

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS
Meeting Minutes August 13th, 2020

1.0 Roll Call

Present – Chairman Eric Connor, Vice Chairman Todd Fragale, Treasurer Robert Runk. Board Member Daniel Antkowiak, Darlene DiCarlo. Legal Counsel –Brian Seaman, and Dan Seaman. Administrative Director – Thomas Sy.

Absent/Excused: Secretary Harry Anderson, Board Member Jeanine Chatt.

Guest: Thomas Seaman

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 Mrs. DiCarlo, seconded by Mr. Fragale the minutes of the July 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 7/31/2020. His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, Mr. Runk noted the transfer of \$92,710 from our checking account to the savings account. He also noted the balance in the checking account on 7/31/2020 was \$101,005.70 and the balance in the savings account was \$1,678,176.50. On the Income Statement Mr. Runk highlighted the \$1.99 charge was for One Drive to facilitate separate backup of the IDA files in lieu of thumb drives. Mr. Sy is checking to see if that is a monthly charge. Net loss for the month of July was \$8,393.60 and YTD surplus is \$44,360.61. Concerning the Balance Sheet, Mr. Runk simply highlighted the fund balance. On a motion by Mr. Antkowiak, second by Mr. Fragale the report was approved as presented. Vote 5-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for August 2020. On a motion by Mr. Runk, seconded by Mr. Antkowiak the Board of Directors approved payment of the bills. Vote 5-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTORS REPORT:

Mr. Sy reviewed highlights of his submitted report for the month of July and early August.

He noted an uptick in website visits but no real insight has been developed. Also, he has continued in person visits with supported business with meetings this past month with Moley Magnetics, EZ Entry Door, Contracts Unlimited, Up North Hosting and Niagara Frontier Distribution.

Mr. Sy reminded the Board that he shared via email the *Annual Report of IDA Performance for 2020* by the Office of State Comptroller. Mr. Sy felt there was good summary and comparative data in the report. Mr. Sy was excited to note the video of the IDA Park is now posted on our Facebook page and

will soon be posted to our website. Mr. Sy reported that the revised IDA Park brochures had been completed. Each member of the Board had a copy of the revised brochure at their seat. The brochure has thus far been distributed to economic development partners, supported businesses and commercial realtors. In the ongoing effort to update our website the entire Incentives page has been updated and expanded.

Mr. Sy informed the Board that he has finalized a procedure and tool for evaluating the Executive Directors performance. The tool will be distributed to Board members in late fall.

Mr. Sy update the Board on Sarah Raetz's participation in the NYSEDC's Basic Economic Development 8-week virtual course. In debriefing Mrs. Raetz, Mr. Sy noted the course appears excellent will provide a great resource for the IDA offices.

A clarifying question was forwarded by the Authorities Budget Office (ABO) concerning the Town of Lockport's 2019 PARIS report. Mr. Sy noted the question was minor, will not require any attention this year and as such our 2019 PARIS has been certified and posted by the ABO.

Given an obvious misunderstanding by a supported business on how the sales tax exemptions are processed, Mr. Sy noted he has rewritten the Sales and Use Tax Exemption directions and had Mrs. Raetz create a packet with all the applicable forms.

Mr. Sy noted that the Board had received a draft in their packet of the Breeding Bird Survey by Ecology and Environment (E and E) covering IDA Park South. Mr. Sy highlighted the various sections of the report and the conclusions drawn. Both Mr. Sy and Mr. Seaman noted the draft report did not include a "Discussion" section directly addressing the concerns of NYSDEC. The E and E consultant has since added such a section and will be forwarding the survey to the Regional Offices of NYSDEC next week.

As concerns the Lockport Rail Trail project, Mr. Sy noted that signage covering rules of use, sponsorship and directions has been approved. A late September completion date is still envisioned.

Lastly Mr. Sy informed the Board that he had obtained a preliminary quote to have the IDA Offices and Conference Room repainted. It has been 6 or 7 years since the last painting. This will likely be a Town of Lockport expense but if there ends up being a portion that falls to the IDA Mr. Sy will represent to the Board.

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6.0 ATTORNEYS REPORT:

Attorney Brian Seaman informed the Board that the Owners of Spring Lake Winery (Varallos) require a new subordinating agreement with the Town of Lockport IDA for a mortgage. While Spring Lake is in its final year of its PILOT such an agreement is necessary. A motion was made by Mr. Runk and seconded by Mr. Antkowiak to approve the new agreement and to allow the Executive Director to sign the agreement. Motion carried. Vote 5-yes, 0-no, unanimous.

7.0 OLD BUSINESS:

8.0 **EXECUTIVE SESSION:** A motion was made by Mr. Fragale, seconded by Mr. Antkowiak 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. Runk.

9.0 **NEW BUSINESS:**

10.0 **NEXT MEETING:**

The next meeting will be Thursday, September 10th 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. Fragale, seconded by Mr. Antkowiak, the Board voted to adjourn at 8:49 am. Vote 5-yes, 0-no, unanimous.

Respectfully submitted,

Thomas Sy
Executive Director (For Secretary Harry Anderson)