

**TOWN OF CLARENCE, ERIE COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**MINUTES**

December 20, 2007

Present:	David C. Hartzell	Paul Leone
	Clayt Ertel	Pam Smith
	Kathleen E. Hallock	Nathan Neill, Esq.
	Christopher Kempton	Steven Bengart
	Mary Powell	Scott Bylewski
		Cynthia Rosel

Absent: Michael Buettner  
Peter DiCostanza

The December 20, 2007 meeting of the CIDA was called to order by Chairman Hartzell at 8:02 a.m.

**MINUTES**

Chairman Hartzell asked if everyone had the opportunity to review the minutes of the November meeting and if there were any comments or corrections. There being none, Mr. Hartzell called for a motion to approve the November 15, 2007 minutes. Motion made by Kathleen Hallock with a second by Chris Kempton to approve the minutes of the November 15, 2007 CIDA meeting.

Vote: Ayes: Hartzell, Ertel, Hallock, Kempton. Absent: Buettner, DiCostanzo, Powell. Opposed: None. Approved unanimously.

Treasurer's report was moved to the end of the agenda until Pam Smith returned to the meeting with the report.

**EDO**

With the departure of Michelle Mazzone, the CIDA will need to look for a new person to fill the position of EDO. Chairman Hartzell has been discussing how to go about hiring a person to fill the EDO position with Mary Powell. Mr. Hartzell suggested that a new EDO could be hired with screening as was done by the committee before or a personnel agency could be hired for approximately \$2,500. The Agency would do all the initial screening, run all the ads and send three candidates to. Mr. Hartzell asked if that would be something the Board would like to take a look at. Mrs. Hallock suggested that the committee consider looking at the applications that were previously submitted. Mr. Hartzell with that idea and that would be a good place to start. There was further discussion regarding using a "head hunter." Mr. Ertel said that the committee had suggested that before but thought that in this particular case the concentration was to get someone to fill the EDO position that was local. Mr. Hartzell said that this is not an easy process. It was suggested that we need to hire someone but there is not urgency. Mr. Ertel added that since we have been through the

process and we should try again, using the agency idea as a back-up plan. Mrs. Hallock added that there is a need to correct the description of the position. Mr. Kempton said that he has someone in mind and he will speak to that person to see if he would be interested in interviewing. This person is a long time resident of Clarence, is retired, ran a business and ran the Chamber in Lockport. Mr. Bengart added that after a discussion with Miss Mazzone that the CIDA should come up with a more detailed description of the EDO position. It should be geared more toward marketing. Mr. Hartzell said that he agreed that the position should be defined in more detail. It seems that there was some confusion as to what Mr. Leone does and what the EDO would be doing. Mr. Bengart offered to sit in on the interviews. (Mary Powell arrived). Mary Powell spoke about the EDO position and what was discussed in the past. It was agreed that a more detailed description of the position would be worked out laying out specifically what would be expected of the EDO. This will have to be done before considering filling the position.

Mr. Hartzell said that we can discuss this further after we finish the agenda as some of the members have to leave the meeting to attend another meeting.

### **TREASURER'S REPORT**

Mr. Kempton reported handed out the balance sheet. He discussed the CD rate as being 4.9% and locked in till June 23, 2008. The money market is now down to just under 3%. Total assets are \$676,000. Income from January 1, 2007 to December 20, 2007 is \$180,000 versus \$87,000 in 2006. Expenses were \$71,000 versus \$20,000 from 2006. Net income is about \$110,000 versus \$66,000. Interest income has increased from 2006 also. Total income is \$137,000 vs. \$80,000 in 2006. Mr. Hartzell asked if there were any questions on the Treasurer's Report. There being none Mr. Hartzell asked for a motion. Motion by Clayt Ertel second by Mary Powell to approve the Treasurer's Report for December 20, 2007. There being nothing on the question, Mr. Hartzell called for a vote.

Vote: Ayes: Hartzell, Ertel, Hallock, Kempton and Powell. Absent: Buettner, DiCostanzo.  
Opposed: None. Approved unanimously.

### **NEW BUSINESS**

#### **BUDGET**

The CIDA Budget for 2008 needs to be adopted. Mr. Hartzell asked if everyone looked at the proposed budget. Mrs. Hallock said that the Clarence Town Board had the Budget for 30 days and had no comment. Copies were handed out to those members who did not have the budget with them. There was some discussion on the advertising and marketing lines as well as the legal expenses lines. Mr. Kempton asked about the monies that were sent to the Chamber for the EDO. Mr. Hartzell said that the Chamber sent a check back to the CIDA. Chris would like to get this cleared up for the 2007 calendar year. Mr. Kempton said we need a motion to approve the Budget for 2008. Mr. Hartzell called for a motion. Motion by Kathleen Hallock second by Clayt Ertel to approve the 2008 CIDA Budget. Mr. Hartzell called for a vote:

Vote: Ayes: Hartzell, Ertel, Hallock, Kempton and Powell. Absent: Buettner, DiCostanzo.  
Opposed: None. Approved unanimously.

## **INSURANCE**

Mr. Hartzell noted that Joe Floss was not present. Clayt Ertel said that he spoke to Joe Floss and because of a scheduling conflict, he could not make this meeting. Clayt said that if they want Mr. Floss to attend a future meeting he will go arrange for Mr. Floss to meet with the Board at the January meeting.

## **POLICIES**

### **Data Gathering**

There was some discussion regarding the adoption of the Data Gathering policy in 2006. In the August of 2006 the Investment Policy was adopted. Mr. Kempton asked what is meant by Date Gathering. Although there was discussion at that meeting there was no motion to approve the Data Gathering Procedures. It was decided to adopt the policy at this meeting. The procedure that is in the new Manual is the same one that Wayne Drescher presented at the August 2006 meeting. Mr. Hartzell asked for a motion.

Mr. Ertel made a motion second by Chris Kempton to adopt the Data Gathering Procedures and Policy dated August 17, 2006 . A vote was called. On the question Mr. Kempton asked who was going to be responsible to implement this policy. Mr. Neill and Mr. Bengart agreed that it was the accountant.

Vote: Ayes: Vote: Ayes: Hartzell, Ertel, Hallock, Kempton and Powell. Absent: Buettner, DiCostanzo. Opposed: None. Approved unanimously.

### **Procurement Policy**

Mr. Neill had copies of the procurement policy which was taken by a sample that was taken from Orleans County. It spells out the procedures to follow when expending monies. Chris Kempton questioned the dollar amounts that are outlined in the policy presented and the thresholds. Mr. Kempton said we now have a Treasurer and a CFO to address the checks and balances question. It was decided that the members would review the policy. There are some items missing. A new copy will be e-mailed before the next meeting and a decision will be made at the January meeting.

## **NEW BUSINESS:**

There was a brief discussion regarding a new project for consideration by the CIDA. The property address is 8780 Sheridan Drive. It was decided that a public hearing would be called and published and the project discussed in more detail at the January 17, 2008 meeting.

There was no further New Business.

EDO (discussion continued)

There was further discussion regarding the EDO position and what the description should be. Mary Powell said that the 2000 Strategic Plan spelled out the description of the EDO. There was discussion pertaining to exactly what was expected of the EDO. It appears that there was some confusion on the part of the EDO as to what she was supposed to be doing. Everyone agreed that they were all on the same page with how the position was presented. This will be pursued at future meetings so that it will be made perfectly clear as to the duties and responsibilities of the EDO. Everyone agreed that this would not be settled at this meeting.

Mary Powell added that the next Strategic Planning Meeting will be arranged for and held in January 2008 and Mary will contact Cindi Rosel with some dates. The details will be worked out as soon as everyone agrees on the date. All will be notified.

Mrs. Hallock asked if the meeting is now adjourned.

Mr. Hartzell adjourned the meeting and wished everyone a Merry Christmas.

Meeting adjourned at 9:23 a.m.

The next meeting will be the Organizational Meeting on Thursday, January 17, 2008.