

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE MEETING
MINUTES

December 8, 2011

Those in attendance were: Duncan Carlson, Thomas Weeks, Eric Connor (telephone), Daniel Seaman and David Kinyon.

On a motion by Mr. Weeks seconded by Mr. Carlson, the **Minutes** from the December 3, 2010 Governance Committee meeting were approved.

Mr. Seaman explained the distinctions between a policy on Tax Exemption and a schedule of the tax abatements. Committee members concurred on the advisability to maintain a policy which provides flexibility in the determination of the level of tax abatements granted to businesses, while having a schedule that is regarded as a “default” or standard level of benefits. Mr. Weeks pointed to the need for consistency in the application of the IDA’s criteria for benefits. Mr. Connor suggested that a schedule needs to recognize norms that are responsive to community needs.

The Committee agreed to recommend to the IDA Board that the Board maintain the current **Uniform Tax Exemption Policy**, but that the tax abatement schedules be consistent with the schedules in use by the Niagara County Industrial Development Agency.

Mr. Kinyon distributed an October 17, 2011 communication from the State Authorities Budget Office which prescribed a standard **Whistleblower Policy** to provide a confidential means to report credible allegations of misconduct, wrongdoing or unethical behavior. Upon the advice of Mr. Seaman, the Committee agreed to recommend to the IDA Board that the ABO standard Whistleblower Policy replace the Town of Lockport IDA’s current Whistleblower Policy. This will be presented at the IDA Annual Organizational Meeting in January.

Committee members reviewed the **Summary Results of Confidential Evaluation of Board Performance**. Mr. Kinyon noted that the responses relative to items #1 and #2 may be addressed by the Board by dedicating a portion of its January 25 evening meeting to a review of the IDA’s Mission Statement and Performance Measurements. Committee members agreed to recommend that the Mission Statement be made a part of the agenda for the January 25 meeting.

A current schedule of **Public Authorities Training** was distributed and reviewed. Committee members reviewed the November 29 report regarding **Authority Budget Office Policy Compliance**; Mr. Kinyon advised the Committee that the IDA could be subject to a Compliance Audit by the State Authority Budget Office at any time.

Respectfully submitted,
David R. Kinyon, Administrative Director