

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY  
**BOARD OF DIRECTORS**  
Meeting Minutes September 10th, 2020

**1.0 Roll Call**

**Present** – Chairman Eric Connor, Vice Chairman Todd Fragale, Secretary Harry Anderson, Board Member Daniel Antkowiak, Darlene DiCarlo and Jeanine Chatt. Legal Counsel –Brian Seaman  
Administrative Director – Thomas Sy.

**Absent/Excused:** Treasurer Robert Runk

**Guest:** Thomas Seaman

**2.0 CALL TO ORDER:**

The meeting was called to order by Chairman Eric Connor at 8:01am.

**3.0 SECRETARYS REPORT:**

On a motion by Mrs. DiCarlo, seconded by Mr. Fragale the minutes of the August 13th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

**4.0 TREASURERS REPORT:**

Administrative Director Tom Sy presented to the Board the financial reports dated August 31, 2020 in Treasurer Runk’s excused absence. His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, Mr. Sy noted the transfer of \$5100 from our savings account to the checking account. He also noted the balance in the checking account on 8/31/2020 was \$100,936.04 and the balance in the savings account was \$1,673,431.19. On the Income Statement Mr. Sy highlighted the limited interest earned of late. He detailed the makeup of the management fee, meeting expense and advertising and promotion lines for the month of August Net loss for the month of August was \$4,814.97 and YTD surplus was \$39,545.64 Concerning the Balance Sheet, Mr. Sy simply highlighted the checking account and fund balance. On a motion by Mr. Antkowiak, second by Mrs. Chatt the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Sy reviewed the monthly bills for September 2020. On a motion by Mr. Anderson, seconded by Mr. Fragale, the Board of Directors approved payment of the bills. Vote 6-yes, 0-no, unanimous.

Mr. Sy then reviewed for the Board the first draft of the proposed 2021 budget for the Town of Lockport IDA. The budget is a breakeven budget with revenue and expenses totaling \$186,771.62. Mr. Sy discussed the lines that typically receive percentage increases as well as lines he is anticipating slight expense increases and decreases in. Mr. Anderson questioned if the \$10,000 in the marketing line was sufficient. Board members were encouraged to forward any questions and to plan on adopting the budget at the October Board meeting.

**5.0 ADMINISTRATIVE DIRECTORS REPORT:**

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

He has continued in person visits with supported business and IDA Park tenants with meetings this past month with Custom Laser, and General Wire. Mr. Sy also toured TEMASYS in the City of Lockport who is relocating to the Custom Laser facility on Akron Rd. in the town. Mr. Sy also toured the Towne Square Plaza with representatives of The Bevilauqua Group, owners of the plaza. With the limited professional office space inventory in the town, the plaza is an important option to be aware of.

Mr. Sy noted his office continues to receive a number of land inquiries from large scale solar developers. Earlier this week Mr. Sy met with and toured staff from INVEST Buffalo Niagara and Newmarket Frank Site Selectors who are completing a research study on lack of available land/facilities in Western New York.

Mr. Sy noted that the consultant from E and E has forwarded a copy of the Breeding Bird Survey to the Western Regional office of the DEC. Initial verbal feedback from the DEC was positive as DEC staff agreed with E and E conclusions. An in-person meeting to further discussions is envisioned.

As concerns the Lockport Rail Trail project, Mr. Sy noted that actual work has begun and paving is scheduled for the week of September 14<sup>th</sup>.

Mr. Sy highlighted elements of New York State's expanded Paid Sick Leave Law that goes into effect January of 2021. Mr. Sy shared his notes and highlights with all of the supported businesses.

Mr. Sy reminded the Board of the 2-day Virtual Annual Meeting by NYS Economic Development Council that he attended. Sessions included How NY is Leading the Way Out of the Pandemic to How Clean Energy Will Power NY to a session How Site Selection Has Changed Due to the Pandemic.

Lastly, Mr. Sy distributed to the Board the Proposed 2021 Meeting Dates for Board meetings. Mr. Sy noted that only the month of November varies from the 2<sup>nd</sup> Thursday at this point due to a conflict with Veteran's Day.

**6.0 ATTORNEYS REPORT: Nothing to Report**

**7.0 OLD BUSINESS:** Mr. Fragale raised a concern of the Town IDA continuing to identify usable land for additional projects/economic development activity. Mr. Sy reference one minor parcel he is investigating near the Industrial Park.

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

**9.0 NEW BUSINESS:**

**10.0 NEXT MEETING:**

The next meeting will be Thursday, October 8th 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. Antkowiak, seconded by Mr. Fragale, the Board voted to adjourn at 8:53 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Harry Anderson  
Secretary