

# *Bethel Local Development Corporation*

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## **2010 BLDC Year-End Report**

Submitted by Leon B Smith, BLDC Manager

### **Operations & Activities**

#### ***Farm Market Operations***

- The 2010 Kauneonga Lake Farmer's Market was operated weekly from July 17 to August 3, 2010. Allison Ruef was hired as Market Manager and Bill Burns coordinated volunteer support from Bethel First and Day Top. There were 15 active vendors and roughly 500 customers per week over the eight weeks for a total of 4,000 visits. Allison's Final Report is available for review.

#### ***Grant Activity***

##### **2002 Community Project Grant**

- On January 10, 2011 a request was submitted to extend the term of this grant from July 31, 2008 to July 31, 2011. This request is currently under review by the Department of State.
- On June 20, 2010 a request for reimbursement of administrative expenses from August 1, 2008 to July 31, 2009 was submitted in the amount of \$6,565.84 (75% net to BLDC \$4,924.38). This request will be considered only after the term extension above has been approved.
- If the extension is approved, we will immediately submit a reimbursement request for administrative expenses from August 1, 2009 to December 31, 2010 in the amount of \$17,189.35 (75% net to BLDC \$12,829.01). These two reimbursements would eliminate the \$16,717 negative balance in the BLDC General Fund as of December 31, 2010.
- If all of the above are approved there will be a remaining balance in this grant of \$2,048.76 (75% net to BLDC \$1,536.57).

##### **2005 NYS Main Street Grant – KLMS I**

- Finalized legal reimbursement documentation for all renovation projects.
- Installed two lighted bollards at Justice Court sidewalk to complete BLDC streetscape obligations under this grant contract
- Obtained "letter of completion" acknowledging that all obligations under this contract had been satisfied with the exception of ongoing project inspections through 2015.
- Prepared an Annual Inspection form to document the required project inspections.

## **2008 NYS Main Street Grant – KLMS II**

- Worked with property owners to clarify projects and schedule completion by grant's August 2010 deadline and then had that deadline extended to February 2011. Grant funds were reallocated from abandoned projects to existing and new projects.
- Three projects were completed: Luzon Station, Stufftopia and Granny Annie. Reimbursement was obtained for the first two totaling \$6,295.27. Granny Annie is awaiting more complete expense documentation from the owner for a reimbursement of approximately \$28,000. A substantial investment of time has been necessary to process these reimbursement requests (much greater than for the earlier KLMS I grant).
- The Youth/Literacy building which had been proposed as a project under this grant was abandoned and later replaced with rented space at the Dr. Duggan school building.
- Streetscape work was completed at the Justice Court sidewalk (\$5,681.43) and the Community Park streetlights (\$10,055). Reimbursement for the eligible portion of these projects will be processed in early 2011.

## **2007 Golden Feather Grant**

- The documentation for this grant was completed and the \$50,000 received into the Town's General Fund.

## **2009 Sull Renaissance – Community Enhancement Program Grant**

- This \$10,000 grant was received in April of 2009. \$2,500 was used to hire a Market Manager for the Kauneonga Lake Farmer's Market. The remaining \$7.500 was paid to Pattern for Progress for the preparation of a Kauneonga Lake Business Marketing Plan. Payments to Pattern for Progress were made in October and December of 2009 and January of 2010.

## **2010 Community Development Block Grant Application**

- A Community Development Block Grant (CDBG) application was submitted in April 2010 for funding for a new Youth/Literacy building. This grant was not approved.

## **2010 Pure Catskills Grant**

- A Pure Catskills grant application was submitted in April 2010 by Allison Mehr-Reuf, the Farmer's Market Manager, to fund a cross marketing plan between the Farmer's Market and the local restaurant owners. The grant was approved and the joint marketing plan was executed.

## ***Administrative Activity***

### **Pubic Authorities Reporting Information System (PARIS)**

Under the Public Authorities Law (PAL) passed in 2005, the BLDC became subject to specific and detailed reporting requirements in 2010. These include an Annual Report (with several sub-reports) due each March and an Annual 5-year Budget Report due each October.

- Developed a BLDC web site to contain a substantial list of corporate documents, corporate reports and PARIS reports as required by PAL.
- Prepared and submitted the 2009 Annual PARIS Report
- Prepared and submitted the 2010 Budget Report

### ***Accounting System Overhaul***

During the preparation of the PARIS reports and in response to financial questions raised by BLDC Board members, it became clear that the accounting system used since the inception of the BLDC was not adequate to provide the required information. In particular the many different “pots” of restricted funds could not be separately accounted for.

- A copy of the BLDC account records was taken and completely reworked to create a more effective method of recording and controlling the BLDC financial information.
- This new version was reviewed with the Chairman and account clerk. After some modifications the new structure was deemed satisfactory.
- The new accounts were carefully reconciled to the old accounts and became the “official” records as of January 1, 2011. The old accounts will be retained as the history of the organization through December 2010.

### **Strategic Planning**

- A marketing plan was prepared by Pattern for Progress using \$7,500 in grant funds
- A strategic planning workshop moderated by Helen Budrock, Community Planner, was held on March 11, 2010.

Amended and approved at the BLDC Board meeting on April 28, 2011