

# **CHADWICK BAY REGIONAL DEVELOPMENT CORPORATION**

## **MEETING MINUTES**

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**December 18, 2014, 5:30pm, Village of Silver Creek**

**CALL TO ORDER** – by Director Schrantz

**ROLL CALL** – quorum established with the following 5 Directors - Dan Schrantz, Nick Piccolo, Don Steger, Dick Purol, Glenn Reed (Proxy-Sheridan)

Directors Absent - Todd Johnson, AJ Dolce, Steve Keefe, Louis Delmonte, Dave Hazelton

Members not in good standing – Village of Fredonia (Mayor Keefe), Town of Hanover (Supervisor Johnson)

Others present – Executive Director Kathy Tampio, Sue Chiappone (Buffalo News, Nicole Gugino (Observer), Juan Pagan, Jay Warren, Chuck Civileto, Jim Oakes

**PRIVILEGE OF THE FLOOR** – no one spoke

**CHAIRMAN’S REPORT** – Regular meeting date of 12/11/2014 was rescheduled to 12/18/2014 due to inclement weather. Chairman Schrantz reported the second \$1 million grant award through the WNY Economic Development Council CFA process for the regional water system implementation.

### **SECRETARY’S REPORT**

- Moved by D. Purol, seconded by D. Steger and carried by unanimous vote, the minutes of the regular meeting 10-16-2014 are approved as presented.
- Correspondence –Municipal resolutions in support of CBRDC 2015 assessment received from Village of Brocton, Town of Dunkirk, Town of Portland

**TREASURER’S REPORT** –. Don Steger presented - Current available balance = \$38,098.09. Outstanding assessments due – Village of Fredonia, Town of Hanover.

- Moved by D. Purol, seconded by G. Reed and carried by unanimous vote, the Treasurer’s Report was accepted and shall be placed on file with the minutes of this meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

Submitted by Kathy Tampio  
December 11, 2014

- **Financial Reporting** – Annual Financial reporting requirements met to date.
- **2015 Budget** The 2015 Annual Budget was submitted to NYS ABO through the online PARIS system by November 1, 2014.
- **Member Assessments** – Assessments outstanding - Village of Fredonia (2011, 2014) and Town of Hanover (2013, 2014). 2014 assessments received to date from Town of Pomfret, Town of Dunkirk, Town of Portland, Village of Brocton, Town of Sheridan, City of Dunkirk and Village of Silver Creek.
- **ARC GRANT** –The final project report and reimbursement request was submitted 8/29/2014. Grant close-out was approved and final reimbursement received.
- **LGE GRANT** – Status – First payment to CPL was made. A reimbursement request will be submitted to NYS DOS for approval.
- **Regional Water CFA application** – CPL prepared and submitted another ESD grant application on behalf of Chautauqua County through the 2014 CFA process to request grant funds for the additional expense with the inclusion of the Village of Fredonia water system in the regional program. The grant application has received priority status. Award announcements pending December 2014.
- **County Water Agency** – Workshop meetings continue - led by County Executive Horrigan held at the Incubator in Dunkirk. Details are being developed regarding district formation and water rate structure to be presented to the County Water Agency for recommendations to the County Legislature for water district formation.
- **LWRP** – After reviewing proposals for project consultant, Peter J. Smith & Company was selected. The initial meeting with steering committee and municipal representatives was held September 25, 2014 to outline the process and solicit SWOT input. A second meeting was held December 3, 2014. Detailed report provided by Jay Warren.
- **Community Outreach & Stakeholder Communications** –
- **Website** – updates completed, meeting minutes, agenda, news items, reference reports, reports as required by PAAA, committee members.
- **Conferences/Training** –

### **OLD BUSINESS –**

- **Railroad meeting** –no action to date
- **Discussion** –need for extension of water service to customers with poor wells

### **NEW BUSINESS –**

- **Assignment of Nominating Committee for 2015 officers** – Chairman Schrantz appointed D. Steger, N. Piccolo, and D. Purol
- **Discussion of 2015 Regional Project suggestions** – explore through the County led Shared Services meetings. Consider Health Care groups, Consolidated billing programs, etc.
- **Audit FY 2014** – Finance & Audit Committee members (Purol, Steger, Piccolo) will meet prior to the 1/15/2015 meeting to audit all financial records in preparation for CPA firm audit.

**COMMUNITY FORUM**

**ADJOURN** at 7:10 pm

Respectfully Submitted by: \_\_\_\_\_  
Kathy Tampio, Secretary/Executive Director

*Approved:* 1/15/2015

**Next Meeting: January 15, 2015, 5:30pm, City of Dunkirk - Incubator**