

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Meeting Minutes January 9th, 2020

1.0 Roll Call

Present –Chairman Eric Connor, Treasurer Robert Runk, Secretary Harold Anderson. Board member Daniel Antkowiak, Jeanine Chatt, Darlene DiCarlo. Legal Counsel –Brian Seaman, Daniel Seaman
Administrative Director – Thomas Sy.

Excused: Vice Chairman Todd Fragale

2.0 CALL TO ORDER: The meeting was called to order by Chairman Eric Connor at 8:16am.

3.0 SECRETARYS REPORT

On a motion by Mr. Runk seconded by Mr. Anderson the minutes of the December 19th, 2019 meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT

With the election of Robert Runk as Treasurer only happening in the IDA Annual Meeting minutes earlier, Mr. Sy agreed to present the Treasurers report encompassing the financial reports dated 12/31/2019. On a motion by Mr. Runk seconded by Mrs. DiCarlo the Board approved of the financial reports dated December 31st, 2019. Vote 6-yes, 0-no, unanimous.

Mr. Runk reviewed the monthly bills. On a motion by Mr. Runk seconded by Mr. Anderson the Board of Directors approved of the payment of bills dated January 9th 2020.
Vote 6-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTORS REPORT:

The Administrative Director reviewed his January report.

The Administrative Director welcomed new Board members Darlene DiCarlo and Jeanine Chatt and thanked those Board members who are serving in officer roles for 2020. The Administrative Director noted that today was his first official day employed as the Administrative Director and as such he spent a number of days orientating with the former Administrative Director and felt the transition was handled well. The Administrative Director also outlined his initial plans which will be a mix of further orientation and beginning to schedule approximately 40 face to face meetings with PILOT recipients and economic development partners and resources.

The Administrative Director noted he has registered for the NYSEDC biannual Economic Development Conference in Albany from January 29th – 30th. The Administrative Director noted the expense for said conference will not exceed \$600 including fee, hotel and mileage. A motion was made by Mr. Runk and seconded by Mrs. DiCarlo to approve the expenditure. Motion carried. Mr Sy noted he will plan to attend the IDA Academy offered by NYSEDC in the spring.

It was noted that meetings of the 2 Sub-committees of the IDA Board schedule initial meetings early in the year. The Finance and Audit Committee will await the initial draft of the external audit. A meeting of the Governance Sub Committee was scheduled for February 13th at 7:30am.

6.0 ATTORNEYS REPORT: - No report

7.0 **EXECUTIVE SESSION:** An executive session was called by Mr. Runk and seconded by Mrs. DiCarlo for the purposes of consultation with the IDA Attorney at 8:44am. Executive session was ended at 8:52am on a motion by Mr. Antowiak seconded by Mrs. Chatt.

8.0 **OLD BUSINESS:** - No Items

9.0 **NEW BUSINESS:**

The Administrative Director recommended that the Board of Directors plan on an updated photo to be taken at the February meeting for use on the website and other communications.

Mr. Anderson raised the suggestion of looking into alternative/on-line banking options to improve the rate of interest on IDA funds in our savings account currently. A motion was made by Mr. Runk and seconded by Mrs. DiCarlo to approve the exploration of such an option spearheaded by Mr. Anderson in consultation with Attorney Brian Seaman and The Administrative Director. Vote 6-yes, 0-no, unanimous

10.0 **NEXT MEETING:**

The next meeting will be February 13th at 8:00am. This meeting will include a new photo session of the Board of Directors for 2020.

11.0 **ADJOURNMENT:**

On a motion by Mrs. DiCarlo seconded by Mr. Antkowiak the Board voted to adjourn at 8:53am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,
Mr. Harold Anderson - Secretary