

## **DLDC BOARD OF DIRECTORS MEETING – March 30<sup>th</sup>, 2017**

**Present:** Chairman Rebecca Yanus, Tom Panasci, Councilman-at-Large Andrew Woloszyn and Judy Presutti

**Also Present:** Mayor Wilfred Rosas, Secretary Edward Hayes III, City Attorney Sean Connolly, Special Events Chair Hector Rosas and Rebecca Cuthbert (Observer)

**Absent:** Councilman Andy Gonzalez

Meeting was called to order by Rebecca Yanus at 5:04PM, located in the Mayor's Conference Room.

### **Consent Agenda:**

Rebecca Yanus introduced herself as Director of Planning & Development for the City of Dunkirk, and Chairman of the DLDC Board as per the By-laws. Those who were present took turns introducing themselves:

- Edward Hayes, New Deputy Director of Planning & Development for the City of Dunkirk
- Tom Panasci, Local Business Owner
- Andrew Woloszyn, Councilman-at-Large
- Judy Presutti, Executive Director of Dunkirk Housing Authority
- Sean Connolly, City of Dunkirk Attorney
- Wilfred Rosas, City of Dunkirk Mayor
- Hector Rosas, City of Dunkirk Festivals & Events Coordinator
- Rebecca Cuthbert, Observer

### **Old/Unfinished Business:**

Acceptance of March 22<sup>nd</sup>, 2016 Meeting Minutes – Andy Woloszyn asked if a motion was needed to accept the minutes since they are dispensed in written form. Rebecca Yanus stated she did not think a motion was necessary.

### **New Business:**

*Pre-filed Resolution #1-2017*– Appointment of Edward J. Hayes III as Recording Secretary of the DLDC Board effective immediately and shall serve through December 31, 2017.

*Pre-filed Resolution #2-2017*- Authorized signatories for Community Bank, N.A. Checking Account (No.4100230129) (DLDC Farmers Market Account): Rebecca Yanus, Edward J. Hayes III and Wilfred Rosas.

*Pre-filed Resolution #3-2017*– Authorized signatories for the following individuals for the Community Bank, N.A. Checking Account (No.4330233570) (DLDC Operating Account) and that two signatures will be required for each written check: Rebecca Yanus, Wilfred Rosas and Christine Pinkoski.

Pre-filed Resolution #4-2017 – Authorized signatories for the following individuals for the Community Bank, N.A. Checking Account (No.4100234337) (DLDC Festivals Account): Hector Rosas, Wilfred Rosas and Rebecca Yanus.

Andrew Woloszyn made a motion to pass resolutions #1-2017, #2-2017, #3-2017, and #4-2017. Seconded by Judy Presutti. Carried, all voting aye.

Pre-filed Resolution #5-2017 – Authorized agreement for \$5,000.00 with Chautauqua County Health Network for Creating Healthy Schools and Communities Grant.

Pre-filed Resolution #6-2017 – Authorized to enter into an agreement with Sarah Sorci for management of the Dunkirk Farmer’s Market with a budget of up to \$6,000.00 to be disbursed from the allocated funds from the Chautauqua County Health Network and DLDC partnership (Resolution #5-2017) for the 2017 year.

Andrew Woloszyn asked if the \$6,000 is for the Farmer Market Manager’s salary or for other expenses. Rebecca Yanus stated that the \$6,000 was strictly for the manager and we have dollars in the account from last year as well as will be receiving the \$5,000 from CCHN for this year.

Andrew Woloszyn made a motion to pass resolution #5-2017 and #6-2017. Seconded by Judy Presutti. Carried, all voting aye.

Andrew Woloszyn asked about the signature page of the pre-filled Resolutions. Edward Hayes commented that those are the second pages of the Resolutions that get filled after acceptance and are signed by the DLDC secretary and he said he would not include that page in the future to avoid confusion.

Rebecca asked about any new business. Sean Connolly asked about an additional Council Member on the DLDC Board. Rebecca stated that Andy Gonzalez is a member of the DLDC Board but was absent from today’s meeting.

Tom Panasci asked if there was any new activity to come before the DLDC Board since last March. Mayor Rosas stated there were a couple things in motion but nothing that required Board action since the last meeting.

Judy Presutti asked about providing the Board with a financial statement and Rebecca stated she could provide that at the next meeting. Judy Presutti also asked about the status of HUD loans and Rebecca Yanus explained that the loans are currently frozen due to some findings from past CDBG activity. Rebecca stated both her and Christina Lincoln, CDBG Administrator, have been working to get those findings cleared up. Rebecca stated there were 8 findings cleared up they will be able to offer those funds back to us and that is approximately \$79,000 to use towards business loans.

Tom Panasci asked about the findings. Mayor Rosas said that these were things that the City was found to be out of compliance with and the CDBG Administrator and development team have been doing a good job getting caught up and back into compliance with.

Tom Panasci asked about the use of the \$79,000 and Rebecca Yanus stated that these funds were allocated to the DLDC through CDBG funding. Tom Panasci asked about a timeframe for reimbursement. Rebecca Yanus stated they are working on completing the first 4 findings and will be starting the next 4 findings soon. Rebecca Yanus said once we get confirmation we can use these

funds the City will do a press release to announce funding is available for small business loans and she will also ensure a policy is in place to make sure we are doing everything correctly moving forward.

Tom Panasci asked about the audit. Rebecca Yanus commented that the audit is currently being done by Johnson & Mackowiak and will be completed soon. Once the audit is complete it will allow us to submit the PARIS Report to the federal government which is an annual requirement.

Andrew Woloszyn requested that moving forward financial statements be provided to all the DLDC Board Members to ensure transparency as well as show all involved that the DLDC is working to do everything right and that this is imperative moving forward.

Tom Panasci asked about any non-performing loans. Mayor Rosas stated that there are some loans that are not performing. Andy Woloszyn stated that he knows the Mayor and the City have been working hard to get workable policies and procedures in place and he would like to see this for the DLDC as well. Andrew stated he would like to see the Board set strong policies and procedures for loans and the collections of loans for the DLDC especially to help when administrations change. Andrew Woloszyn commented that with all the great work the Mayor and Development has been doing to attract new opportunities, and with things coming down the pipeline, a strong policy & procedure plan would be to the benefit of the DLDC.

Mayor Rosas asked if the by-laws required that the City Fiscal Affairs Officer needs to be a member of the Board. Sean Connolly stated that she needs to be a member but does not have to hold a director position unless the Mayor wishes to appoint her. The Mayor stated he may look at local banks to bring in someone to serve as a director.

Judy Presutti asked about length of DLDC Board terms. Sean Connolly stated that the terms are for 2-years unless you are serving on the Board as an ex-officio which in that case your term does not expire. City Attorney Connolly also stated there are 3 ex-officios and the Mayor has the ability to add 9 (nine) more to the Board. The Mayor stated we will be looking to meet on more regular basis and would look at meeting every other month.

Tom Panasci suggested that we tentatively meet in May as long as there is business to discuss.

The next meeting is tentatively scheduled for May 25<sup>th</sup> at 5:00pm and will be based on new business brought before the Board.

Tom Panasci made a motion to adjourn at 5:28PM. Judy Presutti seconded. Carried, all voting aye.