

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

**January 11th, 2024
8:00 AM – IDA Conference Room**

Call to Order at 8:01 am

Election of Chairman Pro-Tempore:

On a motion by **Kristin Anderson** seconded by **Terry Kuczka** the Board voted to elect **Robert Runk** as temporary chairman for the purposes of conducting the annual meeting and election of officers.

Election of Chairman:

Nomination made by **Jeanine Chatt** seconded by **Terry Kuczka** to elect **Todd Fragale** to be Chairman. No other nominations having been received; nominations were closed by the Chairman Pro-Tempore.

Roll call vote on the nomination of **Todd Fragale** as Chairman:

NAME:	VOTE:
KRISTIN ANDERSON	<input checked="" type="checkbox"/>
DANIEL ANTKOWIAK	<input type="checkbox"/>
JEANINE CHATT	<input checked="" type="checkbox"/>
TERRY KUCZKA	<input checked="" type="checkbox"/>
DARLENE DI CARLO	<input type="checkbox"/>
TODD FRAGALE	<input checked="" type="checkbox"/>
ROBERT M. RUNK	<input checked="" type="checkbox"/>

Election of Vice Chairman:

Nomination made by **Robert Runk** seconded by **Terry Kuczka** to elect **Darlene Di Carlo** to be Vice Chairman. No other nominations having been received; nominations were closed by the Chairman.

Roll call vote on the nomination of **Darlene Di Carlo** as Vice Chairman:

NAME:	VOTE:
KRISTIN ANDERSON	<input checked="" type="checkbox"/>
DANIEL ANTKOWIAK	<input type="checkbox"/>
JEANINE CHATT	<input checked="" type="checkbox"/>
TERRY KUCZKA	<input checked="" type="checkbox"/>
DARLENE DI CARLO	<input type="checkbox"/>
TODD FRAGALE	<input checked="" type="checkbox"/>
ROBERT M. RUNK	<input checked="" type="checkbox"/>

Election of Secretary:

Nomination made by **Robert Runk** seconded by **Terry Kuczka** to elect **Jeanine Chatt** to be Secretary. No other nominations having been received; nominations were closed by the Chairman.

Roll call vote on the nomination of **Jeanine Chatt** as Secretary:

NAME:	VOTE:
KRISTIN ANDERSON	<input checked="" type="checkbox"/>
DANIEL ANTKOWIAK	<input type="checkbox"/>
JEANINE CHATT	<input checked="" type="checkbox"/>
TERRY KUCZKA	<input checked="" type="checkbox"/>
DARLENE DI CARLO	<input type="checkbox"/>
TODD FRAGALE	<input checked="" type="checkbox"/>
ROBERT M. RUNK	<input checked="" type="checkbox"/>

Election of Deputy Secretary:

Nomination made by **Jeanine Chatt** seconded by **Terry Kuczka** to elect **Thomas A. Sy** to be Deputy Secretary. No other nominations having been received; nominations were closed by the Chairman.

Roll call vote on the nomination of **Thomas A. Sy** as Deputy Secretary:

NAME:	VOTE:
KRISTIN ANDERSON	<input checked="" type="checkbox"/>
DANIEL ANTKOWIAK	<input type="checkbox"/>
JEANINE CHATT	<input checked="" type="checkbox"/>
TERRY KUCZKA	<input checked="" type="checkbox"/>
DARLENE DI CARLO	<input type="checkbox"/>
TODD FRAGALE	<input checked="" type="checkbox"/>
ROBERT M. RUNK	<input checked="" type="checkbox"/>

Election of Treasurer:

Nomination made by **Robert Runk** seconded by **Jeanine Chatt** to elect **Kristin Anderson** to be Treasurer. No other nominations having been received; nominations were closed by the Chairman.

Roll call vote on the nomination of **Kristin Anderson** as Treasurer:

NAME:	VOTE:
KRISTIN ANDERSON	<input checked="" type="checkbox"/>
DANIEL ANTKOWIAK	<input type="checkbox"/>
JEANINE CHATT	<input checked="" type="checkbox"/>
TERRY KUCZKA	<input checked="" type="checkbox"/>
DARLENE DI CARLO	<input type="checkbox"/>
TODD FRAGALE	<input checked="" type="checkbox"/>
ROBERT M. RUNK	<input checked="" type="checkbox"/>

Approval of the Management Contract:

Motion made by **Robert Runk** seconded by **Terry Kuczka** to re-approve the **management contract** dated 1/14/2016 between the Town of Lockport IDA and the Town of Lockport.

Approved by a vote (5-0) of all attending members.

Appointment of Chief Executive Officer:

Motion made by **Jeanine Chatt** seconded by **Robert Runk** to appoint **Thomas A. Sy** as Chief Executive Officer, known as the Administrative Director, (pursuant to an Agreement between the Town of Lockport and the Town of Lockport Industrial Development Agency dated 01/14/2016).

Approved by a vote (5-0) of all attending members.

Appointment of Chief Financial Officer:

Motion made by **Kristin Anderson** seconded by **Jeanine Chatt** to appoint **Kathleen D. Carter** at an annual contract rate of \$2,717.00 as Chief Financial Officer and to execute a content approved by IDA Attorneys:

Approved by a vote (5-0) of all attending members.

Appointment of Legal Counsel:

Motion made by **Robert Runk** seconded by **Terry Kuczka** to appoint **Seaman & Norris, LLP**, Attorney for the Town of Lockport Industrial Development Agency at an annual contract rate of Thirty-one Thousand Two Hundred Sixty-three dollars and 00 cents (\$31,263.00), payable in quarterly installments of Seven Thousand Eight Hundred Fifteen dollars and 75 cents (\$7,815.75) and to authorize him, and such associate counsel as shall be deemed appropriate to act as IDA counsel in all project closings at the established rate and to execute a contract for such services:

Approved by a vote (5-0) of all attending members.

Appointment of Independent Auditor:

Motion made by **Kristin Anderson** seconded by **Jeanine Chatt** to authorize **Lumsden & McCormick, LLP** to perform the annual audit of the Town of Lockport Industrial Development Agency and to cause the filing of all required financial reports with State and local agencies, at an annual contract rate of \$5,000.00:

Approved by a vote (5-0) of all attending members.

Designation of Bank Depositories:

Motion made by **Jeanine Chatt** seconded by **Robert Runk** to authorize the Treasurer to maintain accounts in the following banks in his/her discretion: M&T Bank; Key Bank; Northwest Bank; Evans Bank and Citizens Bank:

Approved by a vote (5-0) of all attending members.

Adoption of 2024 Fee Schedule Policy & 2024 Policy Manual:

Motion made by **Jeanine Chatt** seconded by **Robert Runk** to adopt the 2024 Fee Schedule and re-adopt the Policy Manual for 2024, including PILOT Policy:

Approved by a vote (5-0) of all attending members.

Establishment of Regular Meeting Dates:

Motion made by **Terry Kuczka** seconded by **Jeanine Chatt** to establish the regular meeting dates as follows: February 8, 2024; March 14, 2024; April 11, 2024; May 9, 2024; June 13, 2024; July 11, 2024; August 8, 2024; September 12, 2024; October 10, 2024; November 14, 2024; December 12, 2024:

Approved by a vote (5-0) of all attending members.

Appointments to Committees:

Chairman Todd Fragale made the following appointments:

Auditing Committee: Darlene DiCarlo, Kristin Anderson, Dan Antkowiak,

Governance Committee: Robert Runk, Jeanine Chatt, Terry Kuczka

Motion made by **Robert Runk** seconded by **Jeanine Chatt** to approve the committees as established by Chairman **Todd Fragale**.

Approved by a vote (5-0) of all attending members.

Commencement of Regular Business:

Motion made by **Terry Kuczka** seconded by **Jeanine Chatt**; the board approved to commence the business of the regular January Board meeting.

Respectfully submitted,
Jeanine Chatt - Secretary