

CHEEKTOWAGA ECONOMIC DEVELOPMENT CORPORATION

Board of Directors Meeting
April 29, 2010 - 6:00 P.M.
Hilton Garden Inn - Genesee Street

Board of Directors - Attending

Donna Luh	Stanley Gajewski	Joseph Funk
Richard Cielinski	Debra Liegl	Robert Pietrzak
Jack Patterson	Timothy Popielski	James Antkowiak
Edward Haladay	Samuel Tadio	

Board of Directors - Unable to Attend

Stephen Bojdak	Richard Velez	John Redman
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Elected Officials in Attendance

Councilmember Charles Markel

Resource Personnel

Jerome Gabryszak, Director of Community Development

President Debra Liegl called the meeting to order at 7:00 P.M. and introduced Town Councilmember Charles Markel. Jerry Gabryszak extended an apology from Supervisor Mary Holtz, who was unable to attend the meeting. Councilmember Markel gave the Board an update on the planned construction of the new Town Court and Police building, and reported on new commercial development in the Town. The "flea market" on Walden Avenue between Union and Dick Roads was relocating to the vacant Gardenville Plaza at Union and French Roads; a new Walgreens drug store at French and Borden Roads, previously put on hold by the company, will now move forward and should be open by the end of the year. Additionally, he stated that the Town's Comprehensive Plan, commissioned in November of 2007 to be prepared by Wendel Duchscherer, was behind schedule, but anticipated to be completed this year.

Reading of Minutes

Jerry Gabryszak read the minutes from the April 21, 2009 meeting.

Motion by: Richard Cielinski
Seconded by: Jack Patterson
Motion: To approve the minutes as read.
Vote: Ayes: 11; Nays: 0; Abstain: 0

President's Comments

President Debra Liegl pointed out that there had been very few inquiries regarding assistance from the Corporation during the past year, none of which resulted in the submission of a funding application. President Liegl stated that more marketing of the CEDC's program was needed and encouraged the Board to submit suggestions. Edward Haladay and Richard Cielinski agreed to

serve on a marketing committee. It was also suggested that the duties of Paul Leone, who is employed by the Town as a Business Development Consultant, be reviewed to determine whether Mr. Leone can be of more assistance to the Corporation. It was also suggested that Mr. Leone provide a report to the Board outlining any recent business activity that he was involved with in the Town.

Report of Nominating Committee and Election of Officers

Joseph Funk, Committee Chairman, stated that the current Officers have agreed to continue to serve in their respective positions. Mr. Funk submitted the names of the following individuals for the positions of Officers of the CEDC indicated for the period of 2010-2011.

President: Debra Liegl
Vice-President: Donna Luh
Secretary: Jack Patterson
Treasurer: Richard Cielinski

No additional nominations were made from the floor.

Motion by: Richard Cielinski
Seconded by: Stanley Gajewski
Motion: To close nominations and cast one ballot for the election of the nominated individuals to their respective positions.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Re-Appointment of Directors

Motion by: Richard Cielinski
Seconded by: Joseph Funk
Motion: To recommend to the Cheektowaga Town Board that the following individuals be re-appointed as Directors of the Cheektowaga Economic Development Corporation for a term of three years: Robert Pietrzak, Samuel Tadio, Debra Liegl, Edward Haladay and Donna Luh.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Appointment of Executive Committee

Motion by: James Antkowiak
Seconded by: Jack Patterson
Motion: To appoint the Officers of the Corporation and past Presidents Robert Pietrzak and Samuel Tadio to the Executive Committee.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Appointment of Committees

Motion by: Edward Haladay
Seconded by: Donna Luh
Motion: To authorize the President to appoint committees deemed necessary to carry-out the business of the Corporation.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Subrecipient Agreement with Town of Cheektowaga

Jerome Gabryszak advised the Directors that the Corporation is required to execute an agreement with the Town for continued utilization of Community Development Block Grant program income funds received by the Corporation. The following motion was proposed:

Motion by: Robert Pietrzak
Seconded by: Jack Patterson
Motion: The President is hereby authorized to execute a Subrecipient Agreement with the Town of Cheektowaga for continued use of Community Development Block Grant revolving program income funds for the 2010 Program year.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Professional Services

President Liegl requested Jerome Gabryszak to present a summary of professional service proposals received for Auditor, Bookkeeper and Loan Analyst. Jerome Gabryszak presented the following proposals:

Auditor:	Toski, Schaeffer and Company
	555 International Drive
	Williamsville, New York 14221
	\$ 3,000 Audit & Preparation of US Form 990 and NYS Form CHAR-497
	<u>350</u> Preparation of Financial Report for Component Units
	\$ 3,350 Total

Motion by: Richard Cielinski
Seconded by: Jack Patterson
Motion: To retain the services of Toski, Schaefer and Company at their respective rates of reimbursement and terms and conditions pursuant to their proposal.
Vote: Ayes: 10; Nays: 0; Abstain: 1 (James Antkowiak).

Bookkeeper: McGee's Business Services
P.O. Box 500
Kenmore, New York 14223-0500
\$1,500 Bookkeeping Services in Accordance with Generally Accepted Accounting Principles.

Motion by: James Antkowiak
Seconded by: Donna Luh
Motion: To retain the services of McGee's Business Services at it's respective rates of reimbursement and terms and conditions pursuant to it's proposal.
Vote: Ayes: 10; Nays: 0; Abstain: 1 (Robert Pietrzak).

Hiring of Loan Analyst

Following discussion and deliberation, the following motion was offered.

Motion by: James Antkowiak
Seconded by: Edward Haladay
Motion: That annual reimbursement for the loan analyst hired be initially capped at \$15,000
Vote: Ayes: 9; Nays: 2 (Richard Cielinski, Robert Pietrzak); Abstain: 0.

Loan Analyst: Harry Sicherman & Company
5852 Forest Creek Drive
East Amherst, New York 14051

\$15,000 cap on Services pursuant to the scope of services and terms proposed by Harry Sicherman & Company, with the following reimbursement rates in effect:
\$139.00 per hour - Principals (Harry Sicherman); \$106.00 per hour - Senior Professional (Robert Deemer); \$87.00 per hour - Senior Associate (Richard Lipold); \$ 78.00 per hour - Other Professional Services; \$55.00-Rate in travel status (all personnel). Reimbursement of authorized out-of-pocket expenses; travel at the current federal rate.

Motion by: James Antkowiak
Seconded by: Richard Cielinski
Motion: To retain the services of the Harry Sicherman & Company at the rates of reimbursement and terms and conditions pursuant to their proposal.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Legal Counsel

Jerry Gabryszak reported that proposals for legal services were solicited, with ads being placed in the Buffalo News and the Buffalo Criterion. Four proposals were received, but have not yet been reviewed. James Mietlicki, current Legal Counsel, has informed the Board that he will not submit a proposal to continue as Legal Counsel. President Liegl appointed the following Directors to serve on a committee to review the proposals received and make a recommendation to the full Board of Directors: Robert Pietrzak, Samuel Tadio, Jack Patterson, Joseph Funk and Donna Luh.

Treasurer's Report

Richard Cielinski, Treasurer, presented the annual Treasurer's report.

Motion by: Jack Patterson
Seconded by: Timothy Popielski
Motion: To receive and file the Treasurer's Report.
Vote: Ayes: 11; Nays: 0; Abstain: 0.

NEW BUSINESS

Public Authorities Law

Jerry Gabryszak reported that Public Authorities Act requires official training for each Director and the posting of various reports and documents on the Corporation's website. Requirements will be reported on more thoroughly at the next Board meeting.

Marketing

Samuel Tadio recommended that the Corporation schedule a meeting with major commercial Realtors to discuss marketing of the CEDC's loan program.

Ad for Chamber of Commerce Publication

Motion: James Antkowiak
Seconded by: Edward Haladay
Motion: To authorize payment for an ad in the Cheektowaga Chamber of Commerce annual awards dinner program .
Vote: Ayes: 10; Nays: 0; Abstentions: 1 (Debra Liegl).

Adjournment

Motion by: Jack Patterson
Seconded by: Joseph Funk
Motion: To adjourn the meeting of the Board of Directors (9:20 p.m.).
Vote: Ayes: 11; Nays: 0; Abstain: 0.

Signature of Secretary