buettner, Kempton. Recuse: None. Motion carried. Unanimous.**

Mr. Hartzell moved to rescind his motion on the proposed 2016 Budget with a second by David Schuster. On the question Chairman Hartzell explained the formal budget has not been presented by the Treasurer yet and will be done at the next meeting. There was nothing further on the question.

**Vote: Ayes: Wolfe, Schuster, Powell, Ertel, Hartzell. Noes: None.
Absent: Buettner, Kempton. Recuse: None. Motion carried. Unanimous.**

Correspondence.

There was a letter from the Judy Sirianni from the Clarence Chamber and an e-mail from Dominic Cortese in support of the Clark Patterson Lee proposal on the Main Street Corridor Redevelopment Project. There were also 3 proposals submitted from auditing firms. The Audit Committee and Pam CuvIELLO will review them and make a recommendation to the Board. Mr. Hartzell said that anyone of the Board members can sit on the Audit Committee meeting when it meets.

New Business.

Mr. Leone reported that there is nothing new to report at this time. He has not heard anything further on the items that were discussed at the July meeting.

Old Business.

RFP for Main Street Corridor Redevelopment Project.

Mr. Hartzell had hoped that the RFP would be discussed and voted on at this meeting with the entire Board present but two members were not able to attend today. The RFP was open for discussion and if the Board would so choose, they could vote on it today. There was lengthy discussion on the proposal. Mr. Ertel read the proposal and feels that the principle of the CIDA spending that kind of money on the study is probably the best money the CIDA could spend on anything the CIDA would do. Main Street is sort of the catalyst of the Town...it's the picture of the Town as people go through...the total perception of the Town from the surrounding communities and business people. He sees it as a win-win project from a publicity standpoint. Mr. Schuster talked about a comparison to the present proposal with route 63 that goes through Batavia. He sees some similarities with this proposal. Mr. Ertel is looking at what they have done with Village of Williamsville.

Mr. Schuster added that he and Mr. Kempton both had the same concern regarding what will happen once the project is completed...who will implement the plan...who will be responsible for getting the grants? Mr. Hartzell added that there is a Grant Writer on retainer with the Town.

Mary Powell went through the proposal a few times and also went through the RFP that went out. She could not get to deliverables. What are we going to be getting, physically...reports, drawings and what are the projected, potential costs...estimates of expenses...future costs. Ms. Powell would like to see the study done. Mr. Bengart asked what questions were not asked or what answers she feels that were not addressed in the proposal.

There was further discussion. Ms. Powell continued with what will be getting for each task...if it is a 5 page report with drawings and after that report on what we will need that is not included in the fee (exclusions). Ms. Powell is not asking for anything extra...she is asking them to spell out in each task what the physical deliverable will be. Mr. Bengart asked would that be a supplement to the proposal and Ms. Powell answered yes. Ms. Powell said that the RFP that was prepared by Jonathan Bleuer described exactly what we need.

There was a motion by David Hartzell with a second by Clayt Ertel to conditionally accept the Proposal from Clark Patterson Lee for the Main Street Corridor Economic Redevelopment Plan subject to Clark Paterson Lee providing the following supplemental information:

1. Clearly define deliverables under each task/tab;
2. Clearly define exclusions under each task/tab;
3. Provide detail of any other extraneous expenses and/or costs not specified in the RFP which should be expected to be incurred as a result of the work to be performed under the proposal.
4. Based on the submitted report, what other services will be needed to implement the plan going forward (e.g. consultants...etc. for the next phase.)

On the question, Pam CuvIELLO wanted to know if this is going to payments from this year's budget or next year. She needs to know what the scheduled payments are going to be made and what line item would be charged so it can be tracked. This can be done after the supplemental proposal is delivered and reviewed. There was nothing further on the question.

**Vote: Ayes: Wolfe, Schuster, Powell, Ertel, Hartzell. Noes: None.
Absent: Buettner, Kempton. Recuse: None. Motion carried. Unanimous.**

Items Not on the Agenda.

Mr. Neill and Mr. Bengart reported that the B & E Properties of Clarence, LLC/Emerling Agency, LLC should be closing very shortly. The balance of the Agency fee will be paid at closing.

EDO Report

Jim Rash went over his monthly report that he e-mailed to everyone. Mr. Rash is continuing to make courtesy calls on Clarence businesses; researching alternate sites in Clarence for annual mtg/symposium for Buffalo Niagara Brewers Assoc.; updated list of available commercial properties in Clarence; compiled mailing lists of southtowns professional offices to contact for possible expansion to Clarence (northern office) consider mailer/flyer for distribution; spoke with new craft brewer looking to establish operation in Clarence; and submitted major commercial project data (2012-present) for annual Business First CORE in edition Oct. 16 publication. Mr. Rash is planning to continue courtesy calls w/ large and small Clarence businesses; is contacting KegWorks for possible expansion/relocation to Clarence (needs approx. 50,000 sq.); work on the Main St. redevelopment activities; will continue to work on a mailing to southtowns professional businesses; and set Strategic Planning mtg. date.

Public Comment.

None.

There was a friendly motion to adjourn made by Chairman Hartzell.

The meeting was adjourned at 9:39 a.m.

Respectfully,
Cynthia M. Rosel