

# WHEATFIELD LOCAL DEVELOPMENT CORPORATION

Meeting Minutes 2/26/14

7:30pm – Wheatfield Community Center

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Meeting Start time – 7:30pm

Attendance: Bill Wagner, Dawn Gilliam, Sharon DiPasquale, Larry Helwig, Bob Cliffe, Vic Montalbo, Richard Muscatello, Larry Witul, Bob O'Toole, Shannon Trabert (Legal Asst)

Excused: Josh Heim

Guests: Doug Taylor, Chuck Bell

- 1) Approval of minutes from meeting January 29<sup>th</sup>, 2014
  - a. Richard Muscatello – first motion
  - b. Vic Montalbo – second motion
  
- 2) Update of DC status and legal issues from Bob O'Toole
  - a. Certificate of Incorporation had been submitted but rejected due to some small errors. It has been fixed and resubmitted. Filing receipt should follow shortly.
  
- 3) Chuck Bell (Lockport) & Doug Taylor (NT)
  - a. Q&A session regarding their DC's

General notes/comments/highlights:

- NT has 11-13 Board members, Lockport has 13 Board members
  - Recommend a committee structure
  - NT uses Finance, Marketing and Engineering committees and has been very successful
- Must create a separate bank account(s) for audit purposes

- Funding opportunities generally occur once a year – Consolidated Funding Schedule (in the fall)
  - Goes through WNY Regional Council
  - Funds are both restricted and unrestricted
  - Recommended that we eventually hire someone to do this full time
    - This will create an overhead situation that will need to be addressed.
    - Both Lockport and NT feel it will cost around \$200,000 annually to run the LDC.
- LDC should target specific areas of the Town (zones) that we wish to make an impact in
  - NT looked at Webster Street, Remington Building and a few others to get started.
  - Lockport focused on Canal Street (knocked down some old buildings) and Harrison Place
  - City of NT started them off with \$75,000
    - Used money as a revolving loan lender and built it from there
  - Suggestion that maybe we should look at the Summit Park Mall and the Bell Plant as areas to focus on
- Recommended we get required financial training from a local law firm or potentially from NYS Economic Development (PAAA Training)
- Recommended we get Liability Insurance

#### 4) Discussion topics

- a. [www.wheatfieldbusiness.com](http://www.wheatfieldbusiness.com) website and its potential use by the LDC
  - i. Sharon DiPasquale states that the Wheatfield Business Association is no longer maintaining their separate site

and we can go ahead and look to integrate into this single site.

- ii. Also looking at some ideas to incorporate LDC info on a regular basis. Bill Wagner to work on this and get back to group on progress.

b. Grant writer – is it time to bring one in for next meeting?

- i. Bernie Rotella has been invited and will attend the meeting scheduled for March 26<sup>th</sup> (rescheduled for Tues Mar 25<sup>th</sup>)

c. Mission Statement – should we have some ideas prepared prior to next meeting?

- i. Once we have more progress on the legal status of the entity, we can start to prepare the Mission Statement

5) Set next meeting date/time

- a. Wednesday March 26<sup>th</sup> – 7:30pm – Wheatfield Senior Center
  - i. (rescheduled for Tues Mar 25<sup>th</sup> – 7:30pm due to some conflicts)

Meeting adjourned at 9:00pm.