

TOWN OF CLARENCE, ERIE COUNTY
INDUSTRIAL DEVELOPMENT AGENCY

MINUTES

February 18, 2021 (Via ZOOM)

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

Present were Peter DiBiase, Robert Dixon, Elaine Wolfe, Mary Powell, Clayt Ertel, and Chris Kempton. Also present were Paul Leone, Lawrence Meckler, Steven Bengart, Jennifer Strong, Peter DiCostanzo, Liaison, Kimberly Ignatowski and Cynthia Rosel. Lauren Fix, who applied for the opening on the CIDA Board, was also present as a guest.

Mr. Kempton introduced Lauren Fix who applied for the opening on the CIDA Board. This is a Town Board appointment and will be on the Town Board agenda on February 24, 2021 for approval.

Minutes of January 21, 2021.

There was a motion by Chairman Kempton to approve the minutes of the January 21, 2021 meeting with one correction to amend the date of resignation of Patrick Johnson from August 2021 to August 2020. There was a second by Clayt Ertel. There was nothing on the question.

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

Treasurer's Report.

Peter DiBiase, Treasurer, went over the financial report as of February 18, 2021. Mr. DiBiase reported on the current Assets of the CIDA reporting on the balances in the checking account and in the money market account. There have been no revenues received to date and expenses are in the amount of \$2,941.90. Interest earned is in the amount of \$28.10. To date there is a negative net income of -2,941.90. Mr. DiBiase asked if there were any question on the financial report. There was a motion by Chairman Kempton with a second by Clayt Ertel to accept the Treasurer's Report as presented. There was nothing on the question.

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

Correspondence.

None.

New Business.

Mr. Leone and Jennifer Strong met with the president of Alden State Bank. Alden Bank recently purchased the former Citizens Bank at 6545 Transit Road in Clarence. The property has been vacant for 4 years and we are waiting for an application.

Mr. Leone has been working with NYSERDA on a proposed Solar Farm project on Jones Road. This is preliminary right now.

Mr. Leone also met with a gentlemen on a proposed Multi Family Unit Project. Paul Leone let the person know that the CIDA does not incentivize Multi-Family Unit Projects...it would have to be a mixed use facility that would have multi-family units as a component of the project.

Mr. Leone is meeting with Angelo Natale on a proposed back office operation at 9159 Main Street. Mr. Leone does not know if this would be eligible until he meets with Mr. Natale. He will report back on this proposed project at the next meeting.

Old Business.

Nothing new on the proposed 8080 Wehrle Drive project.

Committees.

Mr. Kempton talked about the committees and the number of meetings required by law. Mr. Kempton added that normally the committees met after a regular CIDA meeting. The By-Laws govern the members of the Executive Committee which are the Chairman, Vice Chairman and Treasurer. The CEO and CFO are also members of the Executive Committee as non-voting members. The members of the Executive Committee will be Chris Kempton, Clayt Ertel, Peter DiBiase and non-voting member will be Paul Leone and Kimberly Ignatowski.

The Governance Committee consists of the Chairman and two other Board members that are appointed by the Chairman with consent of the Board. Chairman Kempton appointed Peter DiBiase and Clayt Ertel for the Governance Committee as the other two members. There was no objection by the Board members on the appointments. The Chairman moved to accept the slate presented for the Governance Committee with a second by Clayt Ertel. There was nothing on the question.

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

The Finance and Audit Committee consists of the Treasurer and two additional members appointed by the Chairman. The Chairman appointed Robert Dixon and Mary Powell as members of the Finance and Audit Committee as well as Peter DiBiase as Treasurer. There was no objection by the Board. The Chairman moved to accept the slate presented for the Finance and Audit Committee with a second by Clayt Ertel. There was nothing on the question.

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

The Chairman asked that the Executive Committee and the Governance Committee meet after the March 18th meeting and that the Finance and Audit Committee meet after the April 15th meeting.

Sexual Harassment Policy.

Chairman Kempton said that the CIDA needs to adopt a Sexual Harassment Policy. He asked what the Town's process is. Larry Meckler advised that Kimberly Ignatowski did this for the Town's Training by having the employees review the policy and answer a questionnaire that is then submitted back to her. Kimberly Ignatowski added that a certificate of completion of a Sexual Harassment Training from an employer would be acceptable. Mr. Meckler added that we could use the Town's process as it is simple. Mr. Kempton would like to proceed that way. Ms. Strong asked if Mr. Kempton would like her to draw up the policy. Ms. Strong also added that if anyone does the training through their employer they just have to submit the certificate of completion for the file. Ms. Rosel added that she has conformed the Town's policy to the CIDA and will send to Ms. Strong to review. After the policy is adopted at the next meeting, the Board will receive a copy via e-mail and Kimberly Ignatowski will follow-up with the questionnaire. This needs to be done on a yearly basis.

Items Not on the Agenda.

None.

Public Comments.

None.

There was a motion by Clayt Ertel with a second by Elaine Wolfe to adjourn the meeting. There was nothing on the question.

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

The meeting was adjourned at 8:45 a.m.

The Board entered into Attorney Client Privileged Communication at 8:46 a.m.

The Board exited Attorney Client Privileged Communication at 9:15 a.m.