

# WHEATFIELD LOCAL DEVELOPMENT CORPORATION

Minutes for Regular Meeting

July 18, 2016 7:00 pm

Wheatfield Senior Center

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Call to order: 7:04 pm

Present: Chairman Wagner, Vic Montalbo, Larry Helwig  
Richard Muscatello, Bob Cliffe and Attorney Bobbi O'Toole

1. Motion to Approve Minutes from June 13, 2016 Meeting

Motion by Vic Montalbo, Second by Larry Helwig

Carried: unanimous

2. Chairman comments on RFP process for selection of consultant for Jacobs Ladder project, that he had placed the RFP onto our website on June 30th, and sent it to the Tribune where it ran on July 7 and July 14.

3. Review of submitted RFP(s)

Chairman Wagner states that there was only one response, that being from H. Sichernan/Harrison Studio. There was discussion as to whether to accept the single response or to seek other possible firms.

4. Board vote on selection of consulting firm.

After discussion regarding acceptance of their proposal, it was voted that the Board would accept the proposal with changes, that Attorney O'Toole will incorporate discussed changes into

the Consulting Agreement and, if accepted by H. Sichertman, to proceed with this as the basis of a consulting agreement for the Jacobs Ladder project only, that other possible projects would be approved as they come before the LDC Board.

Motion by Bob Cliffe, Second by Richard Muscatello.

Carried: unanimous

5. Discussion regarding possible Agreement between the Town of Wheatfield & LDC (see documents)

- a. WLDC Loan agreement – to be discussed with Chuck Bell
- b. WLDC sub recipient – some discussion, followed by motion to approve as submitted

Motion by Richard Muscatello, Second by Vic Montalbo

Carried: unanimous

6. Larry Helwig had to leave at 7:48. No longer have quorum.

7. Jacobs Ladder project – updates

- a. SEQR Process – Attorney O'Toole to discuss with Town Attorney Brooks
- b. Kristi at OCR – legal to borrow from Town? Bob Cliffe will contact Kristi Schwebke for her perspective.

8. Finance Committee

- a. Update on 2016 Proposed budget – Chairman Wagner will put together some known and anticipated numbers

- b. Do we have federal ID yet? Chairman Wagner and Attorney O'Toole will arrange for a Federal I.D. Number

9. Update on D&O Insurance quotes:

Bob Cliffe has received bids from three possible sources: United Insurance ( Travelers ), Lawley Services ( Travelers and Philadelphia ) and Murphy. Best price is Travelers; United came in with first request to submit a bid from Travelers priced at \$505.00. United also recommended adding General Liability coverage for an added \$750.00.

10. PAAA training completions – Updates?

Submitted to Secretary so far: Bob Cliffe, Richard Muscatello and Vic Montalbo. Larry Helwig and Bill Wagner have taken the class but have yet to submit proof of completion.

Old business:

Vic Montalbo is ready to set-up an account for funds. Needs some funds to open the account.

New Business: Next Meeting will be August 15, 7:00 pm

Adjourned at 8:06 pm by Chairman Wagner

Respectfully submitted by Secretary Cliffe, July 20, 2016

Approved by Vote of the Board, August 15, 2016