

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

Meeting Minutes March 12, 2026

**1.0 Roll Call**

**Present** – Chairman Todd Fragale, Vice Chair Darlene DiCarlo, Treasurer Kristin Anderson, Board Members - Daniel Antkowiak, and Terry Kruczka, Legal Counsel – Thomas Seaman, and Administrative Director – Patricia Dufour

**Excused**– Secretary, Jeanine Chatt

**CALL TO ORDER:**

The regular meeting of the February Board Meeting was called to order at 8:07 am by Chairman Todd Fragale.

**2.0 SECRETARY’S REPORT:**

On a motion by Ms. DiCarlo, seconded by Mr. Kruczka, the minutes of the February 12, 2026, Board meeting were approved. Vote 6-yes, 0-no, unanimous.

**2.0 TREASURER’S REPORT:**

Mrs. Anderson reviewed the February 2026 financial statements. Mrs. Anderson reported that the new reports are generated directly from the accounting system, rather than an excel spreadsheet. Members were in agreement that they were happy with the new reports. The review covered the Period Budget Analysis (which was previously referred to as our Income Statement), Statement of Cash Transactions, and the Balance Sheet. Total Assets are \$2,982,416.95. On the Income Statement, Mrs. Anderson noted the monthly interest earned and was \$3,901.55. The month-to-date report shows a loss of \$5,155.33. The year- to-date shows a loss of \$13,389.91. There being no questions, a motion made to accept the financials by Ms. DiCarlo, seconded by Mr. Runk. Vote 6-yes, 0-no.

Mrs. Anderson reviewed the monthly bills for March 12, which totaled \$6,875.67. Mrs. Anderson made a motion to approve the payment of bills, seconded by Ms. DiCarlo.

Vote – 6 yes, 0-no, unanimous. Motion carried.

**3.0 ADMINISTRATIVE DIRECTOR’S REPORT:**

Mrs. Dufour reviewed the highlights of her submitted report for the months of February and early March. The statistics show that our number of hits on the website continues to be consistent.

Mrs. Dufour reported that by Wednesday of next week the flagpole light and sign light will be installed at our new office, which will complete the construction.

Ms. Dufour told the Board the Paris Report was submitted to the State on March 6. Comments are normally received in June or July.

The annual external audit was presented to the audit committee prior to this meeting. The management letter was reviewed, and it was reported that the cash position, as well as all policies and practices, were handled to the satisfaction of Lumsden and McCormick.

Integrity machining has closed on their pilot. The agency fee of \$6,950 has been received by the IDA. Mrs. Dufour reported that she reached out to the owner, Justin Reynolds. He is very pleased with his new space.

**4.0 ATTORNEY'S REPORT:**

Nothing to report

**5.0 OLD BUSINESS:**

Mrs. Dufour reported that CV Plastics is expected to return to Planning Board in April. Mr. Seaman indicated they are going through site plan review.

**6.0 NEW BUSINESS:**

It was reported that the sign which is at the entrance of the IDA Park at Junction Road is in disrepair. Ulrich sign will be contacted to inspect and prepare a proposal for remedy.

**7.0 EXECUTIVE SESSION:**

Executive session was called for consultation with the Attorney at 8:20. Motion was made by Mrs. Anderson, with second by Mr. Runk.

**8.0 NEXT MEETING:**

The next meeting of the IDA Board is scheduled for 8:00 am on April 9th, 2026. The meeting will be held at 6570 Dysinger Road. \*\*Please note that the Governance Committee will meet prior at 7:30 a.m.

**10.0 ADJOURNMENT:**

On a motion by Mrs. Anderson, seconded by Mr. Kruczka, the Board voted to adjourn at 8:42 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Pat Dufour  
Administrative Director  
Town of Lockport IDA