

# City of Dunkirk

## Economic Development Committee Meeting

### Meeting Minutes

Tuesday, January 2, 2013  
11:00 am, Conference Room in City Hall

Attendees: Bill Rivera, Councilman, Board Member  
Andy Gonzalez, Councilman, Board Member  
Stephanie Kiyak, Council Member-At-Large, Chair  
Steve Neratko, Director of Planning and Development  
Tim Gornikiewicz, CDBG Administrator, Planning and Development Department  
AJ Dolce, Mayor  
Ron Szot, City Attorney

*Call to Order:* 11:07 am

*Approval of Meeting Minutes:* Approval of last meeting minutes (November 2012 and December 2012) moved by Andy Gonzalez and seconded by Bill Rivera.

*Issues Discussed:*

#### **1-Year CDBG Program**

The proposed budget was handed out to all attendees (attached). Steve Neratko informed the group that we received an application from the Babe Ruth Association for a major renovation (\$80,000) – this project has been denied because they couldn't provide all estimates in addition to also lacking a firm plan being in place at this time. It's possible that funding may still be available through the Bill Cease Fund or other sources. This project is considered worthy – we may include them in 2014 or 2015 plan. The project outlines a multi-year phased project.

Administration and Planning Program: Will be pretty much the same as in past years. Money is included for operating costs and legal notices (for projects the city will be handling). It was clarified that individual project budgets would pay for their legal notices. Copies of plans would be charged out of this line item, as well as expenses for any HUD meetings that need to be attended.

Code Enforcement Program: – The application received requested \$35,000. Steve spoke with Al Zurawski (Building and Code Enforcement) and it was agreed that \$25,000 would be allocated. It was asked if Wendy’s contract is okay with HUD and Steve said yes, it is (she is Al’s assistant). Currently, she provides bi-monthly timesheets and mileage reports to Tim who then scans them into the computer in addition to submitting them to HUD. With more money allocated she is expected to go out and do inspections more often.

Homeownership Program: Homeownership education and down-payment assistance will be managed by COI and has been funded in the 2012 Plan. Since 2012 funds have yet to be spent, it’s been decided not to allocate funding for 2013. It was inquired if there’s a timeframe for them to spend the money – generally, HUD doesn’t want more than 50% of funding sitting in the bank at the end of the year (for any program). Since funding was received quite late in the year, Steve assured us that we should be okay that 2012 funding hasn’t been spent yet, and that the fiscal year ends March 31, 2013. It was inquired if other housing rehabilitation applications have been received and were told that one was submitted by Crik for a 3-year project. It was decided to go with COI. At this time Harry Sicherman is still working on the subrecipient agreement.

DLDC: The DLDC submitted an application for \$75,000. This is a nominal amount to cover current obligations and has been approved.

Housing Owner-Occupied Rehabilitation Program: – The department received two applications. COI will be granted \$100,000 for this program. Steve informed the Board that this is money leftover from 2012 Program.

It was discussed that all subrecipients will be requested to come in either monthly or quarterly to inform the Board of the progress of their projects. They will also be required to provide detailed reports. These requirements will be outlined in all subrecipient agreements. COI will have a total of \$200,000 to spend by this summer (all allocated in 2012 plan).

Demolition Program: Application received requested \$90,000. Last year’s budget was \$30,000. This amount will potentially cover the cost of four houses in 2013. It was decided to allocate \$50,000, which should be enough for two houses. We are currently reaching out to the County for additional funding as well. Demolition is considered a city project. Last year’s budget has not been expended yet so we have a total of \$80,000 to work with, which will only be enough for three houses. At least two of the houses are located in the target area (outlined in the 5-Year Plan). Al Zurawski will be the key person. Demolition will go through RFP process.

Meals on Wheels Program: This is a long-time standing program. Steve informed the group that this particular program is easy to document and obviously helps seniors, disabled and low/moderate income recipients within the community. They requested \$12,500, and it’s been decided to fund the program \$10,000. They will have a subrecipient agreement that will require them to report quarterly to this Board. Steve will let Harry Sicherman know to put this language in their agreement.

Boys and Girls Club Program: This program was awarded funding in 2012. It's been decided not to fund them in the 2013 1-Year Plan since the majority of funding requested was for the purchase of a van. Steve informed the Board that a few groups have since come forward to offer transportation (such as CARTS). Steve will be looking into coordinating interested groups to come up with meeting the Club's transportation needs. In addition to the five or six agencies that have shown an interest, some individuals have also come forward and expressed an interest in helping provide transportation. Steve promised to follow-up and get back with this Board with an update.

Youth Services Program: – COI put in an application for this program. They want to have students throughout the community do community-based services; however, since it is questionable that this may not be an eligible use of CDBG funds their application was not approved. It was questioned if funding from this program could be utilized for insurance purposes if kids are providing community service such as grass cutting (mandated by court). Steve said he would look into it, although he didn't believe it would fall within the realm of CDBG projects. We may be able to do it under Administration and Planning Program. Steve/Tim will ask Lambrose (our HUD representative).

Senior Center Program: – Their application did not contain estimates. Another concern is the condition of the roof of the building. Steve informed the group that a better target time would be 2014 to allow them to compile the necessary estimates. The roof estimates that have come in range from \$80,000 to \$180,000. Apparently it has been difficult obtaining roof repair/replacement estimates. It was discussed that a more thorough investigation needs to be conducted of the entire building to see if there are other necessary repairs as well.

Food Bank / Farmer's Market Program: Steve informed the Board that unfortunately HUD is not in favor of utilizing funds for this program, even though the program would provide fresh vegetables and other food stuff that would benefit low/moderate residents. Good news is that HUD representative Lambrose told Steve that the EBT machine should be available for free through a federal program. Promotion of the market is also not eligible within the program. It was mentioned that Southern Tier West may be another avenue of funding for the farmer's market. Steve said that he will mention this to Janelle (who's running the market on behalf of the city through the Chamber of Commerce) as well as Jim White so that they can inquire with Southern Tier West Planning Board for possible funding. Tim mentioned that HUD has funded farmer's markets in the past. Steve said that Lambrose stated that "it's a good project but not all projects are CDBG projects".

Street Improvements Program: – It was discussed that infrastructure is the biggest need in the City. We have two projects/activities slated which include completing the reconstruction of the 500 block of Plover Street (between 5<sup>th</sup> and 6<sup>th</sup> street) across the street from the high school, which would include new drainage and sidewalk repair/replacement. Costs are estimated at roughly \$60,000, perhaps a bit more. We're currently receiving estimates at the moment and will go out to bid shortly. In addition, there is \$50,000 allocated for street improvements, which should cover about three blocks of repairs, according to Dave Manzella in DPW.

## 5-Year CDBG Program

Steve provided handouts mapping out the target areas of Dunkirk for the 5-Year Plan. It basically spans out from the waterfront, going south from there. This map indicates target areas for street improvements. Projects will receive bonus points if they focus on a particular target area for that given year. Steve said that now that the entire city has been declared low/moderate income, it is necessary for us to provide HUD with a 5-year plan such as this. It does not restrict where work is done, but rather it's a loose plan that's been discussed at the public meetings. Discussion about the particulars of the map ensued, and it was mentioned that Route 60 should be a main focus, especially with the Millennium project. There are restrictions with this road, however, since it's a state road and HUD doesn't allow funding going towards a commercial road. Franklin Avenue could use work and is a potential project for the future. Tim mentioned that HUD likes to see one large project in the year. It was mentioned that CHIPS money could also be combined.

Steve informed the Board that HUD is asking us to cut down on the actual number of projects. The target area(s) will be rehabilitation, demolition and streets improvement. Two of the demolitions fall into the Year 1 Plan (aka Wave). Streets improvement will be concentrated in Wave 1 (except for Plover). Tim said we still have 2012 money that can be applied to curb and street repairs as well. We've also talked with COI about target areas and how they will receive bonus points if they're concentrated in the Wave area for that year, although they can still complete work in other areas. The way the points work is that if two applicants were tied (for being awarded), the applicant that has work falling within the target area would get the job over the applicant that wanted to do work outside that year's target area. Steve said that there weren't a lot of applications submitted that only focused in the Year 1 area. It was reiterated that it was important that we stay within the guidelines of HUD. It was questioned whether the work would only be done on owner-occupied properties and it was confirmed.

There will be a public hearing this coming Friday (held by the Development Office) on the 1-Year Plan. The public hearing for the 5-Year Plan can be done the following week, to prevent confusion.

### *New Business*

Prior meeting minutes follow-up: Tim was to follow-up on contacting businesses for information. He promised to follow-up as soon as the public hearing was done (after Friday). He also promised to take pictures of the façade recipients after Friday. It was also questioned about the issue of estimates not being properly procured by DPW for the sidewalk repairs (according to the program). Steve said that Harry Sicherman is still looking into it with HUD and he would let us know the outcome at the next economic meeting. Steve was also asked to provide Tony Gugino with a formal memo regarding RFPs, which he said he did. Steve is still continuing to look into GIS mapping. He also promised to speak with David Rankin (SUNY Fredonia) regarding a feasibility study for Amtrack, since the next step is to know if we have a ridership interest. Chuck Cornell is also interested in helping us with a study, which may be able to be tied in with a citywide transportation program.

Steve said that from now on we also need to keep track of our hours so that we can be reimbursed for time.

It was brought up that the city Planning Board will have new terms starting in February. Ron pointed out that the term-limits are staggered. Tim will be looking into this and getting back to the Board at the next meeting.

#### *Next Meeting*

Next meeting will be February 5<sup>th</sup> at 11 in the conference room.

#### *Adjournment*

A motion to adjourn the meeting at 12:04 was made by Andy Gonzalez, seconded by Bill Rivera.