

# City of Dunkirk

## Economic Development Committee Meeting

### Meeting Minutes

Monday, October 7, 2013  
10:00 am, Mayor's Conference Room

Attendees: Stephanie Kiyak, Council Member-At-Large, Chair  
Bill Rivera, Councilman, Board Member  
Andy Gonzalez, Councilman, Board Member  
Steve Neratko, Director of Planning and Development  
Lacy Lawrence, Deputy Director of Planning and Development  
Nicole Waite, CDBG Administrator  
Richard Halas, Fiscal Affairs Officer  
Al Zurawski, Building and Zoning Inspector  
Gib Synder, Observer

Absent:

*Call to Order:* 10:01am

#### *Approval of Meeting Minutes*

A motion to approve meeting minutes for June, July and August was made by Bill Rivera, seconded by Andy Gonzalez.

#### *Issues Discussed*

Guest Speakers: Pro-Quip  
Sam Tavernese – Principal/President  
Stephanie Pulvino – Business Development  
Jeff Hamilton – Business Development

Sam gave a presentation about his company, Pro-Quip, a Canadian company that has made Dunkirk their North American home. They're located on Main Street in Dunkirk, and they specialize in LED lighting (supplying to the automotive industry), and recently branching out into the commercial and industrial areas. They also produce solar LED lighting and solar PV. A recent local project has been providing Jamestown Community College (South Campus) with lighting. They currently have partnerships in Kentucky and

California, and currently working on a 3 megawatt project (roughly 12,000 panels being installed on a manufacturing facility rooftop in San Antonio, Texas). Also working on another solar project in Indiana and a lighting retro-fit in Kentucky. He plans on manufacturing and selling out of the Dunkirk facility, and to use Dunkirk as a “showroom” to establish private and public partnerships, with plans to showcase installations around the city. It is with this plan that jobs will be created. The two bulbs outside of City Hall are 250 watts (which currently runs about \$158/year for each if they’re on daily) – when they are replaced, the cost will drop to \$39/year for each. Tony mentioned that the bikepath along the seawall would be a good project for the stand-alone lighting systems since the current bikepath/seawall plans did not include running electrical lines.

Ongoing Business:

**CDBG activity reports:** No activity for the month.

**CDBG 1 & 5-year plan resubmission update:** Nicole said that HUD has informed us that the Plans have been approved “with conditions”. We should hear from HUD within 60 days or so, but it could be a little longer due to the government shut-down.

**Boardwalk Update:** There was a meeting with the tenants the previous Wednesday. It was Steve’s opinion that it went well – some issues discussed was more cooperative advertising and participating in summer festivals, as well as putting on their own gatherings, including a Fall and Winter Festival. They would also be interested in having the Farmer’s Market in front of the building – Steve plans on reaching out to the Chamber to consider the idea. One tenant is currently late with October’s payment – we will be updated at the next meeting. There are two tenants that will be up for renewal soon (March) – in the next few months an RFQ will be put out by the Development office.

**Questionnaire for vendors (festivals):** Lacy handed out a questionnaire that she’s put together to send to vendors. She requested that any feedback from the committee regarding suggestions be submitted to her over the next week or so. Andy questioned how the festivals have been handled in the past with regards to checks and balances and handling the money. Steve promised that policies and procedures would be created and implemented in 2014.

**Landbank update:** Steve said that there are two programs: Landbank and Sidelot Disposition Program. Both programs are under the same grant program. We’re still waiting to hear an update of both these programs from the County. The County is looking for funding for demolition of buildings, and the Sidelot program is about putting properties back on the tax rolls by merging properties together – these are properties that are perhaps in foreclosure or are too small to build a house on. The city has reached out in the past to residents who live next to these city-owned parcels but found little interest. Andy questioned how anyone who is interested in purchasing should lot go about it and Steve said they should contact the Development Office and talk with Steve directly.

**Grant(s) update:** Steve will be contacting all businesses (by phone and letter) that will be affected by the Mainstreet Grant Project to inform them of an upcoming meeting.

**Marina project update:** Planning Board will be meeting Wednesday at 6:00 in the Stern’s Building to review the site plan as well as the SEQ. Once it passes the Planning Board, it will go before Council as a resolution.

**DEC findings at the boardwalk/marina parking lot update:** A 34-foot long tank was found in the Marina parking lot. Two other excavations were done close to Route 5. The contractor will submit their report to the DEC and they

should hear back shortly with the results. It was questioned who entered into the contract with the DEC and Steve said that this has been an ongoing issue for at least 3 ½ to 4 years and the City was notified by the DEC that this cleanup needs to be done, but since the City never took action, the DEC is now making the cleanup mandatory. Steve said that he wasn't aware that this needed to be addressed until the City met with the DEC this past January. The process is that DEC will hire the contractors to do the cleanup, the contractors do the work and report back to the DEC with their findings, then the DEC sends all the reports and previous owner(s) information to the state attorney general's office and it is this office that makes the final determination of who pays what percentage of the total costs. Steve pointed out that actual billing could take several years, much like the cleanup of 4<sup>th</sup> Street did. Steve also noted that the cleanup will not rate the property safe for residential homes but it will be acceptable for commercial building. It was questioned if this would impede progress being made by Jeff Gambino and Steve assured the group this is not the case, since the areas affected weren't close to his site. Andy questioned the cleanup of the Bertges Property and Steve clarified that the property was purchased knowing that it would need to be cleaned-up – the thinking at the time was that the tax credits and DEC grant funding available made it a worthy project – the problem is that the project didn't work out and the developer backed out. What also makes the Bertges property different is that it's a CDBG project.

**Start-Up NY program (SUNY):** A meeting is being scheduled to share more information regarding the program. Steve has spoken with Bob Fritzenger (Technology Incubator) about the potential development of the downtown area, especially since we have space available, so the college has a real interest in Dunkirk. The program will begin January 1<sup>st</sup>, and Steve will update us with any new developments at the next meeting.

#### *New Business*

**Planning and Zoning Boards certification training:** Steve did not have an opportunity to dig up the old resolution and put together a new one for the committee to review and promised to do so for the next meeting. Al Zurawski pointed out that they would undergo a 4-hour training session that would be good for one year, available by website or at a designated location. Steve pointed out the need for training for the Planning Board, since there is some confusion by the Board members as to what needs to be done or not, and this is one item that would be covered in the training.

#### *Adjournment:*

Motion made to adjourn at 11:13 by Andy Gonzalez, seconded by Bill Rivera.