

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes November 18th, 2021

1.0 Roll Call

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

Absent/Excused: Chairman Eric Connor and Darlene DiCarlo

2.0 CALL TO ORDER:

The November Board meeting was called to order at 8:00 am by Vice Chairman Todd Fragale.

3.0 SECRETARY'S REPORT:

On a motion by Mr. Runk, seconded by Mrs. Chatt, the minutes of the October 14th Board Meeting were approved. Vote 5-yes, 0-no, unanimous.

Mr. Sy noted communication had been received in the past month from Steven Wilson, Esq. representing the Bear Ridge Solar project. The letter noted the filing of an application and the opportunity for the IDA to request funds as an Intervenor. Mr. Sy noted we were likely receiving this as the Town of Cambria starts just on the west side of Junction Rd and is in close proximity to the IDA Park. There was no interest in requesting intervenor status.

4.0 TREASURER'S REPORT:

Mr. Runk reviewed for the Board the October 31st financial statements. His review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement, Mr. Runk noted the interest earned, a general review of expenses and that the month to date deficit was \$4,405.57 and the YTD surplus was \$20,282.02. As concerns the Statement of Cash Transaction, Mr. Runk presented a general review of the previous month's disbursements that totaled \$12,443.95. He also highlighted the cash balance at the end of month at \$1,754,627.26. Concerning the Balance Sheet, Mr. Runk highlighted account balances, total assets, and the short- and long-term bond payable. On a motion by Mrs. Chatt, seconded by Mr. Antkowiak the report was approved as presented. Vote 5-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills for November 2021 and highlighted the quarterly payments which for the month totaled \$5,092.54. On a motion by Mr. Runk, seconded by Mrs. Chatt, the Board of Directors approved payment of the bills.

5.0 ADMINISTRATIVE DIRECTOR'S REPORT:

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

Mr. Sy distributed copies of the collective results of the Performance Evaluation of the Administrative Director. All 7 IDA Board members submitted an evaluation. Mr. Sy thanked the Board for this important feedback and noted he will meet with the Chairman to review a few areas.

Mr. Sy reminded the Board of the decision by CGR to cease supporting their Inform Analytics cost benefit project analysis software. This past month Mr. Sy has evaluated the 2 available tools/processes. It is Mr. Sy's recommendation to enter into an agreement with the MRB Group. Their tool has a one-time \$1000 fee, is an Excel-based program and the output is very similar to the Inform Analytics tool. Mr. Sy will forward the project agreement to IDA Council for review.

Mr. Sy reminded Board members of the requirement for them to annually complete the Workplace Harassment training. Mr. Sy noted the training does take close to 90 minutes and is very similar to last year.

Mr. Sy had distributed the legislative language and a summary of the recently passed update to NYS Open Meeting Law. After brief discussion the IDA will begin in December posting materials from our packet with the Board meeting agenda within 24 hours of the Board meeting.

Mr. Sy reminded the Board that they will receive via email the Annual Board Self Evaluation later this week. He reminded Board members that there are select questions to answer from a personal point of view and the majority from a collective Board response. Mr. Sy will collate the results for the December meeting.

Mr. Sy reminded the Board members of the upcoming Town Holiday party that they and a spouse are invited to on December 10th. Board members are to RSVP to the Supervisor's office.

Lastly, Mr. Sy highlighted for the Board members that their packet contains a copy of the official Town version of the IDA 2022 budget with Chairman Connor's signature. This budget was uploaded to PARIS as is required.

6.0 ATTORNEY'S REPORT:

Mr. Seaman noted that the Release from the land purchase agreement with Concept Concrete has been received and that the parcel is once again being actively marketed.

Mr. Seaman also noted the Bison Bag expansion closing is being done via the mail and that invoices have been sent to Bison Bag.

7.0 OLD BUSINESS:

Mr. Sy informed the Board that the final cost for materials to complete the Commerce Dr. road extension have been received from the Town Highway Department and that they totaled \$19,448.43. At the December 19th, 2019 IDA Board meeting, the Board voted to approve the expenditure of \$16,860. Mr. Sy and Mr. Seaman informed the board that a new motion was needed to recognize the added expense. A motion was made by Mrs. Chatt to approve the expenditure of \$19,448.43. The motion was seconded by Mr. Antkowiak. Vote 5-yes, 0-no, unanimous.

8.0 EXECUTIVE SESSION:

A motion was made by Mr. Antkowiak and seconded by Mr. Runk to enter Executive Session for purposes of consultation with attorney at 8:30am.

A motion was made by Mr. Anderson and seconded by Mr. Runk to exit Executive Session at 9:04 am.

9.0 NEW BUSINESS:

10.0 NEXT MEETING:

The next meeting of the IDA Board will be **Thursday, December 9th**. The Board Room will be arranged for proper social distancing and call-in will be available.

11.0 ADJOURNMENT:

On a motion by Mrs. Chatt, seconded by Mr. Anderson, the Board voted to adjourn at 9:05am. Vote 5-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary