

TOWN OF CLARENCE, ERIE COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY

MEETING MINUTES  
September 17, 2020 (Via ZOOM)

Chris Kempton called the meeting to order at 8:22 a.m.

Present were Peter DiBiase, Robert Dixon, Elaine Wolfe, and Chris Kempton. Mary Powell and Clayt Ertel were not in attendance. Also present were Paul Leone, Larry Meckler, Steven Bengart, Jennifer Strong, Kimberly Ignatowski and Cynthia Rosel. Last month, Patrick Johnson resigned. There is now one opening on the Clarence IDA Board.

**Minutes:**

The Chairman asked if everyone had a chance to review the minutes of July 16, 2020 via ZOOM. The minutes were e-mailed to the Board members. There was no meeting in August. Mr. Kempton asked for a motion for approval of the July 16<sup>th</sup> meeting minutes. The motion was made by Elaine Wolfe with a second by Robert Dixon. There was nothing on the question.

Vote: Ayes: DiBiase, Dixon, Wolfe, Kempton. Noes: None Recuse: None.  
Absent. Ertel, Powell. Motion carried. Unanimous.

**Treasurer's Report.**

Mr. Kempton had Kimberly Ignatowski go over the financial report. Ms. Ignatowski reported on the balances in the checking and money market accounts. Fees received to date are in the amount of \$32,050.00 with interest to date of \$6,798.60. Total expenses to date are \$31,842.04. There is a Net Income of \$7,006.56. Ms. Ignatowski paid the Town of Clarence stipend this month plus the regular monthly payments to 360, consult fee, and CFO. The fee received this month was for the closing of the 9074 Main Street (Cortese Project) in the amount of \$20,250.00. There being nothing further, Mr. Kempton asked for a motion to accept the financial report for September 17, 2020. Robert Dixon moved to accept the financials with a second by Peter DiBiase. There was nothing on the question.

Vote: Ayes: DiBiase, Dixon, Wolfe, Kempton. Noes: None Recuse: None.  
Absent. Ertel, Powell. Motion carried. Unanimous.

**2021 Budget.**

Kimberley Ignatowski gave a brief summary on the proposed 2021 Budget. Ms. Ignatowski reported that the Audit services will remain the same for 2021. The Marketing and Promotion line was reduced by \$2,000. The stipends all included 2% increases. The office supplies line has been increased by \$500 in case there are additional professional services needed for the laptop. Insurance was decreased by \$1,400 to reflect the budget correctly because insurance has never been for the budgeted amount. Website maintenance has been increased by \$600 for maintenance that needs to be performed for the website to bring it up-to-date. Administration Fees (Estimated Revenues) has been decreased by \$5,000 due to the uncertainties with COVID. Interest earnings have been decreased as, unfortunately, rates are at an all-time low and they could potentially be that way for 2021...we are not really sure what is going to happen right now. Then to Appropriated Fund Balance to balance out the Budget is was \$4,397.00 that is reflected within that Budget to balance out the revenues. Chairman Kempton asked if Ms. Ignatowski

could give him what is budgeted for revenues one more time. Ms. Ignatowski answered that it is \$45,000 for Administrative Fees and \$5,000 for interest earnings. There was nothing further. Chairman Kempton made a motion to adopt the 2021 Budget as presented with a second by Peter DiBiase. There was nothing on the question.

Vote: Ayes: DiBiase, Dixon, Wolfe, Kempton. Noes: None Recuse: None.  
Absent. Ertel, Powell. Motion carried. Unanimous.

**Correspondence.**

None.

**New Business:**

Paul Leone has been meeting with some people on potential projects. There have been no applications submitted yet. Mr. Leone will keep the Chairman advised as to progress on these potential projects. Things are moving slowly right now and Paul will continue to follow-up on these. Mr. Kempton said that it looks like there are three potential projects that may be

**Old Business.**

Paul Leone said that it was mainly what he just talked about in New Business as he has been working with potential applicants for a few months now. He will keep working on these.

**Items Not on the Agenda.**

Chris asked if there is anything going on in Albany from a Legislative standpoint that we should be aware of. He read some articles recently on the Prevailing Wage issue. Paul Leone has had several meetings with other IDA's and he said there is no news out of Albany. The Chairman asked Mr. Leone if there is has been any progress on the UTEP Agreement. Mr. Leone said there has been no progress what-so-ever.

Mr. Kempton asked if there was anyone had anything more on the item not on the agenda.

Mr. Meckler added that he spoke to the Auditor from the Comptroller's Office a few months ago and in the discussions the went over every finding with respect to the Clarence IDA and it seems that there is nothing that would put the CIDA light. There were only some ministerial issues.

**Public Comments.**

None.

There being no further business, there was a motion by Robert Dixon to adjourn the meeting with a second by Peter DiBiase.

Vote: Ayes: DiBiase, Dixon, Wolfe, Kempton. Noes: None Recuse: None.  
Absent. Ertel, Powell. Motion carried. Unanimous.

Meeting Adjourned at 8:36 a.m.

Next Meeting: October 15, 2020