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BOARD OF DIRECTORS MEETING

Thursday, April 8th, 2021

AGENDA

1.) Call to Order:

2.) General Business:

a.) Secretary's Report

(1) Approval of the minutes of the meeting of March 11th, 2021

b.) Treasurers Report

(1) Approval of the March 31st, 2021 Financial Statements

(2) Approval of the invoices and bills for Thursday, April 8th, 2021

4.) Administrative Directors Report:

a.) Monthly Report

b.) 10.4-acre parcel farming agreement

c.) Depth of Rock project partial results

d.) Initial e-newsletter

e.) "Street-View" video series commencement

f.) WNY Industrial Real Estate study results

g.) Town Website Redesign Committee

5.) Attorney's Report:

6.) Old Business:

a.) IDA Park Brush hogging proposals

7.) New Business:

8.) Executive Session (If requested) – Consultation with Attorney

9.) Next Meeting – Thursday, May 13th, 2021 at 8:00 am

Conference Room set up for social distancing and phone in line will be available upon request

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS
Meeting Minutes March 11th, 2021

1.0 Roll Call

Present – Chairman Eric Connor, Vice Chairman Todd Fragale, Secretary Jeanine Chatt, Treasurer Robert Runk., Board Member, Harry Anderson and Daniel Antkowiak. Legal Counsel – Dan Seaman, Administrative Director – Thomas Sy.

Absent/Excused: Darlene Di Carlo

2.0 CALL TO ORDER:

The regular March Board meeting was called to order at 8:01am by Chairman Eric Connor.

3.0 SECRETARYS REPORT:

On a motion by Mr. Runk seconded by Mr. Fragale the minutes of the February 11th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the February 28th financial statements. His review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement Mr. Runk noted the management fee, independent auditor partial fee, and components under advertising and promotion. The month loss was \$7963.37. As concerns the Statement of Cash Transaction Mr. Runk noted the interest earned, and completed a general review of the previous months disbursements that totaled \$6208.80. Concerning the Balance Sheet, Mr. Runk highlighted the month end balance in the checking and savings accounts, the addition of short and long-term debt related to the Rapids Rd. Property and the fund balance. On a motion by Mr. Anderson, seconded by Mr. Antkowiak the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for March 2021 and noted that the disbursement to WSP is the former Ecology and Environment. Bills for the month totaled \$6882.67. On a motion by Mr. Runk, seconded by Mr. Anderson, 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 February and early March.

Mr. Sy invited the IDA's new Administrative Assistant, Christine DuMond to join the meeting. Ms. DuMond was introduced to each of the Board members and was welcomed to the IDA

Mr. Sy shared with the Board the Skills Survey he developed and distributed to IDA supported businesses. Mr. Sy noted he is most interested in what is behind the hiring challenges faced by the

businesses as well as what skill deficits they are seeing in applicants and newly hired staff. Mr. Sy will share the results at a future Board meeting and will share the same with Niagara County Employment and Training. Mr. Connor noted there may be previous results in our files completed by Niagara County to compare with the newer results.

Mr. Sy noted that he and Ms. DuMond attend a virtual training webinar on PARIS completion and that he is 90% complete with this year's PARIS report. Once today's 2020 audit is uploaded, he can complete the PARIS.

Mr. Sy informed the Board that a simple rfp has been sent to 5 vendors seeking bids for the bi-annual brush hogging of the open parcels in the IDA park.

Mr. Sy alerted the Board to virtual programs held the past month by INVEST and NYPA on ReChargeNY and by Niagara County Workforce on their available services.

Mr. Sy and Ms. DuMond also attended a training on the INVEST Buffalo's Commercial Listing Service (CLS) that is a second piece of property listing software that the IDA uses to market its properties. The new site is much improved and we will add elements to our listings soon.

Mr. Sy reported that he and Kate Carter have finalized the reimbursement packet for the Rail Trail Grant from Niagara County. The packet was accepted and the Town should be receiving the \$116,000 any day.

Lastly Mr. Sy noted that he has drafted a website review spreadsheet for the proposed redesign of the Town and IDA website(s). He has also completed an initial review of the 4 proposals that have been received. A Town Website Workgroup will be finalized soon and a vendor selection and project outline will be developed.

6.0 ATTORNEYS REPORT:

7.0 OLD BUSINESS:

Mr. Connor noted as concerns the plans to conduct rock depth studies of our 10.4-acre parcel in the Industrial Park, that a second proposal had been received. The SJB proposal proposed 11 borings at a cost of @\$4200. The proposal from Intertek PSI was for 20 borings at a cost of @\$2715. After brief discussion a motion was made by Mr. Runk, seconded by Mr. Fragale to enter into a contract with Intertek PSI at a cost not to exceed \$3000. Vote 6-yes, 0-no, unanimous.

8.0 NEW BUSINESS:

Mr. Connor informed the Board that The Audit Committee had met prior to the Board meeting with Mary Young of Lumsden McCormick for the presentation of our 2020 audit. Mr. Connor noted that the audit contained a clean opinion and included our 2020 financial statements and footnotes, the Management Letter, the Required Communications with Those Charged with Governance, Internal

Control document and the NYS Authorities Opinion letter. Each member of the Board was provided with a hard copy of the full audit.

8.0 EXECUTIVE SESSION:

A motion was made by Mr. Anderson, seconded by Mrs. Chatt to enter into an Executive Session for purposes of consultation with attorney at 8:31.

9.0 NEXT MEETING:

The next meeting will be Thursday, April 8th at 8:00am. The Governance Committee will meet at 7:30am for the Committee's Annual meeting. The Board Room will be arranged for proper social distancing and call-in will be available.

11.0 ADJOURNMENT:

On a motion by Mr. Fragale, seconded by Mr. Runk, the Board voted to adjourn at 8:50am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary