

CHADWICK BAY REGIONAL DEVELOPMENT CORPORATION

MEETING MINUTES

April 9, 2015, 5:30pm, Village of Silver Creek

CALL TO ORDER – by Director Schrantz

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

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

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

Others present – John Burt (Trustee – Silver Creek), Executive Director Kathy Tampio, Sue Chiappone (Buffalo News), Samantha McDonnell (Observer), Rick Henry (CPL), Jim Crowell

PRIVILEGE OF THE FLOOR – no one spoke

CHAIRMAN’S REPORT – Nothing at this time

SECRETARY’S REPORT

- Moved by R. Purol, seconded by D. Steger and carried by unanimous vote, the minutes of the meeting held 3-12-2015 are approved as presented.
- Correspondence – Kathy Tampio submitted her resignation as Executive Director, effective 5/31/2015.

TREASURER’S REPORT – Dan Schrantz presented - Current available balance = **\$31,896.67.**

- Moved by N. Piccolo, seconded by R. Purol 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

April 9, 2015

- **Financial Reporting** – Annual Financial reporting requirements met to date. The annual audit was completed by Johnson, Mackowiak and Assoc. LLC. The audit was submitted to the NYS Authorities Budget Office through the on-line reporting system and is available on the CBRDC website for public inspection. Forms 990, CHAR 500 were completed for fiscal year 2014 and will be submitted as required.
- **Member Assessments** – Annual dues have been received from the Towns of Dunkirk, Pomfret, Portland and Village of Brocton. Outstanding dues yet to be received from Village of Silver Creek, Town of Sheridan and City of Dunkirk.

- **LGE GRANT** – Reimbursement for a second Invoice from CPL has been requested through the next quarterly report to LGE. A request to extend the grant period for an additional year has been made to accommodate our current task schedule. The current grant period is from 4/1/2012-3/31/2015 and the new period requested is 4/1/2012-3/31/2016.
- **County Water Agency** – Initial work has begun in the development of Intermunicipal Agreements (IMA) necessary to form the water district. Attorney Greg Yaw will be setting up meetings with each municipality to discuss the IMAs.
- **LWRP** – Two open house meetings were held 4/8/2015 to solicit public input on proposed LWRP and related projects.
- **Community Outreach & Stakeholder Communications** – Delivered 9 Regional Water presentations to the Village of Fredonia for review by the Trustees.
- **Website** – updates completed, meeting minutes, agenda, news items, reference reports, reports as required by PAAA, committee members.
- **Conferences/Training** – A meeting was held April 1, 2015 with County Executive Horrigan and mayors and financial personnel from City of Dunkirk and the Village of Fredonia where Dr. Peter Reinelt explained the data and process in the development of a water rate structure for the regional water system.

PROJECT REPORTS

- **Regional Water System** – K. Tampio and Rick Henry reported on progress to date. The draft final map, plan and report for district formation has been completed. Intermunicipal agreements are in final draft form and will be reviewed with municipal members by Attorney Greg Yaw. Tentative review by the end of April. Required survey work will begin soon for areas affected by infrastructure construction. Dr. Reinelt is reviewing all current costs to industrial users within the proposed water district to determine actual water costs.
- **Regional LWRP** – R. Purol reported on the open house meetings held April 8, 2015. The meeting included public review of the draft plan and potential projects.

OLD BUSINESS –

- **Railroad meeting** –no action to date
- **Discussion of Regional initiatives** – R. Purol reported his contact with a utility consultant. He will invite the consultant to the next CBRDC meeting. Consultant information – Keith Tyson, Troy & Banks Utility and Telecommunications Consultants, 716-390-2197, ktyson@troybanks.com
- **Executive Director** – Moved by R. Purol, seconded by G. Reed and carried by unanimous vote, Patrick Stokes was approved as Interim Executive Director with a fee for services of \$200.00 per month, effective immediately.

NEW BUSINESS –

- Moved by D. Steger, seconded by G. Reed and carried by unanimous vote, the extension to 3/31/2016 of the contract with Clark Patterson Lee for services rendered for the regional water system implementation plan under LGE Grant C1000356 was approved and further authorized Executive Director Tampio to execute said contract extension.
- 2014 Annual Audit – Moved by N. Piccolo, seconded by D. Steger and carried by unanimous vote, the Annual Audit prepared by Johnson & Mackowiak, Assoc. LLC was approved as presented.

- Executive Director recommended as a prudent financial policy, that the CBRDC Board of Directors consider an RFP process be conducted every five years for a firm to provide financial services and annual audit

COMMUNITY FORUM

ADJOURN at 7:15 pm

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

Approved: 5-14-2015

Next Meeting: May 14, 2015, 5:30pm, Village of Brocton