

WHEATFIELD LOCAL DEVELOPMENT CORPORATION

Minutes

January 8, 2019 6:30 pm
Wheatfield Town Hall

Call to order time: 6:35 pm

Attendance listing: Richard Muscatello, Bill Wagner, Vic Montalbo, Bob Cliffe, Larry Helwig,
with Attorney Roberta O'Toole.

1. Approval of minutes of the September 17, 2018 meeting:

Motion by Muscatello, 2nd by Helwig

Approved: 5 yea, 0 nay

2. Finance Committee Update by Vic Montalbo

- a. Account is presently at \$6,020.20 with a \$494.69 check ready to deposit
- b. From Jacobs Ladder we have received a total of 21 checks, plus 1 in January 2019
- c. Seeks approval to pay various bills:

1. from IRS for \$280.00 plus \$1.35 late fee (late payment and penalty)

Motion by Helwig, 2nd by Muscatello

Approved: 5 yea, 0 nay

2. from Niagara Frontier Publications, \$48.86 (public notice – Pellicano's RFP)

Motion by Cliffe, 2nd by Wagner

Approved: 5 yea, 0 nay

3. from Niagara Gazette, \$30.31, (public notice – Pellicano's RFP)

Motion by Wagner, 2nd by Wagner

Approved: 5 yea, 0 nay

4. from H. Sicherman, \$2,335.55, (balance of Jacob's closing)

Motion by Cliffe, 2nd by Muscatello

5. to reimburse Bill Wagner, \$15.17, (for GoDaddy, 1 year of domain), and
to reimburse Bill Wagner, \$167.88, (for GoDaddy, 1 year of hosting)

Motion by Helwig, 2nd by Montalbo

Approved: 4 yea, 0 nay, 1 abst.

3. Chairman Wagner brought up the question of setting a limit where the Treasurer may pay repeating bills, and whether we should have a debit card for minor payments. After discussion:

Motion by Wagner, 2nd by Helwig, to authorize Vic to apply for a debit card at M&T Bank
Approved: 5 yea, 0 nay

Motion by Helwig, 2nd by Montalbo to authorize changes to the Procurement Policy.
Changes will be made by Chairman, sent around and posted to the website.

Approved: 5 yea, 0 nay

4. Chairman discussed the recent audit by OCR regarding Jacobs Ladder. There has been two areas of concern:

- a. The Town must forward grant payments within 5 business days of receipt, and
- b. The RFP for consultant for Jacobs should have allowed 3 to 4 weeks, not just 1

Kathy Harrington has agreed to abide by item a. Pellicano's was 3 weeks.

5. Chairman Wagner stated that OCR will shortly be able to close out the Jacobs Ladder project allowing another opportunity for another OCR grant going forward
6. Chairman Wagner stated that we had received only one response to the RFP for consultant services for the Pellicano's project. Response was passed around for quick review.

Motion by Wagner, 2nd by Muscatello, to approved the proposal from H. Sichertman subject to writing a final agreement, and having it approved by BOD. Vic noted that the agreement should authorize expenses only for Niagara and Erie counties.

Approved: 5 yea, 0 nay

7. Bob Cliffe asked if we need a subrecipient agreement with the Town prior to accepting and paying any grant monies to Pellicano's?

Motion by Cliffe, 2nd by Wagner, to authorize Attorney O'Toole to work on such agreement with the Town.

Approved: 5 yea, 0 nay

8. Chairman Wager then presented copies of the annual Audit Report, which had been sent to members by e-mail.

Motion by Wagner, 2nd by Helwig, to approved the Annual Report as presented, and to post it to the website.

Approved: 5 yea, 0 nay

OLD BUSINESS:

Richard Muscatello asked if there was anything which we can do to help move the Big Thunder project along. After discussion, no action taken.

NEW BUSINESS: None

ADJOURN: 7:39 pm

Motion by Wagner, 2nd by Helwig

Approved: 5 yea, 0 nay

Approved: May 8, 2019

Respectfully submitted

Robert B. Cliffe – Secretary

