

**TOWN OF UNION  
LOCAL DEVELOPMENT CORPORATION  
MEETING MINUTES  
THURSDAY, MARCH 21, 2019**

**SYNOPSIS OF MEETING**

The Town of Union Local Development Corporation met for a regular meeting on Thursday, March 21, 2019 at the Town of Union Office Building, located at 3111 East Main Street, Endwell, New York.

**I. THE MEETING WAS CALLED TO ORDER AT 8:00 A.M.**

MEMBERS PRESENT: Stephen Trichka, Diane Julian, Gary Leighton, James Peduto, Jeffrey L'Amoreaux, Timothy Strong

MEMBERS ABSENT: Mary O'Malley-Trumble, Robert Corwin

OTHERS PRESENT: Rosemarie Pope (LDC Board Attorney)

STAFF PRESENT: Joseph Moody (LDC Director), Robin Shimer (Admin. Asst.)

**II. APPROVAL OF THE MINUTES**

The Minutes of the Regular LDC Board Meeting of February 21, 2019 were reviewed and approved, as written.

Motion: Gary Leighton  
Motion 2<sup>nd</sup>: Jeff L'Amoreaux  
Motion: To approve the Regular LDC Board Meeting Minutes of February 21, 2019, as written.  
Vote: Motion approved [6 – Yes, 0 – No, 1 – Absent]

**III. PRESIDENT'S REMARKS**

President Trichka provided welcoming remarks to all meeting attendees. He noted the Board's first topic of discussion would be the potential grant program.

**IV. DIRECTOR'S REMARKS**

Director Moody affirmed the Board agenda's initial topic would pertain to review of the proposed Small Business Grant Access Program (GAP) description.

## V. OLD BUSINESS

- A. Director Moody provided the Board with a draft of the proposed Small Business Grant Access Program (GAP) Fact Sheet and an Intent to Apply Form (IAF). He crafted the documentation based on prior Board meeting discussion. He suggested having the application process comprised of two segments. The first segment would entail applicant submittal of an Intent to Apply Form (IAF). Mr. Moody proposed May 1<sup>st</sup> as the IAF submittal deadline. IAFs would then be reviewed by the Board to determine compliance with GAP criteria. Upon the meeting of such criteria, applicants that are selected would be requested to complete and submit a full grant application using the LDC standard application for consideration of approval by the Board. He suggested June 6<sup>th</sup> as a deadline for submitting a completed application and business plan. The Board would then decide possibly by July 18<sup>th</sup> the applicant(s) to whom grant financing would be awarded. Mr. Moody referenced the potential annual LDC funding amount of \$15,000.00, to be capped at an LDC grant financing amount possibly not to exceed \$10,000.00 per applicant. The LDC's initial annual funding amount shall not exceed \$15,000.00 in the pilot year, and may be supplemented by \$5,000.00 in grant financing provided by Broome County government via the hotel/motel tax grant. He said Town of Union Councilwoman Staley was responsible for initiating the county funding. Mr. Moody also noted that the concept of LDC grant financing is not to institute it as an annual grant competition, but rather to establish it as a hybrid grant initiative and start it out as pilot program.

Mr. Moody informed the Board that GAP financing could conceptually be provided via either UDAG or CDBG program funds. He said the use of UDAG funds would not require grant applicants to meet job creation requirements. He remarked that the use of CDBG funds would compel applicants to meet job creation obligations. Mr. Moody then sought the Board members' preference as to determining the source of GAP financing. Mr. Strong spoke in favor of utilizing UDAG funds. He also suggested reconsideration of the May 1<sup>st</sup> deadline for IAF submittal, so as to allow for an ample publicizing timeframe. Mr. Trichka asked how the LDC would publicize the grant program. Mr. Moody said news releases and e-mail blasts would be used to publicize the GAP via the Town and an LDC press release, maybe a news conference with BC if awarded the \$5,000 in funding, and other social media avenues. Mr. Trichka spoke in favor of using UDAG program funds for GAP financing. He also said requiring GAP applicants to create jobs may deter businesses from applying. Board members Julian, L'Amoreaux, Leighton and Peduto joined Messrs. Trichka and Strong in offering support – due to multiple concerns related to using CDBG funds – to use the LDC's UDAG funds for GAP financing.

Due to an initial limited GAP financing pool of \$20,000.00, Mr. L'Amoreaux raised the possibility of permitting grant applicants to concurrently apply for an LDC loan.



The Board members and Mr. Moody agreed that parallel applications would be acceptable and, in fact, encouraged for viable projects. In recognition of establishing the continual structure of the GAP, Counselor Pope suggested Board consideration of seeking county affirmation of ongoing correlative financing. Mr. Strong inquired if the LDC offers on-line application capability to potential applicants. Mr. Moody said an application can be downloaded, but he prefers to have a completed application presented in person. Mr. Strong suggested having the Intent to Apply Form (IAF) available on-line with the capability to be electronically completed and returned. Such availability would serve to optimize the number of potential applicants. The grant application itself could be completed and returned in person. Mr. Moody agreed with Mr. Strong's proposal.

Mr. Moody and Board members next discussed the viability of a grant-related job creation requirement. They also deliberated and finalized decision-making about the GAP funding source and the grant amount. Counselor Pope advised the Board and Mr. Moody of the prudence and value of adopting a GAP resolution, with particular attention to affirming the grant amount and the funding source. Due to a modest timeframe of approximately one remaining month, Mr. Strong suggested changing the GAP announcement date from May 1<sup>st</sup> to June 1<sup>st</sup>. Mr. Moody agreed with Mr. Strong. President Trichka asked Board members if they had further questions. Due to the completion of Board review and the discussion of the Small Business Grant Access Program (GAP), he requested a motion for Board support of the GAP and correlative funding by the LDC's Urban Development Action Grant (UDAG) Program in a pilot program financing amount of not less than \$15,000.00.

Motion:	Diane Julian
Motion 2 <sup>nd</sup> :	Jeff L'Amoreaux
Motion:	To approve Town of Union Local Development Corporation (LDC) Board support for the Small Business Grant Access Program (GAP). Funding for the Grant Access Program shall be provided by the LDC's Urban Development Action Grant (UDAG) Program. The LDC financing amount for the GAP pilot program shall not be less than \$15,000.00. The GAP shall be subject to annual review by the LDC Board.
Vote:	All yes, motion approved [6 – Yes, 0 – No, 1 – Absent].

## **VI. NEW BUSINESS**

- A. Director Moody stated that Piaker & Lyons, P.C. has submitted drafts of its 2018 LDC Audit. He said Treasurer Leighton has reviewed the two drafts. The drafts had two inconsequential phraseology differences. Mr. Moody then asked Mr. Leighton to present a review of his findings. Mr. Leighton discussed key segments of the audit. Primary areas of review included the Independent Auditor's Report, and Financial



- B. Director Moody presented for discussion the need to clarify the Section II Term of Agreement segment, as stated in the original 2014-2015 FFY CDBG Sub-recipient Agreement between the Town of Union and the Local Development Corporation. Revision of Section II Term of Agreement, by adding the words ‘continually’ and ‘every,’ is necessary for establishing ongoing and automatic biennial renewal of the Sub-recipient Agreement. Following Board discussion, President Trichka requested a motion approving acceptance of a resolution revising Section II Term of Agreement of the original 2014-2015 FFY CDBG Sub-recipient Agreement between the Town of Union and the Local Development Corporation, by adding the words ‘continually’ and ‘every’ to read as follows: “This Agreement shall cover federal fiscal years 2014 and 2015 (10/1/14 through 9/30/16). The agreement shall *continually* be renewed for the same period of time (*every* two years) unless either party gives 60 days’ notice, prior to the expiration date, to the other of its desire to end the agreement.”

Motion: Jim Peduto

Motion 2<sup>nd</sup>: Diane Julian

Motion: To approve a resolution clarifying and revising Section II Term of Agreement, as stated in the original 2014-2015 FFY CDBG Sub-recipient Agreement between the Town of Union and the Town of Union Local Development Corporation, by adding the words ‘continually’ and ‘every’ to read as follows: “This Agreement shall cover federal fiscal years 2014 and 2015 (10/1/14 through 9/30/16). The agreement shall *continually* be renewed for the same period of time (*every* two years) unless either party gives 60 days’ notice, prior to the expiration date, to the other of its desire to end the agreement.”

Vote: All yes, motion approved [6 – Yes, 0 – No, 1 – Absent].

## VII. OTHER BUSINESS

- A. Director Moody thanked the Board members for the nearly universal completion of their Financial Disclosure Forms. He asked for outstanding forms to be submitted to his office. Mr. Moody said he will soon deliver the completed forms to the Broome County Legislature Clerk. The Legislature Clerk is responsible for accepting, and ultimately filing, the disclosure forms on behalf of the Broome County Ethics Board.
- B. Director Moody presented the current summary of LDC loans and loan recipients. The summary lists the status and balance of all loans to the Town of Union business community. Mr. Moody and Board members discussed the loans and the amount of



available funds. Mr. Moody noted that financing of \$800,000.00 is committed to 17 Kentucky Avenue, LLC, National Pipe and Plastics, Inc., and SSE3, LLC. He also informed the Board that Unforgettable Parties recently paid off its loan in full.

## **VIII. ADJOURNMENT**

- A. President Trichka asked the meeting attendees if they had any additional topics for consideration. Due to the completion of discussion and consideration of all pertinent Board matters, Mr. Trichka requested a motion to adjourn the meeting at 9:07 a.m.

Motion: Jeff L'Amoreaux

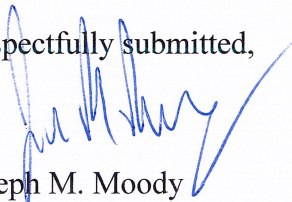
Motion 2<sup>nd</sup>: Jim Peduto

Motion: To adjourn the regular meeting of March 21, 2019.

Vote: Motion approved [6 - Yes, 0 - No, 1 - Absent].

The meeting was adjourned at 9:07 a.m.

Respectfully submitted,



Joseph M. Moody  
Director