

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Meeting Minutes November 10th, 2016

8:00 AM - IDA Board Meeting Room

1.0 GENERAL BUSINESS

Chairman Thomas Sy convened the regular meeting of the Town of Lockport Industrial Development Agency at 7:58 AM.

1.1 Roll Call

Present –Chairman Thomas Sy, Vice Chairman – Eric Connor, Treasurer - Sallie Reed, Secretary Harold Anderson and Board members Dan Antkowiak, Todd Fragale, Robert Runk and Legal Counsel – Brian Seaman; Administrative Director – Marc Smith.

2.0 SECRETARYS REPORT

On a motion by Mrs. Reed and seconded by Mr. Runk the Board voted to approve the Minutes from the October 13th, 2016 Board Meeting.

2.1 TREASURERS REPORT

Ms. Reed reviewed the financial reports for the period ending October 31st, 2016. On a motion by Mr. Antkowiak seconded by Mr. Anderson the Board voted to approve the October 31st, 2016 financial reports. On a motion by Mrs. Reed and seconded by Mr. Fragale the Board voted to approve the payment of all invoices and bills as presented with the October 31st, 2016 financial statement.

3.0 ADMINISTRATIVE DIRECTORS REPORT

3.1 Report: Administrative Director Marc Smith reviewed his October 2016 report. He attended the grand opening of Tater Cakes Bakery. He met with economists John Manzella. He hosted the first meeting for “Kickstart Niagara” and drafted the resolution and press release for “Shop Niagara”. The Shop Niagara program is a joint effort with the City of Lockport and Niagara County to remind our citizens that purchases in Niagara County help to lower property taxes through revenue sharing with the County.

He toured the Central Transport building and now has access codes to help market it to prospective tenants. General Wires received approval from the Town of Lockport Planning Board to build a 2,500 foot addition to the existing building. No request has been received for a PILOT incentive.

3.2 Evaluation of Board Performance

The IDA Board has a lengthy discussion and review of the “Evaluation of Board Performance”. The survey of board members showed general comments in five areas. The Board identified three areas for further action.

Sections for improvement:

#5 The Board sets clear and measurable performance goals for the Authority that contributes to accomplishing its mission.

#8 Board members are knowledgeable about the Authority’s programs, financial statements, reporting requirements and other transactions.

#15 The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.

Furthermore it was discussed that a media strategy-outline be prepared for speaking points that the IDA and elected officials could utilize. Pull the facts surrounding our projects (employment, tax payments vs. abatements)

The Administrative Director will prepare materials on the above action items and distribute them to the IDA board for comments. We will discuss further at our next meeting.

4.0 ATTORNEY REPORT – No report

5.0 OLD BUSINESS:

5.1 Streetlight – Deputy Supervisor Siejak has continued to follow the installation for the IDA. A delay was caused because of the voltage at the pole. Higher voltage either required a costly transformer or a different type of fixture. NYSEG is purchasing the necessary fixture. Installation date has not been set.

6.0 NEW BUSINESS:

6.1 Parking Issue: One of the IDA Park tenants has been temporarily parking trucks on the shoulder of the road narrowing the traffic lanes for other park tenants. The Board discussed possible remedies. If the tenant does not communicate within the next 10 days the Administrative Director will notify the IDA Board and proceed to request that the highway Superintendent post signs in the area with no parking, no standing to alleviate this problem.

7.0 Executive Session:

On a motion by Mr. Anderson seconded by Mr. Runk the board voted to enter executive session in order to consult with the attorney at 8:25AM. On a motion by Mr. Anderson seconded by Mrs. Reed the board voted to come out of executive session at 8:31AM.

8.0 Next Meeting: Our next scheduled meeting will be December 8th, 2016 at 8:00AM.

9.0 Adjournment

On a motion by Mrs. Reed and seconded by Mr. Runk the Board voted to adjourn at 8:38AM.

Respectfully submitted,
Harold Anderson - Secretary