

# WHEATFIELD LOCAL DEVELOPMENT CORPORATION

Meeting minutes 3/25/14

6:30pm – Wheatfield Community Center

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Meeting Start time – 6:40pm

Attendance: Bill Wagner, Josh Heim, Larry Helwig, Bob Cliffe, Vic Montalbo, Richard Muscatello

Attorney: Bob O'Toole

Excused: Dawn Gilliam, Sharon DiPasquale, Larry Witul

Guests: Bernie Rotella (Grant Writer)

## 1) Approval of minutes from meeting February 26<sup>th</sup>, 2014

- a. First – Vic Montalbo
- b. Second – Richard Muscatello
  - Unanimous Approval, no Nays

## 2) Bernie Rotella

### a. Q&A session regarding Grant Writing

- Bernie wanted to assure that we were a complete standalone organization to avoid the issues they are now having in Lewiston (we are)
- Feels that we have to have a very clear cut plan about what our goals as an organization are and then properly lay out an expenditure list
- There are no costs involved with utilizing Bernie's services as he already works for the Town.
- Bernie wants us to meet with the woman who is currently employed by the GLDC (Lockport) so we can better understand the type and scope of projects she is specifically targeting. She will be invited to our meeting in April.
- We should set up committees – Finance, Marketing, Engineering to evaluate applications

- Discussed how the Consolidated Funding Application works and the different pots of money available
    - Western NY Regional Council
    - Coastal Resources money
    - Power Authority Coalition money
    - Empire State Development funds
      - a. Bernie feels we should meet with RJ Ball from ESD and will set up a meeting
    - Short window becoming available for us to apply but we need to get our Certificate of Incorporation.
    - There is money available to help us get up and running with administrative costs.
  - Question raised regarding initial capital – in the event we need to get started and since grants are done on a reimbursement basis – would the Town be willing to do a short term loan? This is something that will have to be addressed at the time it is encountered.
    - Question also raised that if the Town were not willing to do this, could the capital be found from a private source? The answer to that is Yes.
  - Richard Muscatello brought up NF Blvd and if there would be money to help us designate that as our primary business corridor
    - The answer is yes, but it would likely have to be applied for by the Town, not the LDC
      - a. Funds would help pay for a consultant
- b. Discuss areas of the Town we should potentially focus on in Bernie's opinion and what funds might be available
- Based on the fact LDC's are primarily focused on manufacturing and industrial incentives, we might be best served looking at the redevelopment of the Bell Plant
    - Bill Wagner to call Industrial Realty Group Inc. (current owners) to see what they are focused on for uses of the building.
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c. Updates on Summit Mall activity

- There are some possible grants that we can go after in conjunction with the new mall owners. This needs to be explored further
- A number of possible attractions/destinations are in the works but not public knowledge yet. Will update when it becomes official

3) Update of DC status and legal issues from Bob O'Toole

a. At the last meeting we discussed PAAA training. Is it time to arrange for this ?

- There are no specific PAAA trainings required. Due to the fact we are meeting with other LDC's, Grant Writer(s) and others involved in local development, that will serve as our "training"

b. Do we or should we require Board and/or guests to sign Non-Disclosure Agreements?

- Bob O'Toole believes that once we get into project specific details, this might be a good idea – however, for general WLDC meetings, not necessary

c. Banking arrangements – should we be looking into this in the near future – type and number of accounts, signature requirements, etc

- There are no specific conflicts of interest with Board Members who are employed by financial institutions. At the point when our Certificate of Incorporation is accepted and we start to incur expenses, we can evaluate our needs for a checking account.

4) Miscellaneous items/topics of discussion from Board Members (if any)

- Richard Muscatello raised the point that perhaps the [www.wheatfieldbusiness.com](http://www.wheatfieldbusiness.com) website is not the appropriate place for LDC activities and we should potentially consider another site. We can discuss at the next meeting.
- Bill Wagner filled out the appropriate forms for Gail Connery for the LDC to continue meeting at the Senior Center.

Because we are Civic Organization, there may be a fee involved. Board to be updated on this at next meeting.

- Bob O'Toole stated once we get some projects underway, we should consider Officers & Directors Liability Insurance.
- Once we get going, we will have to employ the services of an accounting firm to maintain our books.
- Bob O'Toole handed out a memo regarding Transparency and Disclosure (attached)

5) Set next meeting date/time

- Wednesday April 30<sup>th</sup> - 6:30pm Wheatfield Senior Center

Meeting adjourned at 8:05pm.