



Community Development Coordinator Report Q1 2022

Business Inquiries:

- Religious organization from Depew
 - Put together list of properties available
 - Provided contact info for specific properties
- Provided contact information to town resident for residential repair grant/loan programs
- Provided information to online business owner regarding small business assistance and attorneys
- Contacted Buffalo Diocese re: closed school cafeterias for Kim Hammerl (Buffalo's Best Catering by Kim) after fire
- Send info about available properties to resident
- Sent info about county program to resident with home repair issues
- Sent info on available properties to insurance company
- Spoke with Andy at Holidays - he is waiting for town approval on patio expansion

Property Updates:

- Updated property database as needed
 - Online research
 - Drive-by of for-sale and for-lease properties
 - Information provided by contacts
- Bi-Weekly Featured Property to promote commercial real estate in West Seneca
 - List properties
 - Contacted individual brokers about featuring selected properties
- Reviewed real estate transactions in Buffalo News weekly
- Reviewed Business First weekly

Community Development:

- Updated tax incentive page on website

Town of West Seneca:

- Continued bi-weekly Economic Development Meetings
- Shared Property for Sale and Property for Lease reports monthly with Economic Development Team
- Reviewed town, planning, zoning board minutes and agendas, watched meeting livestreams
- Industrial Park Committee Meeting re: restricted use permit for Workspport purchase of former Certo Bros property

ECIDA:

- Spoke with Grant Lesswing (ECIDA) about Workspport purchase of former Certo Bros property
- ECIDA meeting with Workspport – review application for tax incentives
- ECIDA Workspport public hearing
- Planned meeting with Supervisor Dickson on economic development in West Seneca

Chamber Assistance:

- Community Awards Dinner
 - Attended committee meetings
 - Preparations/set up for awards dinner
- Golf tournament
 - Contacted golf courses for information and pricing
 - Attended committee meeting
 - Created/updated brochure
- Women in Business Breakfast
 - Attended committee meeting
- Retail Items
 - Created signs for display
- Charles E. Burchfield Gardenville District Meeting
- Chamber Alliance Meetings
- Met with new Chamber member from Hunt Real Estate
- Reviewed and edited application for Buffalo Niagara Preservation Society award - Burchfield District
- Food drive pickup & organization – coordinated volunteers
- Senator Gallivan's Creative Problem Solving Workshop

- Attended webinar for local organizations – workshop planning
- Attended and participated in workshop

Coverage Provided to Chamber:

- Office hours – Mondays & Wednesdays 8:30-2:30
- Answering phone calls/messages
- Providing town information or contacts
- Notifying Chamber director about requests involving Chamber activities (dues payments, reservations, new member inquiries)
- Handle walk-ins
- Issue “Certificates of Origin” for local businesses with international sales
- Distribution of Chamber renewals (those relevant to economic development opportunities)

Time sheets on file in Chamber office

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