

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Meeting Minutes of March 10, 2011

9:00 AM – Contracts Unlimited, 5309 IDA Park Drive North, Lockport, NY

The Board of Directors meeting was preceded by a tour of the Contracts Unlimited facility, led by Michael Few, President of Contracts Unlimited, Inc.

1.1 Roll Call

Present – Chairman – Al Hamilton, Treasurer – Robert Lipp, Secretary – Duncan Carlson, Directors – Thomas Weeks and Eric Connor, Administrative Director – David Kinyon, and Legal Counsel – Daniel Seaman

Absent: Thomas Sy and Paul Haber

The meeting was called to order at 10:15 AM by Chairman Alan Hamilton.

1.2 Secretary's Report

Duncan Carlson presented the Minutes for the February 17, 2011 Board of Directors meeting, which were approved on a motion by Thomas Weeks seconded by Robert Lipp.

1.3 Treasurer's Report

Robert Lipp presented the Financial Statements for the period ending February 28, 2011, which were approved on a motion by Duncan Carlson seconded by Thomas Weeks. On a motion by Robert Lipp seconded by Duncan Carlson, the current invoices presented were approved for payment.

2.0 Administrative Director's Report

David Kinyon had submitted his Monthly Report prior to the Board meeting. There were no additions or questions regarding his report.

3.0 Old Business

There was no Old Business to be brought before the Board.

4.0 Unfinished Business

4.1 IDA Administrative Fee. On a motion by Duncan Carlson seconded by Robert Lipp, the Board voted to pay the 2010 Administrative Fee under protest.

4.2 Town/IDA Agreement. On a motion by Duncan Carlson seconded by Thomas Weeks, the Board voted to approve the updated Management Agreement between the Town of Lockport and the IDA.

5.0 New Business

5.1 NYS Economic Development Council Annual Meeting. On a motion by Duncan Carlson seconded by Thomas Weeks, the Board voted to authorize David Kinyon to attend the NYS Economic Development Council Annual Meeting, May 25-27 in Cooperstown.

5.2 Lockport Industrial Park Landscaping. On a motion by Duncan Carlson seconded by Robert Lipp, the Board voted to accept the bid by Swick Landscaping to provide landscaping services at the Lockport Industrial Park entrances for a fee of \$600.

5.3 IMPLAN Software – Duncan Carlson moved and Thomas Weeks seconded a motion to authorize the purchase of software and a data set for implementation of the IMPLAN economic impact analysis for a cost of \$280; this was approved unanimously.

6.0 Executive Session

On a motion by Thomas Weeks seconded by Duncan Carlson, the Board voted to enter into Executive Session for the purpose of consultation with attorney.

On a motion by Duncan Carlson seconded by Eric Connor, the Board voted to leave Executive Session.

7.0 Adjournment

On a motion by Eric Connor seconded by Duncan Carlson, the meeting was adjourned at 11:00 A.M.

Respectfully submitted,
Duncan N. Carlson
Secretary