



## **EDO Report:**

Michelle Mazzone reported on the progress she made with updating the website. Michelle also went ahead and purchased domain names for the website. The domain names will make it easier to get on to the CIDA website. It was up to the board if they want to keep them. Mrs. Hallock asked if she paid \$101 for all of them. Michelle answered that was for all of the domain names, which are included in the packet Michelle passed out. The domain names are good for two years and they would have to re-purchased after that. The board agreed to reimburse Michelle for the domain names. Motion made by Chris Kempton with a second by Clayt Ertel to reimburse Michelle Mazzone \$101.00 for the CIDA domain names. Mr. Hartzell reminded everyone that if there are expenses over \$100 they must be approved by the Board beforehand.

Vote: Buettner; Ertel; Hallock; Hartzell; Kempton. Opposed: None  
Absent: DiCostanzo; Powell Motion carried.

Michelle will forward the domain names to today. She just needs to know who to send to. Mr. Buettner asked if there was any other use for these domain names. Mrs. Hallock said that these are a great advantage to the CIDA website.

Michelle continued that she would also like to develop a project success list for the website and a list of the larger commercial properties available for development in the Town of Clarence. Paul Leone said that would be a great list to have. Mr. Hartzell suggested that Michelle could get an intern from Bryant and Stratton to help her keep the list updated.

Michelle suggested that we may want to use her call log form to keep track of the calls that may not reach the CIDA office here. She also spoke about the marketing flyer and the presentation she gave at a meeting of the Clarence Hollow Association.

## **Old Business:**

### 2008 Budget

Mrs. Hallock reported that she presented the CIDA Budget to the Town Board.

### Strategic Plan/Facilitator.

Mr. Hartzell received a call from Mary Powell regarding the meeting on December 6, 2007. It will be at Orazio's and everyone will be notified by e-mail to confirm the details. Paul asked what the meeting will involve. Mr. Hartzell said that it will be to develop a three or five year plan as to where the CIDA is going and where some of the funds might be disbursed on projects within the Town that would benefit Town.

### 2008 Planning /Brainstorming

Mr. Hartzell suggested that most of this will be done at the Strategic Planning meetings.

### Insurance.

Clayt reported that he contacted some companies and this was more involved then he thought it would be. He will be getting a quote from one company. Our present policy premium is due on December 1, 2007. He did receive some information from the Floss Agency, Inc. It was decided that this would be pursued further next year and we would stay with Floss for this year. There was a motion made by Chris Kempton to renew the policy with the Floss Agency and add the employment practices liability coverage for a limit of \$1,000,000 for an additional \$195.00 and add the crime shield bond for employees and treasurer in the amount of \$500,000 for \$826 for an increase in approximately \$1,000 per year. Second made by Michael Buettner.

Vote: Ayes: Buettner; Ertel; Hallock; Hartzell; Kempton. Opposed: None  
Absent: DiCostanzo; Powell Motion carried.

There was discussion of perhaps having Mr. Floss attend the next meeting. Clayt will contact Mr. Floss to discuss.

### CIDA Policies.

Mr. Hartzell asked if everyone had a chance to look at the Conflict of Interest Policy and compare it with the Conflict of Interest section of the Ethics Code and asked if there were any comments or questions. Mrs. Hallock added that the Ethics Code contains basically the same things as the separate Conflicts of Interest Policy. Mr. Bengart agreed. Mr. Hartzell asked if everyone is in agreement that we would adopt the CIDA Ethics Code. Motion made by Clayt Ertel second by Kathleen E. Hallock. On the question added that Mrs. Hallock added that we are adopting the CIDA Ethics Code and not a separate Conflict of Interest Policy as the Ethics Code covers the Conflict of Interest Policy. Mr. Hartzell called the vote.

Vote: Ayes: Buettner; Ertel; Hallock; Hartzell; Kempton. Opposed: None  
Absent: DiCostanzo; Powell Motion carried.

Data Gathering Procedures and Debt Management Policy should be reviewed for the next meeting.

### **New Business:**

#### Up Coming Projects.

Paul discussed some of the issues with Empire Zone Benefits, CIDA Benefits and the Buffalo Filter Project. There was further discussion on what the CIDA can do to move this project along.

Paul also reported that he is working with Mazia's Pizza regarding a project and on a proposed project regarding Hunt Real Estate on Sheridan Drive.

Paul is also doing a seminar on December 6<sup>th</sup> for the Bank of America at the Buffalo Club.

Mr. Hartzell asked about the Bob Gosch project. Mr. Leone said that it is progressing. Mr. Gosch called David regarding an ad. The Board will take into consideration.

Paul discussed a meeting regarding special projects to find some ways to find other incentives to get and ranking projects and perhaps adding other benefits. Follow-up will be at the next meeting.

Mr. Neill also discussed electronically filing of the annual reports with the State and some of the other information they are asking for that the IDA may not have.

Mr. Hartzell asked Mrs. Hallock if she wanted to speak about lights in Business District of Clarence Center at the four-corners at Clarence Center and Goodrich Road. The Town was approached by the Clarence Center Community Association regarding the lights. This may a good, very visible project for the CIDA. She hopes to have something more concrete to add at the December meeting.

Mr. Leone asked that if the CIDA has a joint meeting with other IDA's it may be a good idea to meet with the County Executive elect before hand. The Board members agreed. Paul Leone will set up the meeting.

Mr. Hartzell thanked everyone for a very productive meeting. The Chairman made a motion to adjourn the meeting.

Meeting adjourned at 9:33 a.m.