

CHADWICK BAY REGIONAL DEVELOPMENT CORPORATION

ORGANIZATIONAL MEETING MINUTES

January 15, 2015, 5:30pm, Town of Portland

CALL TO ORDER – by Director Schrantz

ROLL CALL – quorum established with the following 5 Directors - Dan Schrantz, Dick Purol, Don Steger, Nick Piccolo, Dave Hazelton,

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

Others present – Executive Director Kathy Tampio, Jay Warren (NCCF-LED), Sue Chiappone (Buffalo News), Jacqueline Chairot (Congressman Reed), Eric Wies (CPL)

ELECTION OF OFFICERS

- Chairman – Dan Schrantz (nominated by Piccolo/seconded by Steger)
- Vice-Chairman – Richard Purol (nominated by Piccolo/seconded by Steger)
- Treasurer – Don Steger (nominated by Purol, seconded by Hazelton)
- Secretary – Kathy Tampio (nominated by Piccolo, seconded by Steger)
- Upon a motion made by N. Piccolo, seconded by D. Steger and approved by unanimous vote, the secretary was directed to cast one vote for the officers as nominated.

APPOINTMENT OF EXECUTIVE DIRECTOR

Kathy Tampio commented that due to her increasing responsibilities and work time as Clerk of the Chautauqua County Legislature she cannot devote the time required to fulfill all the duties of the Executive Director. She is able to perform all secretarial duties as well as current grant administration. She announced that she would like to resign as Executive Director by the end of March 2015. She is willing to assist in the search for a new Executive Director and be available to orient the new Exec. Dir. In addition, she asked that because she cannot devote as much time to the position that her monthly fee be reduced to \$200.

- Upon a motion made by D. Steger, seconded by N. Piccolo and by unanimous vote, Kathy Tampio was appointed Executive Director for Fiscal Year 2015 at monthly rate of \$200.00/month.

APPOINTMENT OF GOVERNANCE COMMITTEE

- Upon a motion made by N. Piccolol, seconded by R. Purol and by unanimous vote, D. Steger, Dave Hazelton and Glenn Reed were appointed as members of the Governance Committee for FY 2015.

APPOINTMENT OF FINANCE & AUDIT COMMITTEE

- Upon a motion made by D. Hazelton, seconded by D. Schrantz and by unanimous vote, R. Purol, D. Steger and N. Piccolo were appointed as members of the Finance & Audit Committee for FY 2015.

AUTHORIZE BANK ACCOUNT SIGNATAORIES

- Upon a motion made by N. Piccolo, seconded by R. Purol and by unanimous vote, Dan Schrantz, Don Steger and Kathy Tampio were authorized as signatories on the Chadwick Bay RDC checking account held at Lake Shore Savings Bank for FY 2015. (2 signatures are required on any checks written)

PRIVILEGE OF THE FLOOR – No one

CHAIRMAN’S REPORT – Chairman Schrantz –nothing at this time

SECRETARY’S REPORT

- Upon a motion made by D. Steger, seconded by R. Purol and by unanimous vote, the minutes of the Board of Directors meeting of 12/18/2014 were approved as presented.
- Correspondence – none

TREASURER’S REPORT –. Don Steger presented - Current available balance = \$38,309.19. Outstanding assessments due – Village of Fredonia, Town of Hanover.

- Upon a motion made by R. Purol, seconded by N. Piccolol and by unanimous vote, the Treasurer’s Report was accepted and shall be placed on file with the minutes of this meeting.

FINANCE & AUDIT COMMITTEE – R. Purol, and N. Piccolo, as members of the Finance & Audit Committee, reported upon their review of all financial documents provided by Executive Director Tampio, that everything was in order and there were no findings or exceptions to report. It is recommended that these documents be forwarded to the CPA firm of Johnson & Mackowiak for processing of annual audit and required filings of forms 990, 1099s and CHAR 500.

The committee (Purol, Steger and Piccolo) recommended that the outstanding assessments (membership dues) of the Village of Fredonia and the Town of Hanover be declared “uncollectable” and be removed from the financial report of CBRDC.

- Upon a motion made by R. Purol, seconded by D. Steger, and by unanimous vote, the outstanding assessments of the Village of Fredonia and the Town of Hanover shall be declared uncollectable and taken out of the financial report of CBRDC as of the fiscal year 2014.

EXECUTIVE DIRECTOR’S REPORT

Submitted by Kathy Tampio
January 15, 2015

- **Financial Reporting** – Annual Financial reporting requirements met to date. Annual reports and the audit prepared by Johnson, Mackowiak and Assoc. LLC must be provided to the NYS Authorities Budget Office through the on-line reporting system by the end of March.
- **2015 Budget** - The 2015 Annual Budget was submitted to NYS ABO through the online PARIS system by November 1, 2014.
- **Member Assessments** – Assessments for FY 2015 in the amount of \$1,600.00 from each community will be due and invoices will be sent. 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.
- **LGE GRANT** – Status – First payment to CPL was made. A reimbursement request has been 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. A grant in the amount of \$1 million was awarded through Empire State Development.
- **County Water Agency** – Workshop meetings continue - led by County Executive Horrigan. Meetings are being held with individual municipalities to discuss the proposed water rate structure as developed by Dr. Peter Reinelt. Initial work has begun in the development of Intermunicipal Agreements necessary to form the water district. Chautauqua County Attorney Steve Abdella has met with Rick Henry of Clark Patterson Lee and Attorney Greg Yaw.
- **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. A steering committee meeting was held January 8, 2015. Public input meetings have been scheduled for January 28, 2015 in Westfield and Dunkirk.
- **Community Outreach & Stakeholder Communications** –
- **Website** – updates completed, meeting minutes, agenda, news items, reference reports, reports as required by PAAA, committee members.
- **Conferences/Training** –

PROJECT REPORTS

- **REGIONAL WATER SYSTEM** – Eric Wies (Clark Patterson Lee) discussed the current project scope and water rate development for the regional water district. A CC Water Agency meeting will be held within a month to update all regional partners.
- **REGIONAL LWRP** – Jay Warren updated the board with LWRP efforts that include the formation of “focus groups”, the holding of two public forums on January 28, 2015, the proposed LWRP boundary and a public survey that is now available on-line or by hard copy. Plans to discuss potential LWRP projects with each participating municipality will be held in February and March.

OLD BUSINESS –

- **Railroad Meeting** – no discussion

NEW BUSINESS

- **2015 meeting schedule** – final schedule was discussed and will be distributed

COMMUNITY FORUM – discussion of regional water district planning and progress.

ADJOURN at 7:25 pm

Respectfully Submitted by: _____
Kathy Tampio, Secretary/Executive Director

Approved: 2-12-2015

Next Meeting: February 12, 2015, 5:30pm, Town of Pomfret