

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

**May 21, 2014 Board Meeting
500 Wheatfield Street
North Tonawanda, NY 14120**

The meeting of the Lumber City Development Corporation (LCDC) was called to order at 5:38 p.m. by Chairman Taylor at 500 Wheatfield Street, North Tonawanda, NY. Roll Call was taken and the following Directors were present:

Dave Gross	Andrea Moreau
Ed Janulionis	Nick Maniccia
Sharon Kochmanski	Robert Ortt-left at 6:25
Garry Krause	Brian Pettit
Joe McMahan-left at 6:35	Douglas Taylor

Absent: Bob Clark Joe Fonzi

Also Present: Community Development Director Richard Tindell, Michael Zimmerman

Minutes Review

The minutes from the April 16, 2014 board meeting were included in the package and the Board took a few minutes to review them. As there were no questions or clarifications:

Resolution: Moved by Director Moreau,

That the Board of Directors approves the minutes of the April, 2014 meeting.

Seconded by Director Janulionis and unanimously approved.

Treasurer's Reports

The March and April 2014 Financial Summaries were distributed to the Board for review. Richard Tindell presented the details of the summary. The March report indicates a balance of \$930,846.50 in all bank accounts. The April report indicates a balance of \$1,077,377.96 in all bank accounts.

Resolution: Moved by Director Moreau,

That a motion is made to approve the Financial Summary, Loan Summary Report, and the Profit & Loss YTD report for March 2014 and April 2014.

Seconded by Director Janulionis and unanimously approved.

Committee Reports

Marketing: The Marketing Committee did not hold a meeting. Director Gross updated the board in regards to the LCDC 10th Anniversary

Celebration planned for June 3, 2014. The event will be held at the Dom Polski 576 Oliver Street starting at 5:30 p.m. Director Gross asked for volunteers to help setup/decorate on June 2, 2014 at 5:30 p.m.

Finance/Loan/Audit: The Finance/Loan/Audit Committee held a meeting on May 16, 2014. A meeting summary was included with the board packet. Director Maniccia went over the details of the meeting.

Resolution: Moved by Director Maniccia,

That the Board of Directors approves a \$5,000.00 microenterprise deferred loan/grant to Round One Fitness and Boxing subject to the applicant being approved for a \$25,000.00 loan from the NCIDA.

Seconded by Director Moreau and unanimously approved.

Resolution: Moved by Director McMahon,

That the Board of Directors approves a microenterprise deferred loan/grant to Power Tools & Abrasives for 90% of their expansion project costs with a total not to exceed \$15,000.00

Seconded by Director Janulionis and unanimously approved.

Projects: Richard Tindell and Michael Zimmerman went over the details of some current projects that they have been working on.

A discussion ensued about a potential project at Vito's Avenue Pizzeria that was terminated by the applicant.

Personnel: The Personnel Committee held a meeting on May 21, 2014 prior to the board meeting. Personnel Committee Chair Kochmanski went over the details of the meeting.

Chair Kochmanski opened a discussion about the May 2014 motion to implement a recognition policy for outgoing board members.

Resolution: Moved by Director Kochmanski,

That the Board of Directors approves a policy to recognize the work of outgoing board members by giving a gift certificate to a local restaurant. The certificate will be for \$25.00 for board members with 1-5 years of service and \$50.00 for 5 or more years of service.

Seconded by Director McMahon and unanimously approved.

Chair Kochmanski opened a discussion about the open position for Grants Administrator at the LCDC. Details and responsibilities of the position and were explained to the board. The discussion was opened in the hopes that the position may be merged with the responsibilities of the part-time bookkeeper to form one position. The board was open to the ideas and asked that the current applicants for the

position be called with the modified position responsibilities.

Director Gross announced to the board that Board Director and Personnel Committee Chair Kochmanski would not be renewing her board member term and that this would be her last meeting.

Governance: The Governance Committee did not hold a meeting.

Old Business:

2013 NYS CFA grants: Community Development Director Tindell reported to the board that funds are available for dredging this fall and that it looks like there will be additional funds approved for the project.

Kayak Launches: Michael Zimmerman informed the board Foit Albert is getting started on the engineering and will start the process of getting the needed permits for the project.

Microenterprise Grant: Community Development Director Tindell reported to the board that funds are available and that a mailer went out to local businesses to inform them about the funding.

Community Development Director Tindell reported to the board that the Brownfield Project Step 3 can get started next week.

New Business:

Oliver Street NYMS Community Development Director Tindell reported to the Board that revised documents would be needed. The documents were distributed to the board and included; Overall Administrative Structure, Program Marketing Plan, Project Selection Plan, Application, and Program Guidelines. Community Development Director Tindell went over all the details of the documents and the following changes were requested by the board; updated administrative structure document and that all of the documents have revision dates.

Resolution: Moved by Director Moreau,

That the Board of Directors approves the administrative documents with the requested changes listed above.

Seconded by Director McMahon and unanimously approved.

62-64 Webster Street CDBG Included in the board packet was a certified letter from NYSHCR requesting the repayment of \$100,000.00 in funding.

Resolution: Moved by Director Moreau,

That the Board of Directors approves the repayment of \$100,000.00 to the NYS Homes and Community Renewal.

Seconded by Director Gross and unanimously approved.

An information packet regarding the 2014 IEDC Training Course was distributed to the board for review. Community Development Director Tindell and Planning and

Development Coordinator Zimmerman went over the details and benefits of the course to the board. The request was made for funding to allow Planning and Development Coordinator Zimmerman to attend the training. After review from the board it was noted that the miscellaneous expenses should be increased to \$200.00

Resolution: Moved by Chairman Taylor,

That the Board of Directors approves the amended funding of \$1,270.00 for Michael Zimmerman to attend the 2014 IEDC Training Course

Seconded by Director Moreau and unanimously approved.

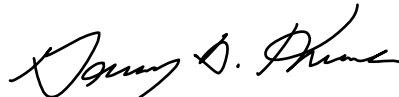
Business Visits/Contacts: Tom Austen-Wurlitzer, Cathy Schwandt, Kay Learned, Jed Carrol-Pirson building, Joe Siragusa/Deborah Jaeger, Oliver Street bakery, Susan Ohrum-Hizair Hair Salon, Mike Carney, RockTenn, Underground Wraps

Other Activities: 4/23 NC Greenway, 4/24 Chamber ED Comm., 4/24 NYS MWBE expo, 4/29 Chamber after hours, 4/30 Carnegie CFA, 5/2 Riviera dedication, 5/2 LCDC Marketing Committee, 5/5 Webster merchants, 5/13&20 City Council, 5/15 LCDC Loan Committee, 5/6 & 5/20 City dept. heads, 4/25 Canisius ED workshop, 5/15 WNY NYSCAR, working on HOME Rehab grant due 5/30/2014 and 2014 CFA grants due 6/16/2014, 5/21 LCDC Personnel Committee

The next board meeting is scheduled for June 18, 2014; 5:30 p.m.

There being no further business, a motion was made by Director Moreau to adjourn the Board meeting at 7:09 p.m. Seconded by Director Janulionis and unanimously approved.

Respectfully submitted,



Garry Krause
Secretary, LCDC
May 21, 2014