

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

**MINUTES**

**September 17, 2015**

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

Present at roll call were Chris Kempton, Clayt Ertel and David Hartzell. Mary Powell arrived at 8:22 a.m. making a quorum. Elaine Wolfe, David Schuster and Michael Buettner were absent. Also present were Paul Leone, Nathan Neill, Larry Meckler, Steven Bengart, Pamela Cuviallo, James Rash and Cynthia Rosel (arrived at 9:00 a.m.) Guests were Brian Kulpa from Clark Patterson Lee and Junior Planner, Jonathan Bleuer.

There being no quorum present at the beginning of the meeting, Mr. Hartzell began with the 6<sup>th</sup> agenda item. Brian Kulpa, (of Clark Patterson Lee) addressed the supplemental items that the members of the Board requested to be included in the Main Street Corridor Economic Redevelopment Plan proposal. Mr. Kulpa tried to define some of the deliverables that he thought the Board were looking for in the supplemental report. If they are not what the Board wanted, he will continue to work on that. There may be some things that may be needed to add in the mix. There are a couple of exclusions included in the supplement that the team may not be able to handle for this particular project. They are the storm water computations and flow analysis. Mr. Kempton asked who could and Mr. Kulpa said that it would be the Engineering. Would we have to hire someone to do this? Mr. Kulpa said yes. This may not be necessary. There are some not-for-profits that could handle this such as Buffalo Niagara River Keeper, or in conjunction with someone at UB or in house. Mr. Bleuer added that there is a lot of grant funding available for green infrastructure, especially in a right-of way. Ms. Powell would like to see that the end result will be a plan that will be instrumental in obtaining these grants. There will also have to be elected officials involved that can assist in obtaining the grants.

Discussion included the formation of a steering committee, the number of members sitting on the committee, and who the governance of the committee would be. The CIDA would be the lead on this. The Board agreed that members of the steering committee should be organization specific not person specific and that there should not be too many members. Mr. Rash was asked by Mr. Hartzell to come up with a list. Mr. Bleuer would also be part of the committee. This will be discussed further at the strategic planning meeting.

Mr. Kulpa will in short form create some charter outlines. He would like to see a chair appointment within a couple weeks. There was further discussion and decided that Brain and Jonathan come back in to the Board in October with the charter outlines.

Mr. Kulpa concluded his presentation and thanked the Board.

There was quorum present at 8:22 a.m. so the rest of the agenda was completed.

Mr. Hartzell moved, that after having read and having listened to Brian Kulpa's presentation on the Supplement to the Clark Patterson Lee Proposal for the Main Street Corridor Economic Redevelopment Plan that the proposal be adopted in full subject to review and approval by the attorneys. There was a second by Clayt Ertel. There was nothing further on the question.

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

There was discussion on the Steering committee. It was decided that the CIDA would discuss this at the Strategic Planning meeting.

### **Minutes of August 20, 2015.**

There was a motion by David Hartzell with a second by Chris Kempton to approve the minutes of August 20, 2015. There was nothing on the question.

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

### **Treasurer's Report.**

Chris Kempton went over the Treasurer's Report. He reported on the balances in the savings and the checking account and went over the Balance Sheet and Profit and Loss Statement. Revenues received to date are \$34,327.62 and interest earned is \$592.12. Expenses total \$51,596.20. There is a net negative income of -16,676.46. Mr. Ertel asked if there are any projects closing soon. Steve Bengart said there will be two the B & E Properties of Clarence/Emerling Project and the Rockledge Project. Mr. Bengart said that we will end up with deficit at the end of the year even with these two projects closing. Mr. Kempton added that the deficit for the \$50,000+ project will come out of our capital. We are Operating out of our capital account for the second year in row. We need to be more conscientious of our expenses.

There was a motion by David Hartzell with a second by Clayt Ertel to accept the Financial Statements through September 17, 2015. There was nothing on the question.

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

Mr. Kempton presented the Budget for 2016. This has to be uploaded on PARIS by the end of the month. The Main Street Project will have a separate line. The Auditing services line has been increased. The advertising and marketing has been decreased. There is also a line for the website expense. We are cutting into our capital account to meet expenses. We have to look at cutting expenses and hopefully there will be more projects forthcoming. We need to be prudent with expenses. We need a motion to accept the 2016 Budget. There was a motion by Mary Powell with a second by Clayt Ertel to adopt the 2016 Budget. There was nothing on the question.

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

Mr. Kempton talked about the proposals for an Independent Auditor for the CIDA. We received three proposals. Mr. Kempton put them on a spread sheet. There were some questions that needed to be answered. The auditing expenses will cost around \$8,000. Toski and Drescher have municipality experience. Tronconi does not seem to. He is waiting for a response from them. Mr. Kempton will follow-up on this. Mr. Kempton will set a date for the Audit Committee to meet. He will put everything on a spread sheet and get it out to the Board. Ms. Rosel added that Pam CuvIELlo should be included in the Audit Committee meeting.

Mr. Ertel read a negative news article regarding the Niagara County IDA.

### **Correspondence.**

There was an e-mail sent to everyone on a public hearing at the Town of Amherst. The supplemental report was also e-mailed to the Board.

### **New Business.**

Mr. Leone said that the company that was looking at the old BAC building is now moving to Amherst as they lost out on the BAC deal. Mr. Leone also reached out to Tom McManus on his project but that is about 2 years away. He also reached out to Curt Cashmore who retired from Wilson Greatbatch and he will get the name of the person Mr. Leone should be contacting on the proposed expansion. Mr. Rash spoke about an article regarding possible expansion of Greatbatch.

Mr. Hartzell asked about the Strategic Plan Meeting that is set up for October 20, 2015 at 6:00 p.m. There was discussion regarding having the meeting earlier. Mr. Hartzell mentioned setting it for the last week in September or first week in October. Mr. Rash will try to get the Conference Room at the Chamber for the first week of October. Mary Powell will be out of Town and may not be available if the meeting is earlier. She would like to be at that meeting. She has the 20<sup>th</sup> on her calendar. Mr. Bengart also mentioned that a change would depend on what dates the members would be available to attend and the availability of a room, at the Town Hall or the Chamber. Mary Powell would like to keep the meeting in October. Mr. Rash is looking for agenda items and will get them on list. Mr. Kempton suggested looking at the prior Strategic Plan.

Mr. Hartzell wanted to scratch having the meeting at the Chamber and just have it here.

### **EDO Report**

Mr. Rash e-mailed his monthly report to the Board members. It included meeting with a new craft brewer looking to establish operation. He is about a year away. Keg Works is also about

18 months away from expansion. Mr. Rash will continue to make courtesy calls on Clarence businesses, participate in Discover Main St. redevelopment activities, and prepare agenda for Strategic Planning meeting set for 10/20/15. He also mentioned the virus protection for the CIDA computer. He can go ahead and do that. A motion was made by Chairman Hartzell with a second by Chris Kempton to reimburse Jim Rash in the amount of \$44.95 plus tax for the virus protection for the CIDA laptop computer. There was nothing on the question.

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

**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