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Dan Schrantz, Chairman  
Richard Purol, Vice-Chair  
Donald Steger, Treasurer  
Kathy Tampo, Secretary  
Executive Director

## **CHADWICK BAY REGIONAL DEVELOPMENT CORPORATION**

### **ANNUAL REPORT ON OPERATIONS – FY 2013**

**MISSION:** To preserve the character of the region wherein rural surroundings are enjoyed and none of the advantages of the city are lost while fostering safe, progressive, prosperous living and improving the quality of life for all residents through preserving and expanding existing businesses and industry, seeking new complimentary enterprises, and creating new opportunities for job creation and economic revitalization.

**ESTABLISHED:** 2003

**STATUS:** 501 (c) (3) – Non-profit local public authority

**AREAS SERVED:** City of Dunkirk, Town of Dunkirk, Town of Hanover, Village of Silver Creek, Town of Pomfret, Village of Fredonia, Town of Portland, Village of Brockton, Town of Sheridan (Total Population as of 2010 US Census = 42,776)

#### **BOARD OF DIRECTORS:**

Mayor Anthony J. Dolce (City of Dunkirk)  
Supervisor Richard Purol (Town of Dunkirk)  
Supervisor Todd Johnson (Town of Hanover)  
Mayor Nick Piccolo (Village of Silver Creek)  
Supervisor Don Steger (Town of Pomfret)  
Mayor Steve Keefe (Village of Fredonia)  
Supervisor Dan Schrantz (Town of Portland)  
Mayor Dave Hazelton (Village of Brockton)  
Supervisor Louis Delmonte (Town of Sheridan)  
Steve Neratko (Census Rep/Planning & Econ. Dev. Director – City of Dunkirk)  
Marc Ruckman (Census Rep – Village of Fredonia)

#### **COMMUNITY MEMBERS:**

City of Dunkirk – William Rivera  
Town of Dunkirk – Juan Pagan  
Town of Hanover – Kevin O’Connell  
Village of Silver Creek – Tom Harmon  
Town of Pomfret – Pat Christina

Village of Fredonia – Rob Lancaster  
Town of Portland – Al Valentin  
Village of Brocton – Dale Abram  
Town of Sheridan – Amy Farnham

**OFFICERS:**

Chairman – Dan Schrantz  
Vice-Chairman – Richard Purol  
Treasurer – Don Steger  
Secretary – Kathy Tampio

Executive Director – Kathy Tampio

**OVERVIEW/FOCUS:** The Chadwick Bay Regional Development Corporation (CBRDC) was incorporated in 2003 to promote economic and infrastructure development projects of regional significance. Governed by the chief elected officials of the nine member municipalities, the CBRDC meets monthly to take actions that accomplish projects throughout the region of northern Chautauqua County.

**ACTIVITIES/INITIATIVES:**

**Regional water system**

**ARC grant** - Chadwick Bay RDC has actively supported initiatives to acquire grant funding to implement a regional water system in northern Chautauqua County. Chadwick Bay RDC applied for and received a planning grant from the Appalachian Regional Commission in the amount of \$150,000, which requires a local match of \$150,000. This grant funds phase one of the implementation plan necessary to create the regional water system. The grant term is June 1, 2011 – April 30, 2014. During FY 2013 local match funding was received from sources listed below;

Nestle Purina Corporate Grant	\$15,000	Rec'd 2/19/2013
Northern Chautauqua Community Found. Grant	\$5,000	Rec'd 5/23/2013
Chautauqua County IDA grant	\$ 35,800	Rec'd 11/21/2013

Grant Funds Received for Eligible Expense Reimbursement FY 2013 = \$46,211

**LGE Grant** - A 2013 application to the NYS Department of State for a Local Government Efficiency grant in the amount of \$360,000 was coordinated by Chadwick Bay with the City of Dunkirk as Lead Applicant and the municipalities of the Towns of Dunkirk, Portland, Pomfret, Sheridan and the Villages of Brocton and Fredonia as co-applicants. The grant has been awarded and the state is in the process of executing the pending grant agreement. This grant will provide the remaining funds necessary to complete the implementation plan. Chadwick Bay Executive Director will serve as the administrator of the grant and reimbursement for eligible expenses will be deposited to the City of Dunkirk. A 10% local match is required for this grant. The grant term is April 1, 2012 – March 31, 2015.

**EMPIRE STATE DEVELOPMENT Grant (ESD)** – Chadwick Bay RDC submitted a grant application with Chautauqua County as Lead Applicant through the NYS 2013 Consolidated Funding Application process to create the regional water district, including the construction necessary to fully implement. A \$1 million grant was awarded and the state is in the process of executing the pending grant agreement.

- **Lead Consultant** - The firm of Clark Patterson Lee was selected as Lead Consultant for the implementation of the regional water system through an open competitive Request for Proposals process completed in 2012. Staff at Clark Patterson Lee have engaged in activities as outlined in the Appalachian Regional Commission (ARC) grant for the implementation of a regional water system, including the following tasks – community educational meeting, water systems inventory, water treatment/distribution master plan, financial analysis, investigate future geographic expansion, and operation plan. Paid expense reimbursement per contractual agreement for FY 2013 are as follows:

○ Invoice no. 0043510, voucher no. 21-13, \$11,977.00
○ Invoice no. 0043890, voucher no. 30-13, \$17,585.57
○ Invoice no. 44625, voucher no. 31-13, <u>\$5,482.00</u>
Total Paid to CPL FY 2013 = \$35,044.57

- **Financial Consultant** – The firm of Brennan Group Consulting was selected a financial consultant for the regional water system implementation plan after an open competitive Request for Qualifications process was conducted in 2010. The initial agreement for services was for a one year term (commencing on April 1, 2012) at a cost of \$3,416/month for a total of \$41,000. The contract was extended at \$4,166.67 per month plus travel expenses (mileage & tolls). Paid expense reimbursement per contractual agreement for FY 2013 are as follows:

○ Voucher no. 1-13	\$3,416.00
○ Voucher no. 3-13	\$3,416.00
○ Voucher no. 5-13	\$3,416.00
○ Voucher no. 8-13	\$4,166.67
○ Voucher no. 14-13	\$4,166.67
○ Voucher no. 17-13	\$5,213.13
○ Voucher no. 19-13	\$4,744.66
○ Voucher no. 23-13	\$4,983.90
○ Voucher no. 24-13	\$4,714.98
○ Voucher no. 27-13	<u>\$4,462.93</u>
Total Paid to Brennan FY 2013 =	\$42,700.94

**Regional Local Waterfront Revitalization Plan** – Chadwick Bay has engaged in efforts to support a regional LWRP in northern Chautauqua County. Chautauqua County Planning Department submitted an application for NYS grant funding through the CFA process. A \$65,000 grant was awarded to the county as lead applicant. The grant agreement is pending. Municipal co-applicants include the Towns of Ripley, Westfield, Pomfret, Dunkirk, Portland, Sheridan, Hanover and the Villages of Westfield, Silver Creek and the City of Dunkirk. Chadwick Bay RDC will engage in this collaborative effort on a cooperative, supportive basis with no financial obligation.

**Community Outreach and Funding Partners** – Executive Director and consulting staff have made efforts to meet with community groups (such as Chamber of Commerce, Rotary Clubs, etc.) to raise awareness and solicit support of Chadwick Bay RDC’s activities in support of regional economic development. Meetings have also been held with local industrial leaders as well as the leadership of SUNY Fredonia and the Lake Erie Health Care System. Chautauqua County Executive Greg Edwards has been very involved and supportive of these efforts.

**Review of Time Warner Municipal Contracts** – Executive Director compared municipal member TWC franchise agreements and advised members on negotiation points and information contacts at NYS Public Service Commission.

**Lake Shore Savings – Checking Account – FY 2013**

Beginning Balance as of 1/1/2013 = \$18,573.85

Ending Balance as of 12/31/2013 = \$46,508.92

**STATEMENT OF FINANCIAL POSITION:**

ASSETS	
Cash and cash equivalents	\$ 46,509
Accounts receivable	\$ -
Due from other governments	\$ 7,240
Capital assets, net	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 53,749</b>
LIABILITIES	
Accounts payable	\$ 35
<b>FUND BALANCE</b>	
Unassigned fund balance	\$ 53,714
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 53,749</b>

**STATEMENT OF FINANCIAL ACTIVITIES**

REVENUES	
Grants and contributions	\$ 102,011
Municipal revenue	\$ 15,773
<b>TOTAL REVENUES</b>	<b>\$ 117,784</b>
EXPENDITURES	
Project Expense	\$ 72,701
Legal and professional fees	\$ 35,657
General and Administrative expense	\$ 5,435
Accounting and auditing	\$ 3,000
Insurance	\$ 607
Office expense	\$ 256
Meeting expense	\$ 306
<b>TOTAL EXPENDITURES</b>	<b>\$ 87,962</b>

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<b>CHANGE IN NET ASSETS</b>	<b>\$ 29,822</b>
<b>NET ASSETS, beginning of year</b>	<b>\$ 23,892</b>
<b>NET ASSETS, end of year</b>	<b>\$ 53,714</b>