

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes December 9th, 2021

1.0 Roll Call

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

Absent/Excused: Daniel Antkowiak

2.0 CALL TO ORDER:

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

3.0 SECRETARY’S REPORT:

On a motion by Mr. Runk, seconded by Mr. Anderson, the minutes of the November 18th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURER’S REPORT:

Mr. Runk reviewed for the Board the November 30th 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 \$4,957.83 and the YTD surplus was \$15,324.19. As concerns the Statement of Cash Transaction, Mr. Runk presented a general review of the previous month’s disbursements that totaled \$5,092.54. He also highlighted the cash balance at the end of month at \$1,737,225.48. Concerning the Balance Sheet, Mr. Runk highlighted account balances, total assets, and the short- and long-term bond payable. On a motion by Mr. Fragale, seconded by Mrs. Chatt, the report was approved as presented. Vote 6-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills for December 2021 and highlighted the quarterly payments which for the month totaled \$31,047.39. Of note was the payment to the Town of Lockport that totaled \$30,932.56. Mr. Runk noted that total included principle and interest payment on the Rapids Road bond and the \$19,488 reimbursement for the extension of Commerce Dr. On a motion by Mr. Runk, seconded by Mrs. DiCarlo, 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 November and early December.

Mr. Sy announced he plans to attend the NYSEDC Winter Conference in Albany on January 19/20. He estimates expenses will be \$800. On a motion by Mr. Anderson, seconded by Mr. Runk, the Board approved the expenditure. Vote 6- yes - 0 no.

Mr. Sy distributed a color photo of the additional sign and reflectors added to the new terminus of the Commerce Dr. Extension done for safety reasons.

Mr. Sy reminded the Board of the time off he will be taking in December due to the Town’s Use It/Lose It policy. The IDA Secretary will be in the office her normal 3 days a week and Mr. Sy will review emails.

Mr. Sy noted that the self-evaluations of the IDA Board have been received by 5/7 Board members. Mr. Sy showed Board members what the collated results report will look like in January.

Mr. Sy referenced the recent groundbreaking for the new Lockport Memorial Hospital in the Town and the selection of Pike Construction Company from Rochester as General Contractor.

Mr. Sy announced that the jobs reporting forms with the attestation statement have been mailed to all active PILOT companies. The due date is January 21st with 3 reports already received.

6.0 ATTORNEY'S REPORT:

Mr. Seaman noted that the sales tax inducement closing with Bison Bag is complete and the project fee has been received by the IDA and will be recorded in the December financials.

7.0 OLD BUSINESS:

8.0 EXECUTIVE SESSION:

A motion was made by Mr. Fragale and seconded by Mr. Runk to enter Executive Session for purposes of consultation with attorney at 8:18 am.

A motion was made by Mr. Fragale and seconded by Mr. Runk to exit Executive Session at 8:54 am.

9.0 NEW BUSINESS:

Mr. Sy reviewed for the Board the 2021 Mission Statement, Performance Measurements, Legal and Project fee schedule and the current IDA Bylaws. Mr. Sy reminded the Board the documents are included in our annual PARIS reporting. Mr. Sy pointed out the minor changes to the performance measures.

Mr. Sy then shared with Board the IDA's UTEP and select pages from the Inducement Application with suggestions of updates given the Prevailing Wage law that goes into effect on January 1, 2022. Mr. Seaman noted he and Mr. Sy will fine tune the initial updates and present the UTEP at the January meeting.

10.0 NEXT MEETING:

The next meeting of the IDA Board will be **Thursday, January 13th**. 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 Mrs. DiCarlo, the Board voted to adjourn at 8:58 am.
Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary