

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY  
**BOARD OF DIRECTORS**

Meeting Minutes July 13th, 2023

**1.0 Roll Call**

**Present** – Chairman Todd Fragale, Vice Chair Darlene DiCarlo, Treasurer Robert Runk, Secretary Jeanine Chatt, Board Members, Kristin Anderson, and Terry Kuczka. Legal Counsel – Tom Seaman, Administrative Director – Thomas Sy.

**CALL TO ORDER:**

The regular July Board meeting was called to order at 8:54 am following the public hearing for CV Plastics by Chairman Todd Fragale.

**Public Hearing – C.V. Plastics** –. Attorney Tom Seaman opened the public hearing at 8:00am by reading the public notice. 13 pieces of written correspondence had been received and shared with the IDA Board. Varun Velumani and Terry Burton presented on behalf of CV Plastics summarizing their business, plans for a Lockport facility on 2 acres in the Industrial Park. In addition to CV Plastic representatives, 3 reporters were present along with 13 members of the public. Public comments were both pro and con for the project. Comments not in favor of the project focused on concerns over the planned production of single use plastics and their potential harm to the environment. The public hearing was closed at 8:49am.

**2.0 SECRETARY’S REPORT:**

On a motion by Mr. Runk, seconded by Mr. Kuczka, the minutes of the June 8th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

**3.0 TREASURER’S REPORT:**

Mr. Runk reviewed for the Board the June 30th financial statements for the Board. The review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement, Mr. Runk highlighted the interest earned and the farm rental payment received in June. He also completed a review of the previous month’s expenditures that included quarterly payments to the IDA’s CFO and Counsel. The month end deficit was \$8193 and the year-to-date surplus is \$211,923.59. As concerns the Statement of Cash Transactions, Mr. Runk noted the interest earned, that total disbursements for the month totaled \$4924.73. He also did a general review of the prior month’s expenditures. Concerning the Balance Sheet, Mr. Runk highlighted the checking and savings accounts balances, the total asset value of \$2,945,762.80 as well as the usual liabilities. Net gain year to date equaled \$211,923.59. Fund Balance is \$1,626,041.11. On a motion by Mrs. DiCarlo, seconded by Mrs. Chatt, the report was approved as presented. Vote 6-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills for July 13<sup>th</sup> 2023 that totaled \$12,932.89. The bills included quarterly payments to Kate Carter and Seaman, Norris. Mr. Runk made a motion to approve the payment of bills, seconded by Mrs. Anderson. Motion carried.

Chairman Fragale reminded the Board of the recent decision of Mr. Runk to resign as Treasurer of the IDA Board but to remain as a Board member. After brief discussion a motion was made by Mrs. DiCarlo, seconded by Mrs. Chatt to appoint Kristin Anderson as the IDA Board Treasurer. Vote 5-yes, 1- abstention (Mrs. Anderson), 0-no.

**4.0 ADMINISTRATIVE DIRECTOR'S REPORT:**

Mr. Sy reviewed highlights of his submitted report for the month of June and early July.

Mr. Sy updated the Board on activity surrounding the Avient Polyone plant and the fact that 2 interested buyers had bowed out but that there are at least two other interested parties that he is aware of. Mr. Sy also noted the 2 silos are gone and equipment continues to be removed from the plant.

Mr. Sy reported that there has been an announced plant leadership change at the Lockport GMCH facility. Ken Johnson is retiring and Jason Rousell has been appointed the new Regional Plant Director. Mr. Sy will attempt to arrange an introductory meeting perhaps in conjunction with GLDC.

Mr. Sy noted the first reimbursement draw for the Rail Trail grant has been prepared and the Town awaits preliminary design approval.

Mr. Sy reported to the Board that he has been reviewing Document Management Systems (DMS) from Docuware and Laserfiche. Mr. Sy noted his interest in DMS is to tighten up long term compliance record keeping and to facilitate ongoing communication and document requests from businesses under PILOT's. Mr. Sy further noted that the Town of Lockport (Town Clerk) uses Laserfiche as do several municipalities. In addition, The Town IDA would likely receive a discount given the existing relationship with The Town Clerk. Mr. Sy will forward file samples to Laserfiche to facilitate both a data transfer price and a monthly fee.

**5.0 ATTORNEY'S REPORT:**

Nothing to report.

**6.0 OLD BUSINESS:**

Nothing to Report

**7.0 EXECUTIVE SESSION:**

A motion was made by Mrs. Chatt to enter Executive Session for purposes of consultation with Attorney and to discuss ongoing litigation at 9:05 am. The motion seconded by Mr. Runk. A motion was made by Mrs. Anderson to exit Executive Session at 9:51 am. The motion was seconded by Mr. Runk.

**8.0 NEW BUSINESS:**

**9.0 NEXT MEETING:**

The next meeting of the IDA Board is scheduled for August 10<sup>th</sup> but it appears a quorum would not be present and Mr. Sy will investigate if August 3<sup>rd</sup> will be a viable alternative.

**10.0 ADJOURNMENT:**

On a motion by Mrs. Anderson, seconded by Mrs. Chatt, the Board voted to adjourn at 9:53 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt  
Board Secretary