

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS
Meeting Minutes April 8th, 2021

1.0 Roll Call

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

Absent/Excused: Daniel Antkowiak

2.0 CALL TO ORDER:

The regular March Board meeting was called to order at 8:00am by Chairman Eric Connor.

3.0 SECRETARYS REPORT:

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

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the March 31st financial statements. His review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement Mr. Runk noted the quarterly disbursements to Seaman Norris and Kate Carter, and the payments to WSP. The month loss was \$14, 510.86. 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 \$6882.67. Concerning the Balance Sheet, Mr. Runk highlighted the month end balance in the checking and savings accounts, the short and long-term debt related to the Rapids Rd. Property and the fund balance. On a motion by Mr. Anderson, seconded by Mr. Fragale the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for April 2021 and noted the quarterly payments and the final payment for the 2020 External Audit. Bills for the month totaled \$12,856.92. On a motion by Mr. Runk, seconded by Mrs. Chatt, 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 March and early April.

Mr. Sy informed the Board that the majority of the depth to rock borings on the 10.4-acre parcel has been completed. PSI encountered some wet soils that will necessitate a return trip. Of the 16 out of 20 borings, depth to rock ranged from 1.8ft to 4.2 ft with an average of 3 feet. A full report will be completed by PSI in the near future.

Mr. Sy shared with the Board a copy of the e-newsletter that was designed by Chris Dumond on Constant Contact and emailed to over 100 active emails. The newsletter is the first by the IDA in nearly 2 years and was opened by nearly 50% of the recipients.

Mr. Sy announced that he has begun a “street-view” video series of the IDA Park tenants. Each video is approximately 60 seconds in length and will be posted to our website as more and more initial property reviews are being done online by site selectors.

Mr. Sy distributed to the Board the Executive Summary of the INVEST/Newmark WNY Industrial Real Estate study which the IDA was an active participant in. Mr. Sy reviewed in depth where the IDA Park property ranked among 20 WNY properties and the property evaluation done of our park by Newmark. Mr. Sy noted INVEST Buffalo Niagara is forming 5 task forces focusing on recommendations by Newmark. Mr. Sy has volunteered for either the Site Readiness group or the Workforce Development group.

Mr. Sy alerted the Board that he had participated in a webinar on 5G technology to see what technology and/or options exist in improving wireless service in the park should tenants require it. Participants included Global Foundries and J M and A in Syracuse.

Lastly Mr. Sy noted that the Town’s Website Redesign Group has met and narrowed the respondents to an RFP to 2 vendors. Mr. Sy has recently completed a Demo/Presentation outline. It was decided the IDA website will remain stand-alone but Transit North will be folded into the Town Website.

6.0 ATTORNEYS REPORT:

Mr. Sy informed the Board that through various efforts, including a mailing, that the IDA has confirmed the party farming the 10.4-acre parcel in the Park. Tom Seaman noted he has drafted a lease with that party to include: insurance, indemnification, rental income, 30-day termination and restriction of pesticides use. A motion was made by Mr. Anderson to allow the IDA to enter into a lease with all farmers, farming on IDA land, contingent on the Attorneys approval. The motion was seconded by Mrs. Chatt and approved by a voice vote. Vote 6-yes, 0 no, unanimous

7.0 OLD BUSINESS:

Mr. Sy shared with the Board the results of an RFP for bi-annual brush hogging in the IDA Park. The RFP was sent to 5 vendors with 3 parties submitting a bid. The low bidder was Lawnsmith at an annual fee of \$3520. This will include the open parcels in the IDA Park and portions along the road in IDA Park South. Mr. Sy will share Lawnsmith’s response to Mr. Seaman who will add a brief agreement. The agreement will have automatic renewals with notice clauses.

8.0 NEW BUSINESS:

9.0 EXECUTIVE SESSION:

A motion was made by Mr. Anderson, seconded by Mrs. DiCarlo to enter into an Executive Session for purposes of consultation with attorney at 8:45.

10.0 NEXT MEETING:

The next meeting of the IDA Board will be Thursday, May 13th at 8:00am. The Board Room will be arranged for proper social distancing and call-in will be available.

11.0 ADJOURNMENT:

On a motion by Mr. Anderson, seconded by Mrs. Chatt, the Board voted to adjourn at 9:14am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary