

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes November 9th, 2023

1.0 Roll Call

Present – Chairman Todd Fragale, Vice Chair Darlene DiCarlo, Treasurer Kristin Anderson, Board Members Robert Runk, Jeanine Chatt and Terry Kuczka(phone). Legal Counsel – Tom Seaman. Administrative Director – Thomas Sy. Guests – Bill McMorris, Advanced Building.

Excused: Dan Antkowiak

CALL TO ORDER:

The November Board meeting was called to order at 8:01 am by Chairman Todd Fragale.

2.0 GUEST PRESENTATION

Bill McMorris of Advanced Building was present to discuss a possible future land purchase by Bison Bag of the newly reacquired 15+ acres formerly owned by Yahoo to facilitate another warehouse expansion (50,000 to 60,000 sq ft). Mr. McMorris provided a brief history of Bison Bags’ expansions and their various building projects. Mr. McMorris also reviewed for the Board components of a new warehouse and the many site plan issues including the significant fill required due to elevation differences, an access road off Junction Rd and utility infrastructure also off Junction Rd.

After brief discussion, the Board directed Attorney Seaman to draft a land purchase contract with Bison Bag at the proposed price per acre. Such an agreement should be available for approval at the December Board meeting.

3.0 SECRETARY’S REPORT:

On a motion by Mr. Runk, seconded by Mrs. Chatt, the minutes of the October 12th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURER’S REPORT:

Mrs. Anderson reviewed for the Board the October 31st financial statements for the Board. The review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement, Mrs. Anderson highlighted the interest earned and completed a review of the previous month’s expense items totaling \$4,412.49. The month end surplus was \$601.16. As concerns the Statement of Cash Transactions, Mrs. Anderson noted the closing cash balance of \$1,668,393.54 and prior month’s disbursements. Notable was the payment to Barclay Damon to repurchase the 15+ acres from Yahoo. Concerning the Balance Sheet, Mrs. Anderson highlighted the checking and savings accounts balances, the usual liabilities, and the addition under Fund Balance of the Repurchase of the Yahoo property. On a motion by Mrs.Chatt, seconded by Mr. Runk, the report was approved as presented. Vote 6-yes, 0-no, unanimous.

Mrs. Anderson reviewed the monthly bills for November 9th, 2023 that totaled \$5,286.55. Mrs. Anderson made a motion to approve the payment of bills, seconded by Mrs. DiCarlo. Motion carried.

Mr. Sy reviewed for the Board the final draft of the 2024 Operating Budget for the IDA. He noted he had made additions to the Purchase of Land and ROW, Engineering Fees and Construction and Development of Land lines to have the budget balance given the significant revenues anticipated for 2024. A motion was made by Mrs. Anderson to approve the 2024 budget. The motion was seconded by Mr. Runk. Motion approved. Vote 6-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTOR'S REPORT:

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

Mr. Sy reported on the distribution of RFPs for an update to the wetlands delineation in IDA Park South. Mr. Sy noted all 3 firms have responded and he will review bids Monday due to the holiday.

Mr. Sy updated the Board on the efforts to add document management software (Laserfiche) through the Town Clerk's office. He has determined that his office should be able to facilitate moving existing documents (digital and paper) into the system. He is awaiting a cost for training and a user license.

Mr. Sy announced that he completed a cybersecurity grant for the Town of Lockport mainly to address a server at Building and Assessing and work with the Town Clerk. The Town applied for this grant last year and was unsuccessful.

Mr. Sy announced that he had Summit MSP construct a For Sale sign for the 1.2-acre property owned by the IDA on Ruhlmann Rd. The Town Highway Department erected the sign and brush hogged the property and did a great job. Mr. Sy is hopeful that the increased traffic count due to the new hospital and development of land on the city side will increase interest.

Mr. Sy reported that SIVA Wind was present at the November Planning Board meeting, has submitted engineering drawings and has advanced to a public hearing scheduled for November 21st.

Mr. Sy reminded the Board that it is necessary for the Board to complete the same Workplace Violence/Sexual Harassment training that Town employees complete. He noted they should receive links the week of November 13th.

Lastly, Mr. Sy noted that the Board members and their spouse are invited to the Annual Town of Lockport Christmas party. The party is on December 8th from 6 to 8 pm at the Lockport Town and Country Club.

6.0 ATTORNEY'S REPORT:

Mr. Seaman noted the Town has received the land deed to the 15+-acres formerly owned by Yahoo after payment to Yahoo and the filing of the deed. Therefore, the Town is fully in control of this property.

7.0 OLD BUSINESS:

Mr. Sy reported that one Board Self Evaluation was not yet turned in. He will present the compilation of results at the December Board meeting.

8.0 EXECUTIVE SESSION:

A motion was made by Mrs. Anderson to enter Executive Session for purposes of consultation with Attorney at 8:37 am. The motion seconded by Mrs. Chatt. A motion was made by Mrs. DiCarlo to exit Executive Session at 9:05 am. The motion was seconded by Mr. Runk.

9.0 NEW BUSINESS:

Mr. Sy distributed the Annual Performance Evaluation of the Coordinator of Economic Development and asked Board members to attempt to complete their review by the December Board meeting.

10.0 NEXT MEETING:

The next meeting of the IDA Board is scheduled for 8:00 am on December 14th.

11.0 ADJOURNMENT:

On a motion by Mrs. Chatt, seconded by Mrs. Anderson, the Board voted to adjourn at 9:07 am.
Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Secretary Town of Lockport IDA