

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

1.0 Roll Call

Present – Chairman Eric Connor, Vice Chairman Todd Fragale, Treasurer Robert Runk., Board Member Darlene Di Carlo, Daniel Antkowiak and Jeanine Chatt (by phone). Legal Counsel –Brian Seaman Administrative Director – Thomas Sy.

Absent/Excused: Secretary Harry Anderson

Guest: Tom Seaman

2.0 CALL TO ORDER:

The meeting was called to order by Chairman Eric Connor at 8:03am.

3.0 SECRETARYS REPORT:

On a motion by Mr. Runk, seconded by Mr. Antkowiak the minutes of the November 12th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the November 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 and a general review of the disbursements which totaled \$4,545 for the month. 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 November was \$4,285. Concerning the Balance Sheet, Mr. Runk highlighted the month end balance in the checking and savings accounts, the prepaid expense and that we would see the \$10,000 bond payable come off the balance sheet for December. On a motion by Mr. Fragale, seconded by Mr. Antkowiak, the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for December 2020. Mr. Runk noted that the payment to the Town is \$14,368.56 this month and includes: the monthly contract, credit card charges, unallocated insurance and the final Ruhlmann Rd. principal and interest payments. On a motion by Mr. Antkowiak, seconded by Mrs. Di Carlo, 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 November and early December.

Mr. Sy alerted the Board to the completion of 2 additional Compliance meetings with supported businesses over the past month. He and Mrs. Raetz have 3 others to schedule but they include Up North and Verizon Media that will be done virtually.

Mr. Sy shared with the Board copies of a camera-ready ad completed with help from Summit MSP. Mr. Sy noted the IDA is now poised for future marketing opportunities.

Mr. Sy shared with the Board that preparation for the April 2021 PARIS report is underway with the formal mailing of job reports requests and that PILOT payment status checks have been done with the various taxing entities. One business that was in its final year of a PILOT is behind in their payment. The IDA has calendared a date to recheck that payment status.

Mr. Sy noted that Bison Bag had received Planning Board approval recently and that the approval was for 2 smaller projects as well as their substantive expansion. The 2 smaller projects are likely to occur before their proposed expansion.

Mr. Sy had distributed in the Board packet the results of the annual Board Self-evaluation. After review it was noted that given the Somewhat Agree ratings that attention will be paid to setting clear and measurable goals for the IDA and better educating Board members on the IDA's programs and reporting requirements.

Mr. Sy announced that he will be processing a request for payment to Niagara County for the fully completed Rail Trail project within the next few weeks.

Mr. Sy announced that in Q1 of 2021 he will be working with the officers to schedule a Strategic Planning Mini Retreat.

Mr. Sy informed the Board that there were 2 inquiries by WNY Commercial Realtors for available land in the IDA Park. Both requests were in the neighborhood of 5-10 acres. Mr. Sy will be meeting staff from INVEST Buffalo Niagara later this month to tour a Canadian firm through the IDA Park.

Lastly, Mr. Sy reminded the Board that all functions within the Town of Lockport are closed December 24th and 25th for the Christmas holiday.

6.0 ATTORNEYS REPORT:

Mr. Seaman announced that no members of the public contested the sale of the land (1090 Rapids Rd) from the Town to the IDA. As such a closing will be scheduled for January.

7.0 OLD BUSINESS:

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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 at 8:30. A motion was made by Mrs. Di Carlo, seconded by Mr. Runk to return to the regular Board session at 8:42.

9.0 NEW BUSINESS:

Mr. Sy reviewed for the Board the 1-page summary of the 3 pieces of office equipment they are looking to declare surplus property. The items include the old Toshiba copier, a Brother desk top printer and an HP Laser Jet printer. A motion was made by Mrs. DiCarlo to declare the 3 items as surplus property and to authorize the Executive Director to dispose of the items seeking any reasonable offers. The motion was seconded by Mr. Runk. Vote 6-yes, 0-No. Unanimous.

Mr. Sy reminded the Board that this was the last meeting for Brian Seaman as main counsel to the IDA as he is DA Elect for Niagara County. My Sy thanked Mr. Seaman for his many years of service. Many IDA Board members added their own comments of thanks and recognition.

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10.0 NEXT MEETING:

The next meeting will be Thursday, January 14th at 8:00am. The meeting is the IDA's Annual Meeting. The Board Room will be arranged for proper social distancing and call-in will be available.

11.0 ADJOURNMENT:

On a motion by Mrs. Di Carlo, seconded by Mr. Fragale, the Board voted to adjourn at 8:46 am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Thomas Sy
Executive Director for Board Secretary