

CHEEKTOWAGA ECONOMIC DEVELOPMENT CORPORATION

Board of Directors Meeting
February 10, 2021 – 6:00 P.M.
Cheektowaga Town Hall Council Chambers
Broadway & Union Road
Cheektowaga, New York 14227

Board of Directors in Attendance

Kristina Groff Edward Halady
James Antkowiak Richard Cielinski
Paul Gildea Robert Lowery
Derek Johnson

Excused: Denis Serugendo, Timothy Popielski, Cheryl Moore

Resource Personnel in Attendance

Elizabeth Kraus, H. Sicherman & Associates
Amy Vigneron, Attorney At Law
Jerome Gabryszak, Community Development Aide

President Groff called the meeting to order at 6:00 p.m.

#1 - Reading of Minutes

Motion by: Richard Cielinski
Seconded by: James Antkowiak
Motion: To suspend reading of the minutes.
Vote: Ayes 7 Nays 0 Abstain 0

#2 - Presentation of FY 2019-20 Audit

President Groff noted that the draft audit, performed by EFPR Group, had been forwarded to Board members prior to the meeting. The findings of the audit were noted, particularly the adjusting journal entries that needed to be made by the auditor due to the fact that the bookkeeper did not properly categorize various expenses. A meeting with the auditor and the bookkeeper is being arranged to discuss and correct this problem. The audit also noted that the audit report was not filed in PARIS in a timely manner. Future audit reports will be filed in PARIS as required. The auditor recommendations were also noted. To avoid the occurrence of funds being declared dormant by a depository, the auditor recommended utilizing on-line accounts so as to be able to regularly log into and monitor bank accounts. It was also recommended that deposits of funds and processing of checks be made at least monthly and also take steps to avoid incurring bank fees. These recommendations will be enacted. Following discussion, the following motion was made:

Motion by: Paul Gildea
Seconded by: Derek Johnson
Motion: To approve and accept the FY 2019-20 audit prepared by the EFPR Group, CPAs.
Vote: Ayes 7 ; Nays 0 ; Abstentions 0

#3 - FY 2019-20 Federal Tax Return and NYS CHAR 500 Report

Board members received the federal tax return and the NYS CHAR 500 report prior to the meeting. After a Brief discussion, the following motion was made.

Motion by: Richard Cielinski
Seconded by: James Antkowiak
Motion: To approve the submission of the FY 2019-20 federal tax return and the New York State CHAR 500 report.
Vote: Ayes 7 ; Nays 0 ; Abstentions 0

#4-Consultant Updates

Elizabeth Kraus-H. Sicherman & Company

Elizabeth highlighted the following business contacts and referred the Board to the latest update report dated February 2, 2021.

First Friends Day Care: The CEDC loan program was explained to the owner of the business. Elizabeth is waiting for the owner to provide more information so a conference call can be scheduled to discuss the company's needs and the loan program in more detail.

Big Ditch Brewing Company: The Company prefers to wait until COVID restrictions are eased. The project site is on Transit Road. The project has a cost of \$40 million with the company looking for up to \$500,000 from the CEDC for new equipment. Contact will be maintained with the company.

Barkology: The project consists of a dog park and kennel services. The owner is looking for a grant and is not interested in a loan.

Hanzlian Sausage Company: This loan was closed in August, 2020 for \$150,000. H. Sicherman & Company is monitoring job creation. An ownership change is planned but will not affect the loan or the project.

Amy Vigneron, Cohen & Lombardo

Amy provided on the following matters.

Global Asset Management: John Harrington is suing Kevin Garvey, his former partner regarding the Company's profit sharing arrangement. The CEDC has been released from involvement in this suit.

Buffalo Bread Company: The CEDC maintains a lien on the Richard Costanzo's property, but is subordinate to the liens of Key Bank and M&T.

Insurance Coverage for Board Members: Amy has discussed this matter with the Town of Cheektowaga attorney, who referred her to the Town Accountant, Brian Kraus.

New York State Subpoena of CEDC Records: The state attorney has requested and Amy agreed to accept the state subpoena via email. Amy also said the state agreed to a mid-March extension for submitting the requested information.

5-Budget

The FY 2019-20 budget, which was forwarded to the Board of Directors prior to the meeting, was reviewed. Following a brief discussion, the following motion was presented.

Motion by: Edward Halady
Seconded by: Richard Cielinski
Motion: To approve the FY 2019-20 budget as presented.
Vote: Ayes 7 Nays 0 Abstain 0

6-Website Update

President Groff stated that an RFP is being prepared for the updating of the CEDC website.

7-New Business

Strategic Planning: President Groff suggested the CEDC work to assess the community business needs and develop goals and objectives to further define the mission statement of the CEDC. This topic as well as Board member recruitment strategies will be discussed further at the Annual Board of Directors meeting.

Future Meetings: President Groff suggested that the Annual Board of Directors meeting be held on or about April 20th. Board members were asked to notify her of their availability during that week.

Adjourn

Motion by: Paul Gilden
Seconded by: Edward Halady
Motion: To adjourn the Board of Directors Meeting (7:40 P.M).
Vote: Ayes 7 Nays 0 Abstain 0


Signature of Secretary

