

**Minutes for the November 3<sup>rd</sup> 2010 meeting of  
The Village of Lancaster Community Development Corporation**

At 7:45 am on the morning of November 3<sup>rd</sup> 2010, President Jeffrey Stribing convened a regular meeting of the Directors of the VLCDC in the second floor board room of the Municipal Building, 5423 Broadway, Lancaster, New York. Also present were Secretary Craig McRae, Treasurer John Mikoley and Director Matt Walter. Consultants Mark Aquino and Stanley Keysa attended, as did Erie County Director of Business Assistance Ken Swanekamp, and EC Director of Industrial Assistance Chris Pawenski.

Jeff reported that William Schutt had not yet finalized his report about the feasibility of demolishing the LVP Complex (also known as the BOCES building, 10 Aurora or 11 West Main Street.) He said the preliminary figures were surprisingly low with full demolition being the lowest option. So far, Schutt has not provided much detail.

Chris Pawenski indicated that he will need the Schutt report for planning purposes, and distributed a draft request for proposal (“RFP”) for engineering services. He has broken the RFP into tasks, asked for costs, and starts with asbestos identification. He recommends asbestos removal in all non-occupied areas, after which it will be possible to better analyze the structure and demolition options. Jeff questioned the square footage shown, which Pawenski said came from Schutt’s preliminary report.

Discussion followed on the need and extent to clean out, with Swanekamp saying it was best to first open up the finished surfaces. Questioned, Pawenski suggested it might be possible to include a new electric panel in the work schedule before demolition.

Ken Swanekamp distributed a proposed action list (attached). Someone indicated that Dave Chiazza of Iskalo Development had shown a willingness to make suggestions. The offer was welcomed. Ken wants to finalize the RFP as soon as possible, and suggested setting up a team to review and score responses. Stan Keysa noted that a working committee was scheduled for the afternoon of November 17<sup>th</sup> and suggested that committee be tasked with setting dates. Discussion followed on what publications to use, and the idea of also sending RFPs directly to firms known to be interested.

Stribing then moved to authorize publication of the RFP upon final approval by the working committee, including direct mail, with newspapers used to be the same as used by the Village of Lancaster for its CDBG program; his motion was seconded by Matt Walter and unanimously approved. The vote was as follows:

Craig McRae	aye	John Mikoley	aye
Jeff Stribing	aye	Matt Walter	aye

At this point, Ken Swanekamp and Chris Pawenski left the meeting.

Jeff reported that all but two businesses had submitted their full paperwork for the NYS Main Street grant program. He will follow-up with the last two. Discussion followed on the potential for further grant applications.

Michele Thuerck (of Broadway Deli) and Grace Miller joined the meeting.

Matt Walter moved to create a standing Farmers Market Committee, and to appoint Michelle Thuerck, Michelle Czech and Grace Miller to that committee; his motion was seconded by Craigg McRae and unanimously approved. The vote was as follows:

Craigg McRae	aye	John Mikoley	aye
Jeff Stribing	aye	Matt Walter	aye

Matt Walter then moved to authorize the President of the VLCDC to sign a Letter of Intent with Ann Jordan as drafted and revised by Stan Keysa; his motion was seconded by John Mikoley and unanimously seconded. The vote was as follows:

Craigg McRae	aye	John Mikoley	aye
Jeff Stribing	aye	Matt Walter	aye

Further discussion continued, with Matt Walter leaving at 8:42 am, John Mikoley leaving at 8:43 am; Michelle Czech joining at 8:44 am, and Craigg McRae leaving at 8:46 am. Jeff Stribing closed the meeting at 8:58 am.

Respectfully submitted,



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Craigg McRae, Secretary

Lancaster Village BOCES Building Project  
Action Steps  
October 27, 2010

**Project Objectives:**

- To reopen West Main Street as a view shed and ultimately to restore the street through to Aurora Street.
- To create new development parcels in the Main Street area.

**Resources Available:**

• Erie County Community Development Program	\$300,000
• Lancaster Village Development Corp.	4,700
• Lancaster IDA	_____
• Village of Lancaster	_____

**Work Completed to Date:**

- Concept drawings completed
- Preliminary building assessment completed
- Community Development application submitted
- Slums/Blight resolution passed
- Draft County/Village funding contract prepared
- Preliminary discussions held with M&T Bank and ECIDA regarding lien releases for partial demolition
- Prepare contact list of persons involved in project (LVP and County).
- LVP/Village of Lancaster have determined that LVP will hold contracts for engineering/abatement/demolition.
- Community Development Block Grant contract between Erie County and Village of Lancaster (County/Village) has been executed.
- Pass-through agreement between the Village of Lancaster and LVP has been executed.
- Pro-forma for conditions after partial demolition to demonstrate sufficient cash flow to meet mortgage obligations has been prepared.
- RFP for soliciting engineering services for asbestos survey, asbestos abatement and demolition has been prepared.
- NEPA environmental clearance for project and federal funding County.

**Tasks to be done:**

- Prepare plan for reconfiguring tenants to open up areas for asbestos surveys and building condition assessment (LVP).
- Reconfigure tenants to allow for asbestos survey and building condition assessment (LVP).
- Solicit/select engineering for project (LVP).
- Engage engineering firm and perform asbestos survey, building condition survey and engineering for partial demolition (LVP).
- Prepare engineering and bid documents.
- Prepare cost estimates for all project components (consultant).
- Decision point on work to be performed based on costs and funds available (LVP).
- Contract for asbestos abatement (LVP).
- Obtain releases from M&T and ECIDA for partial demolition (LVP).
- Contract for demolition in designated building sector (LVP).