

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes November 10th, 2022

1.0 Roll Call

Present – Chairman Todd Fragale, Treasurer Robert Runk, Board Member Harry Anderson and Darlene DiCarlo

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

Excused – Vice Chairman Eric Connor, Secretary Jeanine Chatt Board Member Daniel Antkowiak,.

CALL TO ORDER:

The regular November Board meeting was called to order at 7:59am by Chairman Todd Fragale.

2.0 SECRETARY’S REPORT:

On a motion by Mrs. DiCarlo, seconded by Mr. Runk, the minutes of the October 13th Board Meeting were approved. Vote 4-yes, 0-no, unanimous.

3.0 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 completed a general review of the previous month’s expenditures as well as highlighting interest earned. Expenditures totaled \$4,887.75 for the month and the surplus year-to-date is \$18,616.83. As concerns the Statement of Cash Transactions, Mr. Runk noted the interest earned and did a general review of the prior month’s expenditures including the quarterly payments to the CFO and Attorney. Balance of cash at the end of the month was \$1,737,364.71. Concerning the Balance Sheet, Mr. Runk highlighted the prepaid expense as well as the checking and savings account balances. On a motion by Mr. Anderson, seconded by Mrs. DiCarlo, the report was approved as presented. Vote 4-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills for November 2022 that totaled \$6,705.19. The bills included payments to Lawnsmith for both the fall brush hogging and the entrance bed maintenance. On a motion by Mr. Runk, seconded by Mrs. DiCarlo, 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 October and early November.

Mr. Sy noted that the Town IDA had been presented with a request for a utility easement along Junction Rd on the GM property. NYSEG Plans to add 4 poles in the utility easement to improve reliability. Mr. Sy had reached out Jason Neden to see if he had any issues. He did not and noted the Town Water Department regular coordinates work with NYSEG. After brief discussion a motion was made by Mrs. DiCarlo, seconded by Mr. Runk to approve the easement request after clarification underway with the IDA Attorney. Vote 4-yes, 0-no, unanimous.

Mr. Sy reported that the Town was unsuccessful on its grant to improve cybersecurity protections for the Town but did just recently receive notice of a successful Engineering Planning Grant for Transit Rd sewers.

Mr. Sy reminded Board members that the annual Board Self Evaluation was out for completion. He noted he included copies in the Board packet and that he will present collated results in December. Two Board members forwarded their completed survey at the meeting.

Mr. Sy reminded the Board of the work he is doing with the business intelligence product SizeUpWNY. He noted he was given access to the tool, received training videos and expects online training on the tool in the near future. Upon initial review it is a strong tool but in select cases does not have a broad list of business types.

Mr. Sy noted that both Bison Bag and Temasys have moved into their new warehouse spaces in the IDA Park. External work continues at Bison Bag.

Lastly, Mr. Sy highlighted a flier for the Town's Annual Christmas Party. The flier noted the December 9th date and Board members were encouraged to attend and to rsvp to the Supervisor's office.

5.0 ATTORNEY'S REPORT:

No report.

6.0 OLD BUSINESS:

Mr. Sy presented the proposed 2023 IDA Operating Budget. Board Members had reviewed a draft at the October Board meeting. Mr. Sy discussed the main drivers and select expense category changes compared to 2022. After brief discussion a motion was made by Mr. Runk, seconded by Mrs. DiCarlo to adopt the 2023 budget as presented. Vote 4-yes, 0-no, unanimous.

Mr. Sy and Mr. Runk noted the difficulties Mr. Runk had in opening an online CD through the US Government site. He will work with Mr. Connor for assistance.

7.0 EXECUTIVE SESSION:

A motion was made by Mr. Anderson to enter into Executive Session for purposes of consultation with Attorney at 8:21 am. Motion seconded by Mrs. DiCarlo. A motion was made by Mr. Anderson to exit Executive Session at 8:58am. Motion seconded by Mrs. DiCarlo.

8.0 NEW BUSINESS:

Mr. Sy presented the results of the annual Performance Evaluation of the Coordinator of Economic Development as completed by 6 of the 7 Board members. Areas of note were around succession planning and more advanced notice of project application materials.

Mr. Sy noted that it appears we will need two new Board members in 2023 as Mr. Anderson is not seeking a new 3-year term and has submitted his resignation. Mr. Sy is in discussions with Mr. Connor on his plans. Mr. Sy noted he will be confirming Kristin Andersons ongoing interest in the IDA Board. If she remains interested, based on the Boards previous endorsement he will forward her resume to the Town Supervisor.

9.0 NEXT MEETING:

The next meeting of the IDA Board will be on December 8th at 8 am. Board members should alert Mr. Sy if they are unable to attend. Mr. Sy noted that the calendar of Board meeting dates for 2023 is in their packet and all appear to not conflict with major holidays etc.

10.0 ADJOURNMENT:

On a motion by Mr. Anderson, seconded by Mr. Runk, the Board voted to adjourn at 9:01am. Vote 4-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary