

**Lumber City Development Corporation**  
**Minutes of the Board of Directors**

**June 16, 2021 Board Meeting**  
**500 Wheatfield Street**  
**North Tonawanda, NY 14120**

The meeting of the Lumber City Development Corporation (LCDC) was called to order at 5:35 p.m. by Chairman Taylor at 500 Wheatfield Street. Roll Call was taken, and the following Directors were present:

Mitch Banas  
Joe Fonzi  
Dave Gross  
Garry Krause

Stacy Kubit  
Nick Maniccia  
Andrea Moreau  
Art Pappas

Brian Pettit  
Robert Schmigel  
Douglas Taylor  
Amy Usiak

Excused: April Gampp  
Amber Holycross

Ed Janulionis

Also Present: Planning & Development Specialist Laura Wilson

**Minutes Review**

The minutes from the May 19, 2021 Board Meeting were included in the Board packet. The board took a few minutes to review them. There were no questions or comments.

*Resolution:* Moved by Director Banas,

That the Board of Directors approves the amended minutes of the May 19, 2021 Board Meeting.

Seconded by Director Pappas and unanimously approved.

**Treasurer's Report**

The May 2021 report was included in the Board packet. Director Moreau went over the details and answered all questions. The report indicated a total in all accounts to be \$435,031.98

**A/R Aging Summary:** Laura Wilson went over the A/R Aging Summary and answered all questions.

*Resolution:* Moved by Director Gross,

That a motion is made to authorize Director Andrea Moreau to apply for new credit card for the LCDC. The cards should have credit limits as follows; Director: \$5,000.00 Planning & Development Specialist: \$2,500.00 and Clerk/Assistant: \$1,000.00

Seconded by Director Fonzi and unanimously approved.

*Resolution:* Moved by Director Banas,

That a motion is made to approve the May 2021 Treasurer Report.

Seconded by Director Schmigel and unanimously approved.

## **Committee Reports**

### **Projects Review:**

The Projects Review Committee held a meeting on June 7, 2021. Minutes from the meeting were included in the Board packet. Laura Wilson went over the details of the meeting and answered all questions.

**Microenterprise Grant Request-Plak Art Plus:** A description of the application and supporting documents were included in the Board packet. Laura Wilson went through the details and answered all questions

*Resolution:* Moved by Director Pappas,

That the Board of Directors approve the Microenterprise grant for Plak Art Plus for \$24,000.00

Seconded by Director Moreau and unanimously approved.

**LCDC Project Summary Report:** The June 9, 2021 report was included in the board packet. Laura Wilson went over the details of the report and answered all questions.

### **Finance/Loan/Audit:**

The Finance/Loan/Audit Committee held a meeting on June 8, 2021. Minutes from the meeting were included in the Board packet. Laura Wilson went over the details of the meeting and answered all questions.

### **Human Resources:**

The Human Resources Committee held a meeting on June 15, 2021. Minutes from the meeting were included in the Board packet. Director Pettit went over the details of the meeting and answered all questions.

*Resolution:* Moved by Director Banas,

That the Board of Directors extend an offer to Laura Wilson to become the Executive Director of the LCDC. Laura will be expected to sign a service contract and an independent consultant to the LCDC.

Seconded by Director Moreau and unanimously approved.

*Resolution:* Moved by Director Moreau,

That the Board of Directors approve the term of the Service Contract issued to Laura Wilson to expire on December 30, 2022.

Seconded by Director Gross and unanimously approved.

Resolution: Moved by Director Pettit,

That the Board of Directors approve a \$14,400 annual stipend for Laura Wilson as Director of the LCDC.

Seconded by Director Gross and unanimously approved.

Resolution: Moved by Director Banas,

That the Board of Directors enter an Executive Session at 6:19 p.m.

Seconded by Director Gross and unanimously approved.

Resolution: Moved by Director Moreau,

That the Board of Directors exit the Executive Session at 6:39 p.m.

Seconded by Director Maniccia and unanimously approved.

Resolution: Moved by Director Gross,

That the Board of Directors approve the part-time Administrative Clerk position to Valerie Ellman. The position will pay \$23.00 per hour and average 25 hours per week. Vacation days at 25/37.5 of the scheduled accrual rate for full time employees.

Seconded by Director Maniccia and unanimously approved.

Resolution: Moved by Director Maniccia,

That the Board of Directors reallocate funds in the amount of \$2,700.00 from Travel (\$1,200) and Meals & Entertainment (\$1,500) to fund the purchase of office equipment.

Seconded by Director Moreau and unanimously approved.

**Marketing:** The Marketing Committee did not have a meeting.

**Governance:** The Governance Committee was set to meet directly after the Board Meeting.

**Old Business:**

**Riviera Theater Technical Assistance Program:** Laura Wilson provided an update and answered all questions.

**2021 CFA Applications:** Laura Wilson updated the Board on the status of the applications and answered all questions.

**Gateway Harbor Mural Project:** Laura Wilson updated the Board on the status of the project and answered all questions.

**New Business:**

**Penrose /78 Bridge Street HDFC Formation:** Laura Wilson informed the Board of the required formation and answered all questions.

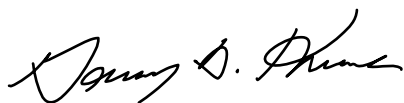
**New York State Main Street Technical Assistance-Streetscape/Public Art:** Laura Wilson answered all questions.

**Other Activities:** 6/2 Public Art Kickoff Meeting, 6/3 Riviera Theater Meeting, Lowry School Meeting, 6/7 Timber Shore Public Engagement #3, 6/14 Meeting with Tattered Tulip

The next LCDC Board meeting will be on July 21, 2021

There being no further business, a motion was made by Director Banas to adjourn the board meeting at 7:03 p.m. Seconded by Director Gross and unanimously approved.

Respectfully submitted,



Garry Krause  
Secretary, LCDC  
June 16, 2021