

# REGULAR NCIDA/NCDC/NADC BOARD MEETING MINUTES

Wednesday, June 8, 2016 – 9:00 a.m.

Meeting Place: Niagara County Industrial Development Agency  
6311 Inducon Corporate Drive, Suite One  
Sanborn, New York 14132

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## 1.0 Meeting Called to Order

The regular meeting of the Niagara County Industrial Development Agency was called to order by Chairman Brady at 9:00 a.m.

## 2.0 Roll Call

Stephen F. Brady, Acting Chairman	Present
Mark A. Onesi, Second Vice Chairman	Present
Kevin McCabe, Secretary	Present
Jerald I. Wolfgang, Assistant Secretary	Present
Michael W. McNally, Member	Present
Joan G. Aul, Member	Excused
Willie C. Dunn	Present
William L. Ross	Present
Arthur G. Pappas	Present

## 3.0 Chairman Brady led the Pledge of Allegiance.

## 4.0 Introduction of Guests

### Guests Present:

Karen Fiala, Erie County IDA  
Mark Sheer, Niagara Gazette

### Staff Present:

Samuel M. Ferraro, Executive Director  
Susan C. Langdon, Director of Projects & Finance  
Andrea Klyczek, Director of Regional & International Marketing  
Michael S. Dudley, Finance Manager  
Mark J. Gabriele, Agency Counsel  
Barbara A. Gill, Administrative Coordinator/Recording Secretary

## 5.0 Approval of NCIDA Meeting Minutes

### 5.1 Meeting Minutes of May 11, 2016

Chairman Brady asked for a motion to approve the meeting minutes.

*Mr. Wolfgang made a motion to approve the meeting minutes; Mr. Onesi seconded the motion. The motion passed.*

## **6.0 NCIDA/NCDC/NADC Committee Reports**

### **6.1 Finance & Audit Committee**

#### **6.1.1 Agency Payables**

Mr. Onesi stated that the Committee Members had reviewed the monthly payables and found them to be in order.

*Mr. Onesi motioned to approve the payables; Mr. Wolfgang seconded the motion. The motion passed unanimously.*

#### **6.1.2 Budget Variance Report**

Mr. Onesi stated that the Committee Members had reviewed the Budget Variance Report and found the report to be in order.

*Mr. Onesi made a motion to approve the Budget Variance Report; Mr. Wolfgang seconded the motion. The motion passed.*

### **6.2 Governance Committee**

Mr. Gabriele stated that with the new IDA reform legislation, three (3) sets of changes were required to be incorporated into the Agency's application and the project evaluation criteria along with a cost benefit ratio. He stated that the new application is more detailed and conforms to the new legislation of which June 12, 2016 is the deadline for the changes. He stated that New York State would like all IDAs to adopt this new application.

#### **6.2.1 New Project Application**

The Agency was notified in December of 2015 of the June deadline and staff has been working to revise the application and the project evaluation matrix since that time. A copy of the new application is attached to, and made a part of, these minutes.

*Mr. Ross motioned to recommend approval of the new application; Mr. Wolfgang seconded the motion. The motion passed.*

#### **6.2.2 Project Evaluation Criteria**

Ms. Langdon stated that project costs, number of jobs created and retained, taxes and other miscellaneous verifications are required to be reported in the application and also at the final phase of the project. The Local Labor Policy compliance is also mandatory. A copy of the project evaluation criteria is attached to, and made a part of, these minutes.

*Mr. Ross motioned to recommend approval of the project evaluation criteria; Mr. McCabe seconded the motion. The motion passed.*

**6.0 Committee Reports Continued**

**6.2 Governance Committee Continued**

**6.2.3 Cost Benefit Ratio**

Ms. Langdon stated that the cost benefit ratio will act as a guide for the Agency in evaluating the PILOTS.

*Mr. Ross motioned to recommend approval of the cost benefit ratio; Mr. McCabe seconded the motion. The motion passed.*

**6.3 Administrative Policy Updates**

Mr. Gabriele stated that the verbiage in the existing policies was updated as far as consistency in the language. He gave an example that some of the policies used the term "Agency" whereby others said "NCIDA." The content of each policy has remained unchanged. The policies require re-adoption by the Governance Committee Members.

*Mr. Wolfgang motioned to recommend approval of the policy updates; Mr. McNally seconded the motion. The motion passed.*

**7.0 Unfinished Business**

There was no unfinished business at this time.

**8.0 New Business**

**8.1 Microenterprise Appointee**

**8.1.1 Jason Krempa**

In a letter to the Agency dated May 27, 2016, Mr. Krempa requested a position on the Revolving Loan Fund Committee. There being no opening on that Committee, agency staff told him about the Microenterprise Assistance Program Loan Committee. He is interested in holding that position.

Mr. Krempa is currently the Vice President of Commercial Lending at Northwest Savings Bank, and has been since 2012. Some of his responsibilities include managing a million dollar portfolio, develop new and retain existing commercial relationships, and manage credit process from origination, prospect conversion through loan maturity.

Agency staff will author a letter to Mr. Krempa welcoming him to the Committee.

**9.0 Information Items**

There were no information items at this time.

**10.0 Agency Counsel**

There were no items at this time.

**11.0 Report from Executive Director**

Mr. Ferraro discussed that:

- Katherine Lance gave an Economic Address on May 24, 2016 at 7 p.m. in the County Legislative Chambers to discuss the accomplishments of 2015 and the Goals and Objectives for 2016.
- On May 26, 2016, Ivy Lea Construction held their groundbreaking ceremony in North Tonawanda and Agency Staff and Mayor Pappas attended.
- Agency Staff is beginning the process of planning and budgeting funds for 2017.

**12.0 Any Other NCIDA Matters the Board Wishes to Discuss**

Chairman Brady announced that there will be a brief Microsoft Training in the Conference Room directly following the Board Meeting.

**13.0 Next Board Meeting:**

**DATE: July 13, 2016**

**TIME: 9:00 a.m.**

**PLACE: Niagara County Center for Economic Development**

Please note there will be a brief BoardBook training via webinar in the conference room immediately following the Board Meeting.

**14.0 Adjournment**

*Mr. Onesi made a motion, seconded by Mr. McNally to adjourn the meeting. The meeting adjourned at 9:10 a.m.*

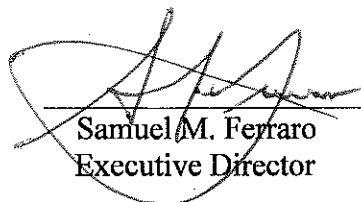
Respectfully submitted:

Reviewed by:

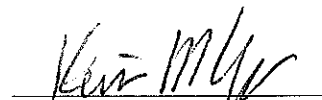
Approved by:



Barbara A. Gill  
Recording Secretary



Samuel M. Ferraro  
Executive Director



Kevin McCabe  
Secretary