

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS
Meeting Minutes July9th, 2020

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. Legal Counsel –Brian Seaman, and Dan Seaman. Administrative Director – Thomas Sy.

Absent: Board Member Daniel Antkowiak.

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 Mr. Anderson the minutes of the June 11th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Robert Runk reviewed for the Board the financial reports dated 6/30/2020. His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, Mr. Runk noted the receipt of the 2020 project fee from Verizon Media. He also reviewed the disbursements and noted the 6/30 balance in the checking and savings account. On the Income Statement expenses were reviewed and it was noted the monthly gain was \$97,699 and a year to date gain of \$52,754. Concerning the Balance Sheet, the prepaid expense was highlighted and account balances were \$210,204.64 and \$1,585,115.02 in the checking and savings accounts respectfully. On a motion by Mrs. DiCarlo, second by Mr. Fragale the report was approved as presented. Vote 6-yes, 0 no, unanimous.

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

5.0 ADMINISTRATIVE DIRECTORS REPORT:

Mr. Sy reviewed highlights of his submitted report for the month of June and early July. He noted he has continued regular communications with all supported businesses during the NY FORWARD re-opening period. More calls and possibly in person visits will continue throughout July. Mr. Sy noted the SBA had recently released data on PPP Loans. Mr. Sy had prepared a report of Lockport businesses receiving loans and jobs retained for the Board. Mr. Sy also updated the Board on the inventory of retail business within the Town that have closed due to COVID -19 on Transit North.

Mr. Sy informed the Board that Sarah Raetz had expressed a strong interest in participating in the NYSEDC's Basic Economic Development 8-week virtual course. Cost for the course is \$625.A motion was made by Mrs. Chatt and seconded by Mrs. DiCarlo to approve the expenditure. Vote 6-yes, 0-no, unanimous.

Mr. Sy highlighted for the Board his reactions to The IDA Academy, that was held virtually over 2 days in June. Sessions included: Revolving Loan fund, Prevailing Wage law, OSC Compliance, CLCPA, ABO Board Training and IDA Best Practices around COVID-019.

Mr. Sy also alerted the Board that Lawnsmith had completed their biannual brush hogging of the open parcels of land in the park. Mr. Sy noted he was concerned at an unannounced cost increase and that as a result he will bid this service and the entrance landscaping out in 2021. Mr. Sy also committed to follow up on the farmer that brush hogs the 10-acre parcel off Junction Rd.

Mr. Sy updated the Board on progress made in the past month on the Lockport Rail Trail funded by the Niagara River Greenway. The trail will run from Lockport Road to Murphy Road. The Town Highway Dept. has completed the placement and compaction of millings and cleared the corridors on each side of vegetation. Wendel completed the bid package and bids were recently received. Mr. Sy noted he spent significant time on the sign design.

Mr. Sy distributed to the Board copies of the Niagara County Comprehensive Economic Development Strategy (CEDS) noting the committee he sits on recently approved the document and its submittal to the US Dept. of Commerce. Board members had previously reviewed the SWOT and Goals and Objectives. Mr. Sy highlighted where the projects submitted by the Town of Lockport were and noted he will make the CEDS a component of new Board orientation.

To better inform the Board, Mr. Sy distributed a one -page summary on the recently passed legislation allowing IDA's to loan/grant funds to businesses to purchase PPE or related fixtures. Mr. Sy highlighted the pro's and cons of the legislation and his plans for further researching key elements as operating a revolving loan fund would be of strategic importance for the Town.

Lastly Mr. Sy informed the Board that he had charged Seaman Norris with preparing a new policy/procedure concerning the recently passed Prevailing Wage law. Mr. Sy noted that beyond the policy he can envision a number of supporting tools that he and Mrs. Raetz will begin developing even though the earliest the law will be in effect is January 2021.

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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. Runk, seconded by Mr. Fragale 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 Mrs. Chatt.

9.0 NEW BUSINESS:

10.0 NEXT MEETING:

The next meeting will be Thursday, August 13th at 8:00am. The meeting will be in person with Board Room arranged for proper social distancing.

11.0 ADJOURNMENT:

On a motion by Mr. Anderson, seconded by Mr. Runk, the Board voted to adjourn at 8:50 am.
Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Harry Anderson
Secretary