

HOST COMMUNITIES

STANDING COMMITTEE MEETING MINUTES

Tuesday, August 1, 2017 – 12:00 p.m.

Niagara County Department of Economic Development

6311 Inducon Corporate Drive
Sanborn, New York 14132

Representatives Present:

Mark Laurrie
Paul Casseri, Superintendent
Lou Paonessa
Tom Burgasser, Esq.
Scott Hapeman, Esq.
Lee Wallace, Supervisor, VICE CHAIRPERSON
Steve Broderick, Supervisor
Thomas O’Donnell, Esq., CHAIRPERSON

Niagara Falls City School District
Lewiston Porter School District
New York Power Authority
Niagara County
Niagara Wheatfield School District
Town of Niagara
Town of Lewiston
City of Niagara Falls

Alternates/Guests:

David Kinyon
Jeff Gaston
Jackie Siegmann
Jeanne Leccese, Director
Tom Prohaska
Sara Capen, Executive Director, NF National Heritage Area
Rae Proefrock
Ed Janulionis
Susan Geissler
Pete Henderson

Lockport Locks – Lock Tenders Tribute
Niagara County – West Canal Marina
Town of Niagara
Niagara River Greenway Commission
Buffalo News
Discover Niagara Shuttle
Carousel Society Music Room
Carousel Society Music Room
Artist – Lockport Locks/Morgan Lewis Bust
Lockport Locks/Morgan Lewis Bust

Staff Present:

Mary Melloni, Recording Secretary
Stan Widger, Esq., NPC Counsel, Nixon Peabody
Samuel M. Ferraro, Executive Director/Commissioner - Niagara County Center for Economic Development

1.0 Call to Order

Chairperson O’Donnell called the Host Communities Standing Committee meeting to order at 12:13 p.m.

2.0 Roll Call

Ms. Melloni called the roll.

3.0 Pledge of Allegiance

Chairperson O’Donnell led the Pledge of Allegiance.

4.0 Introductions

5.0 Approval of Meeting Minutes of March 28, 2017

Mr. Laurrie made a motion, seconded by Mr. Casseri, to approve the meeting minutes of March 28, 2017.
Motion passed.

6.0 Town of Lewiston

**6.1 Morgan Lewis Bust – B. Rotella
(Approved for funding in the amount of \$33,850 by Town of Lewiston on 4/10/17; Determined Consistent by NRGC on 7/18/2017)**

Mr. Rotella explained that the Town of Lewiston was named after an individual named Morgan Lewis. The Town of Lewiston is requesting \$33,850 to create a sculpture to be installed at the International Peace Garden on Center Street. It matches many of the cultural and educational programs already in place and will be a full-size bust on a pedestal. Brochures will articulate this project as well as all of the Greenway projects already in place in that area, i.e. Tuscarora Monument, Piper Law Office, etc. Susan Geissler is the artist who will design and create the bust.

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Broderick and seconded by Mr. Burgasser, to approve funding for the Morgan Lewis Bust Project in the amount of \$33,850.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

**6.2 Discover Niagara Shuttle Project – B. Rotella
(Approved for funding in the amount of \$50,000 by Town of Lewiston on 4/27/17; Determined Consistent by NRGC on 7/18/2017)**

Mr. Rotella stated that the Town of Lewiston is looking to support the trolley that will run along the Niagara River. The Shuttle will fill in the gaps between all the Greenway projects along the river, providing increased visibility to tourists. Mr. Rotella introduced Sarah Capen, Executive Director. Ms. Capen stated that this is a project that is about connectivity...connecting cultural assets from Niagara Falls to Fort Niagara. The shuttle will connect to 18 destinations from the Falls to the Fort to include a diversity of cultural, art and outdoor recreational opportunities. It is a hop-on, hop-off transportation service that was initiated last year with over a dozen partners. She explained that they run four vehicles in their service from May to October, Sunday through Thursday, 9 a.m. to 9 p.m. and Friday and Saturday from 9 a.m. to midnight. This also generates economic impact for local businesses in the City of Niagara Falls, Lewiston and Youngstown. There are two apps available for use with the shuttle... a Discover Niagara app that features all the attractions in Niagara County and an app to locate the shuttle itself. The shuttles have bike racks, wheelchair lifts, complimentary wi-fi and digital video of the sites. The website is Discoverniagarashuttle.com. Brochures were provided to the members.

Ms. Capen explained that in 2016 their ridership was approximately 33,000 riders and it is about 40% higher this year. It is a free service, connects to 3 State Parks, 25 employees and it reduces congestion and pollution in the area.

6.0 Town of Lewiston (Continued...)

**6.2 Discover Niagara Shuttle Project – B. Rotella (Continued...)
(Approved for funding in the amount of \$50,000 by Town of Lewiston on 4/27/17; Determined Consistent by NRG on 7/18/2017)**

Mr. Massaro asked how the shuttle is funded at the present time. Ms. Capen stated that there are many different sources of funding – federal funding, State and local funding. The National Heritage Area and City of Niagara Falls have provided funding. Last year the New York Power Authority and Empire State Development provided funding. They have diverse funding and this year have had to add more stakeholders to that. Mr. Massaro asked who the owner of the shuttle business is. Niagara Majestic Tours is the operator of the shuttles and is under contract with the Niagara Falls National Heritage Area. Mr. Massaro stated that it comes across in the media as being the brainchild of the New York Power Authority. Mr. Paonessa explained that NYPA wanted to find a way to tap into the tourists and keep them in the area for a longer term and NYPA was looking at doing a shuttle and they partnered with the Niagara Falls National Heritage Area/Sara Capen. NYPA provided seed funding and Sara handled the rest of the project. NYPA initially contacted the NFTA, but they could not do this if a private operator was involved.

Mr. Massaro asked how much the City and Towns contributed to the shuttle project. Ms. Capen stated that the City of Niagara Falls contributed \$100,000 this year; the Town of Niagara has not contributed to date; this is the Town of Lewiston’s request today; the Village of Lewiston has contributed to advertising on the shuttle and they are waiting for a Village of Youngstown approval on funding. Ms. Capen stated that an Economic Impact Study will be completed this year and she will be happy to provide it to all of their stakeholders.

Mr. Casseri asked if there is a stop at the transportation hub at the Factory Outlet Mall. Ms. Capen stated that they do not have a stop there. The 55T does, therefore they have four interchanges with the 55T. Mr. Casseri asked if there are any plans to connect to Buffalo and the riverfront. Ms. Capen stated that they would consider it if the funding were available.

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Broderick and seconded by Mr. Hapeman, to approve funding for the Discover Niagara Shuttle Project in the amount of \$50,000.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

7.0 Niagara County

7.1 **West Canal Marina & Park Paddle Sport Launch – Phase II – J. Gaston, Deputy Commissioner of Buildings & Grounds (Determined Consistent by NRCG on 7/21/2015; Approved for Phase II funding in the amount of \$61,500 by Niagara County on 6/20/2017)**

Mr. Gaston explained that the West Cana Marina put in a Paddle Sport Launch last year which was very successful. They are now requesting funding to provide power and water for the boats that come in. They are requesting \$61,500 to install the electrical and water and the County will take care of the maintenance and operation.

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Burgasser and seconded by Mr. Hapeman, to approve funding for the West Canal Marina & Park Paddle Sport Launch Phase II Project in the amount of \$61, 500.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

7.2 **Carousel Society of the Niagara Frontier Music Room – Rae Proefrock, Director, Carousel Society of the Niagara Frontier (Approved for funding in the amount of \$110,000 by Niagara County on 6/20/17; Determined Consistent by NRCG on 1/17/2017)**

Ms. Proefrock explained that the Carousel Society has grown the Carousel Museum over the course of 37 years. They have restored 90% of the entire complex at the cost of \$9.8 million. They have one project left and that is to replace a building that collapsed in 1995. They would like to replace the building and it will provide a space to interpret a very rare heritage and that is that North Tonawanda is the only place in the United States that produced band organs. Over the years they have collected several band organs. They also have the Wurlitzer Music Shop and all the equipment that produced the paper rolls that are used in band organs. They actually produce them and sell them to band organ collectors around the country. They come off the original Wurlitzer masters of which they have 2000 original songs. Most recently with fundraising around the country they were able to purchase a second perforator and 900 more master rolls. All these things are in different parts of the museum right now and there is no cohesive of this very rare heritage. So that is the use that this building will be put to. The request today is for \$110,000 which is one-third of the cost; the remaining funds are in process and they should be prepared to begin next summer.

7.0 Niagara County (Continued...)

7.2 Carousel Society of the Niagara Frontier Music Room – Rae Proefrock, Director, Carousel Society of the Niagara Frontier (Approved for funding in the amount of \$110,000 by Niagara County on 6/20/17; Determined Consistent by NRCG on 1/17/2017 (Continued...))

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Burgasser and seconded by Mr. Wallace, to approve funding for the Carousel Museum Music Room Project in the amount of \$110,000.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

7.3 Lockport Locks Heritage District Corporation Lock Tenders Tribute - Dave Kinyon, Chairman, Board of Directors, Lockport Locks Heritage District (Approved for funding in the amount of \$133,000 by Niagara County on 6/20/17; Determined Consistent by NRCG on 11/15/2016.)

Mr. Kinyon explained that the City of Lockport is in the process of restoring the Lockport Locks Flight of Five. He stated that the City of Lockport is the site of two generations of the Erie Canal. The 1825 canal was replaced in the mid 30's and early 40's the Lockport Locks Flight of 5 which took boats East to Albany and West to Buffalo were replaced and upgraded. These are the locks they are restoring and they are located right next to the Erie Barge Canal. Hopefully the locks will become operational about the year 2025. More recently the Erie Cana Bicentennial event was held that was attended by about 4,500 people. Later this year they will be hosting our 4th Annual Octoberfest. There are about 100 volunteer lock tenders. At the heart of the Lockport Locks is a stairway and in 1897 a photo was taken of 12 lock tenders and a little girl and this has become a part of the heritage of the Lockport Locks. It allows them to tell a story about people, particularly the Lock tenders. The Lock Tenders labored long and hard to let through over 1,000 boats a year. Their artist Susan Geissler has provided a drawing of the original lock tenders and the little girls and they are proposing that these 13 figures on the stairs in the Lockport Locks be designed and created within the Lockport Locks. Their goal is within 3 years to build up the entire series of figures. They are requesting support of this project in the amount of \$133,000. They have also been successful in securing a \$30,000 grant from the Yahoo Community Fund. The Mayors Charity Ball will also be dedicated to this project.

Mr. Massaro asked what part of the project is included in this phase. Mr. Kinyon explained that four of the fourteen and the photographer will be included. The other phases will occur in the next three years. Mr. Kinyon stated that the original request was for \$400,000. Mr. Burgasser stated that the County does expect them to return for the 2nd and 3rd phases.

7.0 Niagara County (Continued...)

7.3 Lockport Locks Heritage District Corporation Lock Tenders Tribute - Dave Kinyon, Chairman, Board of Directors, Lockport Locks Heritage District (Approved for funding in the amount of \$133,000 by Niagara County on 6/20/17; Determined Consistent by NRG on 11/15/2016)

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Massaro and seconded by Mr. Wallace, to approve funding for the Lockport Locks Tribute Project in the amount of \$133,000.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

8. Town of Niagara

8.1 Town Square at Veterans' Memorial Park – B. Rotella (Approved for funding in the amount of \$400,000 by Town of Niagara on 4/18/2017; Determined Consistent by NRG on 7/18/2017.)

Lee Wallace explained that this is another part of the overall Master Plan for the Veterans Memorial Park. The Niagara River Greenway Commission and the HCSC have approved the first two phases of the Master Plan (Splash Pad and the Veterans' Memorial Plaza). The third phase is the Community Square concept. There is an existing parking lot and there is an existing pavilion that will be enclosed and used as a warming hut and storage for another upcoming phase which is the ice rink. There is another building that will become bathrooms that will be accessible from the Veterans Memorial and ice rink. There will also be concession stands included and 3 or 4 fire pits. There will be a 30 foot clock tower that is not included in the request for the Greenway funds as the Town will pay for this. Overall actual cost for the project is approximately \$550,000 of which they are requesting \$400,000. There are subsequent phases. Mr. Wallace explained that the Town of Niagara does not have a Main Street, so this park is meant to be the town's focal point.

8. Town of Niagara (Continued...)

8.1 Town Square at Veterans' Memorial Park – B. Rotella
(Approved for funding in the amount of \$400,000 by Town of Niagara on 4/18/2017;
Determined Consistent by NRCG on 7/18/2017.

Mr. Widger stated that the project meets all procedural requirements. A motion was made by Mr. Laurrie and seconded by Mr. Wallace, to approve funding for the Town Square at Veterans Memorial Park Project in the amount of \$400,000.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>Yes</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution was thereupon approved.

9.0 Any other Matters

9.1 Election of HCSC Chairperson/Vice Chairperson/Secretary for Fiscal Year July 1, 2017 – June 30, 2018 - S. Widger

Mr. Widger explained that the HCSC is required to elect a Chairperson, Vice Chairperson and Secretary for the fiscal year, this year being July 1, 2017 through June 30, 2018.

Nominations are open for the position of Chairperson. Mr. Laurrie nominated Mr. O'Donnell for the position, seconded by Mr. Hapeman. No other nominations; closed nominations. All in favor. Mr. O'Donnell was elected Chairperson for the fiscal year July 1, 2017 through June 30, 2018.

Nominations are open for the position of Vice Chairperson. Mr. Laurrie nominated Mr. Wallace for the position, seconded by Mr. Casseri. No other nominations; closed nominations. All in favor. Mr. Wallace was elected Vice Chairperson for the fiscal year July 1, 2017 through June 30, 2018.

Nominations are open for the position of Secretary. Mr. O'Donnell nominated Ms. Melloni for the position, seconded by Mr. Wallace. No other nominations; closed nominations. All in favor. Ms. Melloni was elected Secretary for the fiscal year July 1, 2017 through June 30, 2018.

9.2 HCSC 3-Year Audit – Approval of Brown & Company – S. Widger

Mr. Widger explained that this the protocols require that the general audit of the Host Community Standing Committee be conducted every three years. It also requires that the Auditor selection be unanimous by the Committee and this year Brown & Company have been invited to perform the triannual audit for the HCSC. This can be handled by a vote of the membership and then reflected in the minutes. Mr. O'Donnell stated that the Engagement Letter has been provided in the packets for review.

9.0 Any other Matters (Continued...)

9.2 HCSC 3-Year Audit – Approval of Brown & Company – (Continued...)

Mr. Burgasser made a motion to approve Brown & Company to perform the 3-year Audit of the Host Community Standing Committee, seconded by Mr. Hapeman.

A roll call vote was taken.

<i>Town of Lewiston</i>	<i>No</i>
<i>Town of Niagara</i>	<i>Yes</i>
<i>Lewiston Porter</i>	<i>Yes</i>
<i>City of Niagara Falls</i>	<i>Yes</i>
<i>Niagara-Wheatfield</i>	<i>Yes</i>
<i>Niagara County</i>	<i>Yes</i>
<i>New York Power Authority</i>	<i>Yes</i>
<i>Niagara Falls Schools</i>	<i>Yes</i>

The resolution failed.

Mr. Widger stated that this had to be a unanimous approval as required in the HCSC Protocols, therefore, the matter should be tabled until the next meeting. Mr. Massaro expressed concern that one entity can dissent and defeat an issue. Mr. O'Donnell stated that all items in the HCSC protocols require a unanimous approval and it has always been that way.

Mr. Widger explained that the relevant provision of the general audit of the protocol states “...the audit should be conducted by an independent auditor agreed upon by all members of the standing committee.” He stated that there is an exception to that, but the exception is only if the Office of the Comptroller performs the audit; which the Comptroller’s office, since this was written, has indicated it would not. This is the one provision of the protocol that goes beyond consensus and requires unanimous support for the independent auditor. Mr. Widger feels it is appropriate to go back to the Finance Committee of the Niagara Power Coalition to review.

Mr. Widger explained that the audit is to be completed every three years. The actual timing of the submission of the Audit is not specified in the protocols so if more time is required to deal with the selection of the auditor there is not a specific time that says the auditor has to be selected. There is some leeway as far as going back to the drawing board.

Mr. Laurrie made a motion to return the matter to the Audit Committee for a recommendation to the membership at the October 3rd meeting; Mr. Casseri seconded the motion. Motion passed.

9.3 Key Bank Resolution Naming Signatories – S. Widger

Mr. Widger explained that Key Bank is requiring that the new Officers of the HCSC be approved as signatories on the main account of the HCSC for the coming fiscal year. Mr. Paonessa made the motion to place Mr. O'Donnell as Chairperson and Mr. Wallace as Vice Chairperson on the account as signatories; seconded by Mr. Laurrie. Motion passed.

9.0 Any other Matters (Continued...)

9.4 NRGC Minutes of July 18, 2017 - *Informational Only*

10.0 Next Meeting: October 3, 2017 – 12:00 p.m.

11.0 Adjournment

A motion was made to adjourn by Mr. Paonessa, seconded by Mr. Hapeman. Meeting adjourned at 1:15 p.m.

Respectfully submitted,

Mary P. Melloni
Recording Secretary