

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes April 11th, 2024

1.0 Roll Call

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

Excused - Dan Antkowiak

CALL TO ORDER:

The April Board meeting was called to order at 7:58 am by Chairman Todd Fragale.

2.0 SECRETARY’S REPORT:

On a motion by Mr. Runk, seconded by Mr. Kuczka, the minutes of the March 14th Board Meeting were approved. On a motion by Mrs. Anderson, seconded by Mrs. DiCarlo. The minutes of the March 14th Audit Committee Meeting were approved. Vote 6-yes, 0-no, unanimous.

3.0 TREASURER’S REPORT:

Mrs. Anderson reviewed for the Board the March 31st financial statements. The review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the March Balance Sheet Mrs. Anderson noted total assets of \$2,918,534. She also highlighted the Accounts Payable of \$8495.00. On the Income Statement, Mrs. Anderson highlighted the interest earned. During a general review of expenses, Mrs. Anderson highlighted Attorney fees, recently completed land surveys and the 2024 dues payment to INVEST BN. Total expenses for the month were \$22,752.91. The monthly deficit was \$18,126. As concerns the Statement of Cash Transactions, Mrs. Anderson noted the closing cash balance of \$1,674,214.00. 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 April 11th, 2024 that totaled \$23,484. Notable were payments to Wendel for survey work, and the initial payment to Earth Dimensions for the Wetlands Delineation update. Mrs. Anderson made a motion to approve the payment of bills, seconded by Mrs. DiCarlo. Motion carried.

4.0 ADMINISTRATIVE DIRECTOR’S REPORT:

Mr. Sy reviewed highlights of his submitted report for the month March and early April.

Mr. Sy pointed out the new PC (HP mini) and speakerphone, purchased and installed to eliminate challenges with live streaming and recording.

Mr. Sy reported that he continues to make progress on the move to Modern Suites as temporary office space for the IDA. Mr. Sy presented a summary of bids received from Eaton’s and Mid-City Office Supply for desks and storage for himself and Maureen Winters. After brief discussion a motion was made by Mrs. Chatt and seconded by Mr. Runk to approve the office furniture purchase from the low bidder (Eaton’s) at a cost not to exceed \$2000. Motion carried. The purchase will take place after a review of terms and conditions by Mr. Seaman. Motion carried. Mr. Sy estimated a move date of around April 24/25.

Mr. Sy also noted the move and subsequent renovations to the IDA’s current Board Room will necessitate a move of future IDA Board meetings to the Town Hall. After brief discussion a motion was made by Mrs. DiCarlo and seconded by Mrs. Anderson to have all monthly IDA meetings be

held at Town Hall. Motion carried. Notification of the new location will go in the paper, be placed on the IDA website and future agendas.

Mr. Sy reported that he had received a limited number of clarifying questions to the recently submitted PARIS report for 2023. One issue involved a typo where 2 digits were missing.

Mr. Sy reminded Board members that they had received the majority of the recently completed Wetlands Delineation update for IDA Park South.. He noted next steps are discussions and possibly a site visit with NYDEC and the Army Corps with Earth Dimensions.

Mr. Sy announced that the Cultural Resources Phase 1B study had been awarded to Jeremy Deuel. Mr. Sy has been in discussions with the firm and expects field work to occur later this spring.

Mr. Sy announced he will be presenting the Annual Economic Development report to the Town Board next week and will make a brief public presentation at the May Town Board meeting

Mr. Sy reported that he attended the Town Board reenactment of the first Town Council meeting last week as a part of the Town's Bicentennial celebration. The next event will occur in May at the Key to the Locks event where Town Board members will be guest lock tenders.

Mr. Sy noted that surveys had been done to clarify remaining land within the 10-acre parcel at Junction and Enterprise Dr. A second survey clarified remaining land on Enterprise Dr. between the 2-acre parcel on the corner of IDA Park Dr and the NYSEG easement. Accurate land surveys make possible use discussions much more beneficial.

Lastly, Mr. Sy noted he plans as usual to attend the NYSEDC Annual Meeting in Cooperstown NY. Between conference registration fees, meals, and an off-site hotel he anticipates expenses not to exceed \$2000.00. A motion was made by Mrs. Chatt and seconded by Mr. Kuczka to approve the conference and expenditure. Motion carried.

5.0 ATTORNEY'S REPORT:

Attorney Tom Seaman reported he has presented a sales agreement to Bison Bag for their anticipated expansion. Discussions continue over the window in which Bison Bag anticipates completing the expansion. Negotiations with SIVA Wind continue over their land sales agreement as well.

6.0 EXECUTIVE SESSION:

A motion was made by Mrs. DiCarlo to enter Executive Session for purposes of consultation with Attorney at 8:29 am. The motion seconded by Mrs. Chatt. A motion was made by Mr. Runk to exit Executive Session at 8:33 am.

7.0 NEW BUSINESS:

Mr. Sy noted as they progress through cleaning the current IDA office and deciding what can go or can be gotten rid of, he has come across an old HP Laser Jet Printer and toner. A motion was made by Mr. Runk to declare the printer surplus property and allow the Administrative Director to dispose of the printer at his discretion. The motion was seconded by Mr. Kuczka and approved as presented. Vote 6-yes, 0-no, unanimous.

8.0 NEXT MEETING:

The next meeting of the IDA Board is scheduled for 8:00 am on May 9th, 2024 and will be held in Town Hall. Mr. Fragale noted he is unable to attend but Mrs. DiCarlo will be available to run the meeting.

9.0 ADJOURNMENT:

On a motion by Mr. Kuczka, seconded by Mrs. Anderson, the Board voted to adjourn at 8:35 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Secretary Town of Lockport IDA