

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

**MINUTES**

**January 17, 2019**

**Organizational Meeting**

Chris Kempton called the meeting to order at 8:20 a.m.

Present at the meeting were Robert Dixon, Patrick Johnson, Elaine Wolfe, Clayt Ertel, Mary Powell and Chris Kempton. Also present were Paul Leone, Peter DiCostanzo, Jennifer Strong, Larry Meckler, Steve Bengart, Kimberly Ignatowski, and Cynthia Rosel.

**Election of Officers for 2019.**

The first order of business was the election of the officers for the CIDA 2019.

The Board is now a six member Board and there is one opening.

Mr. Kempton opened the up the floor for nominations for the officers of the Clarence IDA Board. The members nominated Chris Kempton as Chairman, Clayt Ertel as Vice Chairman, Patrick Johnson as Treasurer and Mary Powell as Secretary. There was a motion by Patrick Johnson with a second by Elaine Wolfe to accept the slate of nominees as the officers of the CIDA for 2019. There was nothing on the question.

**Vote: Ayes: Dixon, Johnson, Wolfe, Powell, Ertel, Kempton. Noes: None  
Recuse: None. Absent: None. Unanimous.**

**Appointments to Staff.**

The Staff appointees are Lawrence Meckler and Steven Bengart to serve as Counsel/Assistant Secretary; Jennifer Strong of Neill and Strong as Transactional/Bond Counsel; Paul Leone as Business Consultant and CEO; Kimberly Ignatowski as CFO; Cynthia Rosel as Staff Secretary; and Mary Morris as CIDA Billing Administrator. The Board was in agreement with the slate. Mr. Kempton asked for a motion to accept the slate of appointments for the CIDA Staff. There was a motion by Elaine Wolfe with a second by Patrick Johnson to accept the slate of appointments for the CIDA for 2019. There was nothing on the questions.

**Vote: Ayes: Dixon, Johnson, Wolfe, Powell, Ertel, Kempton. Noes: None  
Recuse: None. Absent: None. Unanimous.**

**Minutes of December 20, 2018.**

There was a motion to approve the minutes of the December 20, 2018 meeting by Elaine Wolfe with a second by Robert Dixon. There was nothing on the question.

**Vote: Ayes: Dixon, Johnson, Wolfe, Powell, Ertel, Kempton. Noes: None  
Recuse: None. Absent: None. Unanimous.**

**Treasurer's Report.**

Patrick Johnson had one update on the December 2018 year end financials. There is a \$1,434.54 increase in the Money Market and an increase of .13 cents in the Checking Account.

Treasurer Patrick Johnson also gave the financial report from January 1st through January 17th, 2019. He reported on the balances in the Money Market and the Checking Account. No fees have been collected to date. Expenses from January 1-17, 2019 are in the amount of -1,560.00 and there is a negative net income of -1,560.00.

Mr. Johnson also said that there needs to be a transfer of \$25,000.00 from the Money Market to the checking account to cover expenses.

There was a motion by Clayt Ertel with a second by Elaine Wolfe to accept the financial report. There was nothing on the question.

**Vote: Ayes: Dixon, Johnson, Wolfe, Powell, Ertel, Kempton. Noes: None  
Recuse: None. Absent: None. Unanimous.**

Mr. Johnson has a check to submit to the Town of Clarence for the employee services. There needs to be a motion to make the payment. There was a motion by Clayt Ertel with a second by Patrick Johnson to approve the transfer of funds to the Town of Clarence per the agreement for employee services. There was nothing on the question.

**Vote: Ayes: Dixon, Johnson, Wolfe, Powell, Ertel, Kempton. Noes: None  
Recuse: None. Absent: None. Unanimous.**

**Correspondence.**

There were two letters received...one from Jennifer Strong and one from Larry Meckler regarding re-appointment to the CIDA.

There was also a letter from Joseph Heins, the attorney for RSA Development regarding the project at 6449 Transit Road.

**New Business.**

Mr. Leone had a meeting with a contractor who has a client that may need CIDA assistance. It would be for large warehouse. This is all the information that he has right now.

Mr. Leone asked about the ICE project. Jenifer Strong has been trying to get a hold of the attorney on this project with no luck. The project still needs Town approvals. Mr. Dixon asked about a time limit on the projects for completion. Ms. Strong answered that it is one year but they may request an extension.

Mr. Kempton asked Councilman DiCostanzo if the Town Board has decided on an appointment to the CIDA Board. Mr. DiCostanzo answered that there has not been a decision yet.

Mr. Kempton moved to enter into Attorney Client Privilege session at 8:32 a.m.

The Board reentered the regular meeting at 8:45 a.m.

Mr. Leone received an inquiry regarding RSA Development's Phase 2 project. This project has not yet been approved by the Town. The new project consists of a Multiple Family Housing Project for 8 units. The Board discussed the UTEP policy and if this project would meet the requirements. There is no application on Phase 2. Mr. Kempton advised Mr. Leone that if there is a further inquiry that he would refer to the UTEP and that the CIDA needs to be consistent with the policy.

**Items Not on the Agenda.**

Mr. Kempton received a draft copy of the UTEP that is being amended. The policy is basically the same as the current policy. Mr. Kempton will get a redlined version and send to Ms. Rosel to distribute to the members via e-mail for comparison to the current document. The Board informally discussed some of the items in the current UTEP and some of the new requirements. The Board will have to vote on this once the local IDA's agree on the amendments. Mr. Kempton suggested that the Board members review the current policy with the proposed UTEP.

There will be a meeting on January 29, 2019 at 3 p.m. at the Amherst IDA.

Ms. Rosel added that she received a call from 360 PSG. They suggested that we may want to refresh the website. She asked if one of the members would volunteer to help with this. Elaine Wolfe will assist in this effort.

**Public Comments.**

None.

The meeting was adjourned at 9:17 a.m.

Respectfully submitted.  
Cynthia M. Rosel