

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY  
**BOARD OF DIRECTORS**  
Meeting Minutes May 14, 2020

Due to the Corona Virus Pandemic and NY PAUSE orders, the meeting was held via conference call. A *Notice of Meeting* was posted on Town websites, shared with the press and posted on IDA doors as public participation was prevented for this meeting.

**1.0 Roll Call**

**Present** – Chairman Eric Connor, Vice Chairman Todd Fragale, Treasurer Robert Runk. Board member Jeanine Chatt, Darlene DiCarlo. Legal Counsel –Brian Seaman, Tom Seaman, Administrative Director – Thomas Sy.

**Excused:** Daniel Antkowiak, Secretary Harry Anderson

**2.0 CALL TO ORDER:**

The meeting was called to order by Chairman Eric Connor at 8:05am.

**3.0 SECRETARYS REPORT:**

On a motion by Mrs. DiCarlo, seconded by Mr. Fragale, the minutes of the April 9th Board Meeting were approved. Vote 5-yes, 0-no, unanimous.

**4.0 TREASURERS REPORT:**

Treasurer Robert Runk reviewed for the Board the financial reports dated 4/30/2020. His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, the interest earned and funds transferred were noted. On the Income Statement expenses were reviewed and it was noted the monthly loss was \$7088.22. Concerning the Balance Sheet, a prepaid expense of \$61.64 was highlighted as an advance payment of Constant Contact fees. On a motion by Mrs. Chatt, second by Mr. Fragale the report was approved as presented. Vote 5-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for May 14th. On a motion by Mr. Runk, seconded by Mrs. DiCarlo, the Board of Directors approved payment of the bills. Vote 5-yes, 0-no, unanimous.

**5.0 ADMINISTRATIVE DIRECTORS REPORT:**

Mr. Sy covered highlights of his submitted report for the month of April and early May. He noted he has continued regular communications with all supported businesses during the NY PAUSE period. Topics have now focused solely on reopening and best practices and NY requirements for reopening. Mr. Sy noted resources came from Cushman Wakefield (2), and NY Forward.

Mr. Sy also noted the Annual Meeting of The Economic Development Council scheduled for Cooperstown this July has been postponed until late August due to the Pandemic. At this point the IDA has hotel reservations.

Mr. Sy also alerted the Board that the annual contract with LawnSmith increase \$63 over last year's amount.

Mr. Sy announced the proposal by Ecology and Environment to conduct a Summer Bird Survey in IDA Park South has been submitted and approved by NYS DEC. He anticipates observations will begin May 20<sup>th</sup>. Any Board members interested in seeing the study scope, data sheets etc. should email him.

Mr. Sy noted that due to time availability that he spent much of April completing a comprehensive update of a Transit North inventory last done in 2016. This included a 100% survey of all properties on S Transit Rd in the town and therefore is more expansive than just the Transit North corridor. By summary Mr. Sy noted 185 properties and a 10% vacancy rate. The majority of properties/sites are either in good or excellent condition and are a blend of retail, food and service entities. Mailings from our offices will occur after the end of NY Pause.

Mr. Sy reminded the Board he had provided them with the full COVID-19 Business Impact Survey completed by the Buffalo Niagara Partnership and Mower Inc. He also had created a 2-page summary of the results. 1685 surveys had been completed by a mix of retail, professional services, construction and manufacturing companies from Erie and Niagara County. 56 respondents or 3% were from Lockport. The results included businesses most pressing short and long-term concerns, level of planned postponement of investment, anticipated revenue impacts, actions taken to mitigate loss, staffing changes and how the government can assist businesses. The postponement of investment and anticipated revenue declines for 2020 point to difficult headwinds as the WNY economy reopens.

Lastly Mr. Sy noted that office support continues with Sarah working from home 90% and he is in the office daily for 2 to 3 hours. Office hours will increase concurrent with Town of Lockport decisions and direction from NY.

**6.0 ATTORNEYS REPORT:**

Nothing to report.

**7.0 OLD BUSINESS:**

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**8.0 EXECUTIVE SESSION:**

**9.0 NEW BUSINESS:**

**10.0 NEXT MEETING:**

The next meeting will be Thursday, June 11th at 8:00am. Whether the meeting is in person or by phone will depend on the status of NY Forward.

**11.0 ADJOURNMENT:**

On a motion by Mrs. DiCarlo, seconded by Mr. Runk, the Board voted to adjourn at 8:35 am. Vote 5-yes, 0-no, unanimous.

Respectfully submitted,

Thomas Sy, Administrative Director  
On behalf of IDA Secretary