

## **CHEEKTOWAGA ECONOMIC DEVELOPMENT CORPORATION**

Executive Committee Meeting  
May 19, 2025 – 5:30 p.m.  
Via Zoom

### **In Attendance**

Robert Lowery, President  
Ethan Ruot, Vice-President  
Richard Willis, Secretary  
Jim Antkowiak

### **Resource Personnel and Guests in Attendance**

Rachel Straker, Cheektowaga Director of Community Development

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**The meeting was called to order at 5:30 p.m.**

### **Compliance Timeline**

- Review and adoption of the Mission Statement and Investment Policy were tabled at the last meeting so the Governance Committee could review, Rachel will email to committee members tomorrow and obtain potential updates for June 2<sup>nd</sup> Board meeting.
- In an effort to adhere to the year-end timeline established by our attorney, Rachel will request Jerry complete the PARIS Investment Report and Procurement Report, so it can be reviewed and approved at the June 2<sup>nd</sup> meeting.
- The auditor has requested the documents necessary to complete the audit, Rachel is working on gathering them and requesting necessary items from the bookkeeper.

### **Gordon Companies Loan**

- Gordon Companies is paid through December 2024, after a lengthy discussion, Rachel will reach out to their bookkeeper to see what their plan is to get caught up, and report back to the committee.
- Hanzlian Sausage is 16 months behind, but in the process of executing a refinance with our attorney. Ethan asked if there are closing costs, and will they be paying our attorney fees associated with the refinance. Rachel will reach out to our attorney and report back to the committee.
- Signatures have been updated with both M&T Bank and Key Bank. Robert has set up a meeting with M&T regarding next steps and online banking and will also follow-up with Key Bank regarding online banking.
- Rich reminded the committee about the HUD admin cap and spending deadline. Rachel reported that all old invoices have been paid. A conversation was also held regarding the fact that there are no new loan prospects, and in an effort to meet the spending deadline in January, it was recommended the CEDC give money back for residential rehab. Rachel will assess current projects and get back to the Board at the June 2<sup>nd</sup> meeting.

June Agenda Items – Discussed Under Previous Topics

Open Meetings Law

- Conversations relating to this topic were had with Amy Vigneron, previous attorney, but things were never settled. As a result, Rachel recommended we revisit the topic with the new attorney to ensure we are in compliance. Specific concerns were voting via email, should the public be allowed to attend meetings, do Executive Committee and other Committee meeting minutes need to be signed, and should Zoom meetings be live for the public to attend.

New Business

- If anyone has someone in their network that might be interested in becoming a Board member, please have them submit their resume.

The meeting was adjourned at 6:15 p.m.

  
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Signature of Secretary