

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes June 11th, 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 and Secretary Harry Anderson. Board member Jeanine Chatt, Darlene DiCarlo and Daniel Antkowiak. Legal Counsel – Brian Seaman, Tom Seaman and Dan Seaman. Administrative Director – Thomas Sy.

2.0 CALL TO ORDER:

The meeting was called to order by Chairman Eric Connor at 8:00am.

3.0 SECRETARYS REPORT:

On a motion by Mr. Runk, seconded by Mrs. DiCarlo, the minutes of the May 14th Board Meeting were approved. Vote 7-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Robert Runk reviewed for the Board the financial reports dated 5/31/2020. 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 \$5812.87 Concerning the Balance Sheet, the prepaid expense was highlighted and account balances were \$104,086 and \$1,585,790 in the checking and savings accounts respectfully. On a motion by Mrs. Chatt, second by Mr. Antkowiak the report was approved as presented. Vote 7-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for June 11th. On a motion by Mr. Runk, seconded by Mrs. Chatt, the Board of Directors approved payment of the bills. Vote 7-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTORS REPORT:

Mr. Sy covered highlights of his submitted report for the month of May and early June. He noted he has continued regular communications with all supported businesses during the NY PAUSE period. Topics have now focused on reopening, employee health and loan programs including changes to the PPP program, NY Forward loans and the anticipated federal Main St loan program. Mr. Sy shared highlights from status calls with 6 supported businesses to date. He highlighted revenue impacts, compliance with Phase 1 requirements and participation in loan programs.

Mr. Sy also noted he and Sarah Raetz continue to update the IDA's Facebook page, website and Industrial Park brochure. A first draft of the brochure is in hand and Mr. Sy anticipates printing #500 copies.

The IDA Academy, that is sponsored by The Economic Development Council scheduled for Poughkeepsie in May, has been converted to a virtual format and Mr. Sy will be attending on June 24/25.

Mr. Sy also alerted the Board that he has requested a quote from Lawnsmith for their biannual brush hogging of the open parcels of land in the park.

Mr. Sy updated the Board on the results of the Summer Bird Survey in IDA Park South to date. He noted 4 of 6 observation sessions are complete with one scheduled for late June and one for mid-July. He would therefore expect a full report for our August Board meeting.

Mr. Sy informed the Board that The Town of Lockport IDA has been informed by CGR that their Inform Analytics software is no longer supporting the version we use. Mr. Sy noted that the annual maintenance fee we pay will facilitate access to the new version. The IDA is exporting all the data from our current version and scheduling a training webinar.

Lastly Mr. Sy noted that with the Town reopening their offices he is back on site for his scheduled 30 hrs./week. Office support continues with Sarah coming into the office 1 day per week and working the remainder of her hours from home.

6.0 ATTORNEYS REPORT:

Nothing to report.

7.0 OLD BUSINESS:

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8.0 EXECUTIVE SESSION: A motion was made by Mr. Fragale, seconded by Mr. Runk to enter into an Executive Session for purposes of consultation with attorney. A motion was made by Mrs. DiCarlo to return to the regular Board session, seconded by Mr. Antkowiak.

9.0 NEW BUSINESS:

10.0 NEXT MEETING:

The next meeting will be Thursday, July 9th at 8:00am. As the Town of Lockport is now open to the public, the meeting will be in person with Board Room arranged for proper social distancing.

11.0 ADJOURNMENT:

On a motion by Mr. Antkowiak, seconded by Mrs. DiCarlo, the Board voted to adjourn at 8:35 am.
Vote 7-yes, 0-no, unanimous.

Respectfully submitted,

Harry Anderson
Secretary