

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Meeting Minutes November 12th, 2020

1.0 Roll Call

Present – Chairman Eric Connor, Vice Chairman Todd Fragale, Treasurer Robert Runk., Board Member Darlene DiCarlo, Daniel Antkowiak and Jeanine Chatt (by phone). Legal Counsel –Brian Seaman Administrative Director – Thomas Sy.

Absent/Excused: Secretary Harry Anderson

2.0 CALL TO ORDER:

The meeting was called to order by Chairman Eric Connor at 8:02am.

3.0 SECRETARYS REPORT:

On a motion by Mr. Runk, seconded by Mr. Fragale the minutes of the October 8th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the October 31st financial statements His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, Mr. Runk noted the interest earned and a general review of the disbursements which totaled \$16,019for the month. On the Income Statement Mr. Runk highlighted the limited interest earned, the past months expense detail and noted the net loss for the month of October was \$7994.44. Concerning the Balance Sheet, Mr. Runk highlighted the month end balance in the checking and savings accounts, the total assets of \$2,701,257 and a ytd fund balance of \$1,492,662. On a motion by Mr. Antkowiak, seconded by Mrs. DeCarlo, the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for November 2020. On a motion by Mr. Runk, seconded by Mr.Fragale, the Board of Directors approved payment of the bills. Vote 6-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTORS REPORT:

Mr. Sy reviewed highlights of his submitted report for the month of October and early November.

Mr. Sy alerted the Board to the completion of 10 Compliance meetings with supported businesses over the past month. He and Mrs. Raetz have been attending the meetings and have 3 more scheduled and 2 yet to be scheduled.

Mr. Sy shared with the Board copies of a camera-ready ad completed with help from Summit MSP. Mr. Sy noted the IDA is now poised for future marketing opportunities.

Mr. Sy shared with the Board the process he used to identify parcels on S. Transit that would be viable for the recently proposed Lockport Memorial Hospital. He has forwarded the packet to the CEO's at Eastern Niagara and Mt St Mary's.

Mr. Sy reminded Board members that they should have recently received the annual Board Self Evaluation. Forms are to be submitted to Sarah Raetz with results compiled and shared at the December Board

Mr. Sy reported that the Transit North sign at Robinson has been repaired. Mr. Sy shared the updated Transit North poster and that the poster and map graphic are in the process of being added to the website.

Mr. Sy and Mrs. Raetz did undergo in-depth training on the revised Inform Analytics Project Review software. He had an actual proposal run through the demo and will share the results at the December Board meeting.

Mr. Sy alerted the 2 Board members yet to complete the required Workplace Violence/Sexual Harassment training encouraging them to complete the 80-minute webinar soon. Mr. Sy also directed the Board to a handout noting the 15 recent graduates of NYS Economic Development Council's Economic Development Course including Sarah Raetz. Mr. Sy encouraged the Board member to congratulate Sarah and that the office will soon have use of the many training materials.

Mr. Sy noted he recently met with principles of The Harrison Studio Team located in the City of Lockport. He noted they may be a perfect resource for future projects and short-term consulting.

Mr. Sy reviewed for the Board a detailed proposal and two formal bids for a new 3 in 1 multi-function copier. He noted the IDA's current copier is 13 years old and that he and Mrs. Raetz have a variety of issues with their two desk top scanner/printers. The plan is to eliminate the two desk top printers and old copier with a new multi-function copier. Bids were received from Toshiba and Copier Fax (Konica). After brief discussion a motion was made by Mr. Runk to approve the expenditure of up to \$4549 for the purchase of a copier and a monthly maintenance agreement not to exceed \$21.28 with Toshiba. Motion was seconded by Mr. Antkowiak. Vote 6-yes, 0-no, unanimous.

Lastly, Mr. Sy noted no letter has yet to be received from Western Regional NYS DEC with their official reactions/findings from our Summer Bird Survey concerning IDA Park South. We will continue to query the DEC when such a communication will be forthcoming.

5.1 ATTORNEYS REPORT: Mr. Seaman reviewed for the Board documents facilitating the sale and financing of the purchase of 1090 Rapids Rd to the IDA from the Town of Lockport. The documents included a bond totaling \$61,600 with a 10-year term and charging simple interest of 1.5% per annum. Mr. Seaman also reviewed a sales contract for the same Rapids parcel. Mr. Fragale moved a prepared resolution authorizing the purchase of the land and the issuance of the bond. The motion was seconded by Mr. Antowiak. Vote 6-yes, 0-no, unanimous.

7.0 OLD BUSINESS:

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8.0 EXECUTIVE SESSION: A motion was made by Mr. Runk, seconded by Mrs. DeCarlo to enter into an Executive Session for purposes of consultation with attorney. A motion was made by Mrs. DeCarlo, seconded by Mr. Fragale to return to the regular Board session.

9.0 NEW BUSINESS:

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10.0 NEXT MEETING:

The next meeting will be Thursday, December 10th at 8:00am. The meeting will be in person with Board Room arranged for proper social distancing.

11.0 ADJOURNMENT:

On a motion by Mr. Fragale, seconded by Mrs. DeCarlo, the Board voted to adjourn at 8:56 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Thomas Sy
Executive Director for Board Secretary