

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes October 13th, 2022

1.0 Roll Call

Present – Chairman Todd Fragale, Vice Chairman Eric Connor, Treasurer Robert Runk, Secretary Jeanine Chatt

Legal Counsel – Tom Seaman, Dan Seaman and Administrative Director – Thomas Sy.

Excused – Board Member Daniel Antkowiak, Harry Anderson and Darlene DiCarlo.

CALL TO ORDER:

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

2.0 SECRETARY’S REPORT:

On a motion by Mrs. Chatt, seconded by Mr. Runk, the minutes of the September 8th Board Meeting were approved. Vote 4-yes, 0-no, unanimous.

3.0 TREASURER’S REPORT:

Mr. Runk reviewed for the Board the September 30th financial statements. His review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement, Mr. Runk completed a general review of the previous month’s expenditures and the upcoming payments to the Attorney and CFO as well as highlighting interest earned. Expenditures totaled \$12,302.79 for the month and the surplus year-to-date is \$23,225.89. As concerns the Statement of Cash Transactions, Mr. Runk noted the interest earned and did a general review of the prior month’s expenditures. Balance of cash at the end of the month was \$1,750,067.27. Concerning the Balance Sheet, Mr. Runk highlighted the prepaid expense, the checking and savings account balances and the accounts payable of \$8093.50 for quarterly Attorney and CFO fees. On a motion by Mrs. Chatt, seconded by Mr. Connor, the report was approved as presented. Vote 4-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills for October 2022 that totaled \$12,981.25. The bills included the Attorney and CFO quarterly fees and funds to Wendel for updating the survey of the 10-acre parcel in the IDA Park. On a motion by Mr. Runk, seconded by Mrs. Chatt, the Board of Directors approved payment of the bills.

4.0 ADMINISTRATIVE DIRECTOR’S REPORT:

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

Mr. Sy noted that a new Plant Manager at Avient has yet to be selected after the very brief tenure of the former Manager.

Mr. Sy noted that a brief profile on himself and the IDA was included in Business First recently. Mr. Sy distributed copies and noted it was nice to see Niagara County coverage in Business First.

Mr. Sy reported that he had Wendel update the survey of the 10-acre parcel on the corner of Junction Rd and Enterprise Dr. Mr. Sy noted the survey clarified how much of the wood lot is a part of the parcel.

Mr. Sy noted that there are some possible issues with billing by the 2 utilities that power the 2 entrance way signs to the IDA Park. He and Kate Carter are working with the utilities.

Mr. Sy reported that he has been working with SynchroNet (The Town’s Managed IT firm) about replacing or updating the IDA PC that serves the videoconferencing/Live Stream system. The pc has a mechanical hard drive that creates a number of response issues. He is awaiting a full set of quotations.

Mr. Sy shared promotional materials on a business intelligence product called SizeUpWNY. The product is being offered in Western New York through the Buffalo Niagara Partnership and is underwritten for 3 years by National Grid. The Town of Lockport IDA has signed on as a partner at no cost. Once trained on the program the Town of Lockport IDA can assist local businesses in nearly all industry segments in customizing hyper local business intelligence.

Mr. Sy noted that the fall brush hogging has begun in the IDA Park and may in fact be complete as of the Board meeting.

Lastly, Mr. Sy reminded the Board of his plans to submit a grant come November under Empire State Development's FAST program. The Town of Lockport IDA would submit under a pre-design section all designed to create more shovel ready/development ready sites in New York. He has received a preliminary cost estimate from Wendel to update road and infrastructure outlines. Mr. Sy noted he will also be mailing an RFP to 3 firms to complete/update the wetlands delineation on IDA Park South. While such work wouldn't occur until spring Mr. Sy needs a cost estimate to include in the grant.

5.0 ATTORNEY'S REPORT:

Mr. Seamen reported that the Town of Lockport Board had approved a Host Community Agreement over the Day Rd. Solar project with Renewable Properties. The agreement is with Renewable Properties to sign. Next steps will include preparing closing documents for the PILOT.

6.0 OLD BUSINESS:

No report.

7.0 EXECUTIVE SESSION:

A motion was made by Mr. Runk to enter into Executive Session for purposes of consultation with Attorney at 8:24 am. Motion seconded by Mrs. Chatt. A motion was made by Mrs. Chatt to exit Executive Session at 8:49 am. Motion seconded by Mr. Connor.

8.0 NEW BUSINESS:

Mr. Sy presented an initial draft of a 2023 budget. A final draft will be presented to the Board for approval at the November meeting. The timing of the Solar PILOT closing will cause large swings in the budgeted revenue but Mr. Sy pointed out the expenditure lines that aren't affected by the timing of such a closing.

Mr. Sy noted that as of the morning of the Board meeting 4 Board members had completed the Annual CEO Evaluation. Mr. Sy will follow up with the missing 3 evaluations and present collated results in November.

9.0 NEXT MEETING:

The next meeting of the IDA Board will be on November 10th at 8 am. Board members should alert Mr. Sy if they are unable to attend.

10.0 ADJOURNMENT:

On a motion by Mrs. Chatt, seconded by Mr. Runk, the Board voted to adjourn at 8:50 am. Vote 4-yes, 0-no, unanimous.

Respectfully submitted,
Jeanine Chatt
Board Secretary