

WHEATFIELD LOCAL DEVELOPMENT CORPORATION

Board Meeting Minutes

April 11, 2016, 6:00 pm

At Calamar Corporate Offices

In attendance: B Wagner, B Cliffe, R Muscatello, D Gilliam, J Heim, L Witul, L Helwig, V Montalbo

Guest: Attorney Roberta (Bobbi) O'Toole

Meeting called to order: 6:04pm

1. Minutes from Last Meeting
 - a. Need to approve minutes from 2/25/15 meeting
 - i. L Witul moved to approve the minutes from 2/25/14
 - ii. 2nd V Montalbo
 - b. Need to approve minutes from 3/14/16 meeting
 - i. B Cliffe moved to approve the minutes from 3/14/16
 - ii. 2nd D Gilliam
2. Approval of 2/25/14 revised By Laws
 - i. Motion: R Muscatello to approve By Laws with spelling modifications as corrected
 - ii. 2nd L Witul
 - iii. Carried – unanimous
3. Waiver of notice of Annual Meeting and designation of this meeting April 11, 2016 as our Annual Meeting
 - i. Moved by L Witul
 - ii. 2nd Vic M
 - iii. Roll Call vote – B Cliffe - Aye, B Wagner – Aye, D Gilliam – Aye, L Witul – Aye, L Helwig – Aye, R Muscatello – Aye, J Heim – Aye, V Montalbo – Aye
 - iv. Carried – unanimous

4. Board agrees to establish April of each calendar year as our Annual Meeting time frame
5. Ratify the Appt of Board Members as of 4/11/16 with new expiration date of 1/31/19
 - i. Moved by B Cliffe
 - ii. 2nd R Muscatello
 - iii. Carried – unanimous
6. Election of Chairman until next Annual Meeting in 2017
 - i. Moved by B Cliffe to elect B Wagner as Chairman
 - ii. 2nd L Witul
 - iii. Carried – unanimous
7. Election of Secretary
 - i. Moved by B Wagner to elect B Cliffe as Secretary
 - ii. 2nd V Montalbo
 - iii. Carried – unanimous
8. Election of Treasurer
 - i. Moved by B Cliffe to elect V Montalbo as Treasurer
 - ii. 2nd J Heim
 - iii. Carried – unanimous
9. Election of Vice Chairman
 - i. No election of a Vice Chairman at this time
10. Approval of Bobbi O’Toole’s services as LDC Attorney
 - i. Motion: D Gilliam moved to approve Bobbi O’Toole’s retainer agreement with the WLDC
 - ii. 2nd V Montalbo
 - iii. Carried - unanimous
11. Adoption of Whistleblower Policy
 - i. Motion: R Muscatello moved to approve the adoption of the Whistleblower Policy
 - ii. 2nd B Cliffe
 - iii. Carried - unanimous

12. Adoption of Banking/Investment Policy
 - i. Motion: D Gilliam moved to approve the adoption of the Banking/Investment Policy
 - ii. 2nd L Witul
 - iii. Carried – unanimous

13. Adoption of Conflict of Interest signature form
 - a. Conflict of Interest Policy is outlined in the By Laws – Article III Section 3.1 which includes the requirement for the signature page
 - i. Motion: J Heim moved to approve the Conflict of Interest Signature form
 - ii. 2nd R Muscatello
 - iii. Carried - unanimous

14. Adoption of Procurement Policy
 - i. Motion: L Witul moved to approve the adoption of the Procurement Policy
 - ii. 2nd L Helwig
 - iii. Carried - unanimous

15. Authorities Budget Office letter to Town of Wheatfield
 - a. see attached
 - b. As per letter - Need 2 points of contact for ABO
 - i. B Wagner agrees to be one of them
 - ii. B Cliffe will be the second point of contact

16. Looking for recommendations on Audit firm
This will be tabled until we know if the grant is received or not

17. Jacobs Ladder project
 - a. Recommendation of 5 year package
 - i. \$50,000 Loan for 5 years at 3% interest
 - ii. \$40,000 Grant – pending conditions (TBD)
 - iii. \$10,000 to LDC for Administration and Program Delivery

At this point, it is a recommendation. Once we receive more information regarding the agreements and receipt of grant, we can move forward with a vote
18. The LDC acknowledges our Fiscal Year to equal a Calendar year ending December 31st.
19. PAAA Training update
 - i. B Wagner 4/29/16
 - ii. V Montalbo 4/29/16
 - iii. R Muscatello 5/11/16
 - iv. Others working on date as they become available

Old business

New Business

Adjournment: Meeting was adjourned at 7:29pm

Minutes submitted by Chairman Wagner, April 15, 2016

Approved, May 23, 2016