

**TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
ANNUAL MEETING
BOARD OF DIRECTORS
January 10th, 2019
8:00 AM – IDA Conference Room**

1.1 Roll Call

Present: Chairman Thomas Sy, Vice Chairman – Eric Connor; Treasurer – Sallie Reed, Secretary – Harry Anderson; Directors Daniel Antkowiak, Robert Runk and Todd Fragale; Administrative Director – Marc Smith; Legal Counsel – Dan Seaman and Brian Seaman, **Absent:** None

Chairman Sy noted that the Annual Meeting of the Town of Lockport Industrial Development Agency is required, and called the meeting to order. The Chairman noted that the meeting has been duly called and noticed to all members, and that the regularly scheduled January meeting shall also be the Annual Meeting.

Election of Chairman Pro-Tempore

On a motion by Mr. Connor seconded by Mr. Anderson the Board voted to elect Tom Sy as temporary chairman for the purposes of conducting the annual meeting and election of officers.

Election of Chairman

Nomination made by Mr. Runk seconded by Mrs. Reed to elect Eric Connor to be Chairman. No other nominations having been received, nominations were closed by the Chairman.

Roll call vote on the nomination of Eric Connor as Chairman:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Election of Vice Chairman

Nomination made by Mr. Connor seconded by Mrs. Reed to elect Todd Fragale to be Vice Chairman. No other nominations having been received, nominations were closed by the Chairman.

Roll call vote on the nomination of Todd Fragale as Vice Chairman:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>

THOMAS A. SY

Yes

Election of Secretary

Nomination made by Mr. Antkowiak seconded by Mr. Runk to elect Harold Anderson to be Secretary. No other nominations having been received, nominations were closed by the Chairman

Roll call vote on the nomination of Harold Anderson as Secretary:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Election of Deputy Secretary

Nomination made by Mr. Antkowiak seconded by Mr. Fragale to elect Daniel Seaman to be Deputy Secretary. No other nominations having been received, nominations were closed by the Chairman

Roll call vote on the nomination of Daniel Seaman as Deputy Secretary:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Election of Treasurer

Nomination made by Mr. Connor seconded by Mr. Runk to elect Sallie Reed to be Treasurer. No other nominations having been received, nominations were closed by the Chairman

Roll call vote on the nomination of Sallie Reed as Treasurer:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Approval of the Management Contract:

Motion made by Mr. Runk seconded by Mrs. Reed to re-approve the management contract dated 1/14/2016 between the Town of Lockport IDA and the Town of Lockport.

Roll call vote to reapprove the management contract between the IDA and the Town of Lockport:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Appointment of Chief Executive Officer

Motion made by Mr. Fragale seconded by Mr. Connor to appoint Marc R. Smith as Chief Executive Officer, known as the Administrative Director, (pursuant to an Agreement between the Town of Lockport and the Town of Lockport Industrial Development Agency dated 01/14/2016).

Roll call vote on the appointment of Marc R. Smith as Chief Executive Officer:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Appointment of Chief Financial Officer

Motion made by Mr. Antkowiak seconded by Mr. Connor to appoint Kathleen D. Carter at an annual contract rate of \$2,357.50 as Chief Financial Officer.

Roll call vote on the appointment of Kathleen D. Carter as Chief Financial Officer:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Appointment of Legal Counsel

Motion made by Mr. Runk seconded by Mrs. Reed to appoint Seaman & Norris, LLP, Attorney for the Town of Lockport Industrial Development Agency at an annual contract rate of Twenty Seven Thousand eight Hundred sixty two Dollars and 57 cents. (\$27,862.57), payable in quarterly installments of Six Thousand Nine Hundred sixty five dollars and sixty four cents. (\$6965.64) and to authorize him, and such associate counsel as shall be deemed appropriate to act as IDA counsel in all project closings at the established rate:

NAME:	VOTE:
HARRY ANDERSON	<u>Yes</u>
DANIEL ANTKOWIAK	<u>Yes</u>
ERIC W. CONNOR	<u>Yes</u>
TODD FRAGALE	<u>Yes</u>
SALLIE P. REED	<u>Yes</u>
ROBERT M. RUNK	<u>Yes</u>
THOMAS A. SY	<u>Yes</u>

Appointment of Independent Auditor

Motion made by Mr. Antkowiak seconded by Mr. Fragale to authorize Lumsden & McCormick, LLP to perform the annual audit of the Town of Lockport Industrial Development Agency and to cause the filing of all required financial reports with State and local agencies, at an annual contract rate of \$4,750.00:

Approved by unanimous vote of all attending members.

Designation of Bank Depositories

Motion made by Mr. Runk seconded by Mrs. Reed to authorize the Treasurer to maintain accounts in the following banks in her discretion: M&T Bank; Key Bank; Northwest Bank; Evans Bank and Citizens Bank:

Approved by unanimous vote of all attending members.

Adoption of 2019 Fee Schedule Policy & 2019 Policy Manual

Motion made by Mr. Connor seconded by Mrs. Reed to adopt the 2019 Fee Schedule and re-adopt the Policy Manual for 2019, including PILOT Policy:

Approved by unanimous vote of all attending members

Establishment of Regular Meeting Dates

Motion made by Mr. Runk seconded by Mrs. Reed to establish the regular meeting dates as follows: February 14, 2019, March 14, 2019, April 11, 2019, May 9, 2019; June 13, 2019, July 11, 2019, August 15, 2019, September 12, 2019, October 10, 2019, November 14, 2019, December 12, 2019, January 09, 2020:

Approved by unanimous vote of all attending members

Appointments to Committees

Chairman Connor made the following appointments:

Auditing & Finance Committee: Tom Sy, Harold Anderson, Todd Fragale
Governance Committee: Sallie Reed, Daniel Antkowiak, Robert Runk

Motion made by Mr. Fragale seconded by Mr. Antkowiak the board approved of the committees as established by Chairman Connor.

Commencement of Regular Business

Motion made by Mr. Antkowiak seconded by Mr. Runk, the board approved to commence the business of the regular meeting:

Respectfully submitted,
Harold Anderson - Secretary