

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS
Meeting Minutes October 8th, 2020

1.0 Roll Call

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

Absent/Excused: Board Member Daniel Antkowiak

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 September 10th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the September 30th financial statements His review covered the Statement of Cash Transactions, Income Statement and Balance Sheet. On the Statement of Cash Transactions, Mr. Runk noted the interest earned, transfer of \$6300 from our savings account to the checking account and disbursements. On the Income Statement Mr. Runk highlighted the limited interest earned, the past months expense detail and noted the net loss for the month of September was \$13,771 and YTD surplus was \$25,773 Concerning the Balance Sheet, Mr. Runk simply highlighted the total assets of \$2,716,995 and a ytd fund balance of \$1500657. On a motion by Mrs. Chatt, seconded by Mr. Anderson, the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for October 2020. On a motion by Mr. Runk, seconded by Mrs. Chatt , the Board of Directors approved payment of the bills. Vote 6-yes, 0-no, unanimous.

Mr. Connor then reminded the Board of the presentation of a draft 2021 budget at the September board meeting. He asked if there were any additional questions or suggested changes prior to the Board formally adopting the plan. Mr. Sy noted there still could be a change in increases to select personnel/consultant lines but that the budget is likely overstated for those lines. A motion was made by Mr. Runk, seconded by Mr. Fragale to adopt the 2021 budget for the IDA. Vote 6-yes, 0-no, unanimous.

5.0 ADMINISTRATIVE DIRECTORS REPORT:

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

He participated in a Joint Retention Visit with Niagara County at the International Stone Gallery and facilitated a call with the Small Business Development Center and one of our supported business concerning a non-traditional loan.

As concerns the Lockport Rail Trail project, Mr. Sy noted that the project is now 95% complete with pictures forwarded to the Board during the past month. Mr. Sy noted he will obviously invite the IDA Board to an upcoming ribbon cutting.

Mr. Sy then reviewed a detailed plan for bi-annual Compliance meetings with supported business to more regularly review required compliance items. Initial meetings are being scheduled for October and the agenda to be covered was shared. Mr. Sy noted in a similar vein Mrs. Raetz is conducting a review of taxes paid to Niagara County and the 2 school districts as a prep for PARIS.

Mr. Sy reminded Board members that they need to complete the Executive Director evaluation and forward to Mr. Connor. The Board Annual Self Evaluation will be distributed on November 2nd.

As concerns the IDA Park, Mr. Sy noted the 2nd bush hogging has been completed as has the fall clean-up of the 2 Park entrances.

Mr. Sy noted he is working with Summit MSP on a camera-ready ad to be available for future marketing opportunities. While a recent call for support was too expensive, Mr. Sy noted the IDA would not have had a current, topical ad to submit.

Mr. Sy shared 2 dates he will be out of the office and reminded the Board to keep an eye out for emails from Enterprise Training with a link to the required Sexual Harassment/Workplace Violence training. 2 Board members have already completed the training and submitted their certifications.

Lastly, Mr. Sy noted an update call is scheduled for later on October 8th with the Western Regional NYS DEC concerning IDA Park South.

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. Anderson, 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 Mrs. Chatt to return to the regular Board session.

9.0 **NEW BUSINESS:** A motion was made by Mr. Runk, seconded by Mrs. Chatt to adopt the resolution to enter into a purchase contract with the Town of Lockport for the purchase of approximately 60 acres at 1090 Rapids Rd. for the price of \$61,000. Vote 6-yes, 0-no, unanimous.

10.0 **NEXT MEETING:**

The next meeting will be Thursday, November 12th 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. Anderson, the Board voted to adjourn at 8:55 am.
Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Harry Anderson
Secretary