

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes March 13th, 2025

Roll Call

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

Excused – Board Member Dan Antkowiak

CALL TO ORDER:

The regular meeting of the March Board meeting was called to order at 8:01 am by Chairman Todd Fragale.

2.0 SECRETARY’S REPORT:

On a motion by Mrs. Anderson, seconded by Mr. Kuczka, the minutes of the February 13th Board meeting were approved. Vote 6-yes, 0- no, unanimous.

3.0 TREASURER’S REPORT:

Mrs. Anderson reviewed for the Board the February 28th financial statements. The review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the February Balance Sheet, Mrs. Anderson noted the updated cash balance of \$1,708,146, net loss to date of \$16,205 and a fund balance of \$1,671,186. On the Income Statement, Mrs. Anderson noted interest earned, a month end deficit of \$6,874 and a year-to-date deficit of \$16,205. As concerns the Statement of Cash Transactions, Mrs. Anderson noted the check figure tie out to cash on the balance sheet. On a motion by Mrs. DiCarlo, seconded by Mr. Runk, the report was approved as presented. Vote 6-yes, 0-no, unanimous.

Mrs. Anderson reviewed the monthly bills for March 13th, which totaled \$7,164.30 and noted they included fees from Mr. Sy’s conference in Albany and increased mileage for the same Albany-based conference. Mrs. Anderson made a motion to approve the payment of bills, seconded by Mrs. Chatt. Motion carried.

4.0 ADMINISTRATIVE DIRECTOR’S REPORT:

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

Mr. Sy reported that he recently toured the new Community Health Centers of Buffalo Clinic at the corner of Main and Locust St. in the city. This clinic expanded from their previous Heritage Court site and added dental services.

Mr. Sy reported that in addition to the 1-day electricity generation metric for RPNY and their solar project, they will now provide a full annual electricity generation statistic.

Mr. Sy reported that he attended the recent Niagara County launch of the *dream it Do It* program. Members of the IDA Board have materials on the program in their packet. Mr. Sy has also encouraged area manufacturers to participate in the program.

Mr. Sy reported that he will present the Annual Economic Development report to the Town Board at their April 2nd meeting.

Mr. Sy reported that he is working with Wendel to update the Town Industrial Park map which is regularly distributed to prospective tenants. Both land ownership and facility names are significantly out of date.

Mr. Sy reminded the Board that the annual Governance Committee will meet at 7:30 am prior to the next Board meeting on April 10th.

Lastly, Mr. Sy reported that he had nominated Gooding NOSCO for a Business First Manufacturing award in the Operational Excellence category. Mr. Sy just learned that Gooding NOSCO was selected, and an awards ceremony will be held on May 30th.

5.0 ATTORNEY'S REPORT:

Attorney Tom Seaman reported that the attorney for Bison Bags' Title Insurance had requested a minor clarifying resolution on their recently purchased land. A motion was made by Mr. Runk, seconded by Mrs. DiCarlo to approve the resolution. Vote 6-yes, 0- no, unanimous.

RESOLVED: A motion approving and ratifying the land sale transaction between the Town of Lockport Industrial Development Agency ("IDA") and 5404 Crown Drive Inc., which was recorded in the Niagara County Clerk's office on 12/04/2024 under instrument number 2024-18805, and clarifying, ratifying and approving that Administrative Director Sy had authority to act as agent and signatory and to bind the IDA on all related transfer documents, including but not limited to the deed, relative to such transaction.

6.0 OLD BUSINESS:

7.0 EXECUTIVE SESSION:

A motion was made by Mr. Kuczka to enter into Executive Session for purposes of consultation with Attorney at 8:22 am. The motion was seconded by Mrs. DiCarlo. A motion was made by Mrs. DiCarlo to exit the Executive Session at 8:37 am. The motion was seconded by Mr. Runk.

8.0 NEW BUSINESS:

Mrs. Anderson, as Treasurer of the IDA Board, presented the 2024 External Audit recently reviewed by the Board's Audit Committee prior to the Board meeting. Mrs. Anderson noted the audit covered the 2024 Financial Statements, Audit Opinion, Management Letter and Communication with Those Charged with Governance. The audit followed GAAP, GAAS and Section 2925(3)(f) of New York State Public Authorities Law. A motion was made by Mr. Kuczka to approve the 2024 External Audit. The motion was seconded by Mrs. Chatt. Vote 6-yes, 0- no, unanimous

9.0 NEXT MEETING:

The next meeting of the IDA Board is scheduled for 8:00 am on April 10th, 2025, and will be held in Town Hall. The meeting will be preceded by the Governance Committee Meeting.

10.0 ADJOURNMENT:

On a motion by Mrs. Anderson, seconded by Mrs. Chatt the Board voted to adjourn at 8:38 am. Vote 65-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Secretary
Town of Lockport IDA