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BOARD OF DIRECTORS MEETING

Thursday, March 11th, 2021

AGENDA

1.) Call to Order:

2.) General Business:

a.) Secretary's Report

(1) Approval of the minutes of the meeting of February 11th, 2021

b.) Treasurers Report

(1) Approval of the February 28th, 2021 Financial Statements

(2) Approval of the invoices and bills for Thursday, March 11th, 2021

4.) Administrative Directors Report:

a.) Monthly Report

b.) Introduce Christine DuMond - New IDA Administrative Assistant

c.) In Demand Skills Survey

d.) PARIS Training webinar and submittal status

e.) Park bi-annual brush hog rfp – 5 vendors

f.) INVEST, Niagara County Workforce and ReCharge NY virtual sessions

g.) Rail Trail Reimbursement packet submitted - \$116,000

5.) Attorney's Report:

6.) Old Business:

a.) 10.4 acre parcel soil testing proposal

7.) New Business:

a.) Adopt 2020 External Audit and Management Letter

8.) Executive Session (If requested) – Consultation with Attorney

9.) Next Meeting – Thursday, April 8th, 2021 at 8:00 am(Follows Governance Committee)

Conference Room set up for social distancing and phone in line will be available upon request

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Meeting Minutes February 11th, 2021

1.0 Roll Call

Present – Chairman Eric Connor, Vice Chairman Todd Fragale, Secretary Jeanine Chatt, Treasurer Robert Runk., Board Member Darlene Di Carlo, and Daniel Antkowiak. Legal Counsel – Dan Seaman, Tom Seaman. Administrative Director – Thomas Sy.

Absent/Excused: Harry Anderson

2.0 CALL TO ORDER:

The regular February Board meeting was called to order at 7:59am by Chairman Eric Connor.

3.0 SECRETARYS REPORT:

On a motion by Mr. Runk seconded by Mr. Fragale the minutes of the Annual Meeting and regular January 14th Board Meeting were approved. Vote 6-yes, 0-no, unanimous.

4.0 TREASURERS REPORT:

Treasurer Runk reviewed for the Board the January 31st financial statements. His review covered the Statement of Income Statement, Cash Transactions, and Balance Sheet. On the Income Statement Mr. Runk noted the interest earned, past month's expense detail and noted the net loss for the month of January was \$16,002. As concerns the Statement of Cash Transaction Mr. Runk noted the Disbursement detail and the check charge from Evans Bank. Concerning the Balance Sheet, Mr. Runk highlighted the month end balance in the checking and savings accounts, and the addition of short and long-term debt related to the Rapids Rd. Property. On a motion by Mrs. DiCarlo, seconded by Mr. Fragale the report was approved as presented. Vote 6-yes, 0 no, unanimous.

Mr. Runk reviewed the monthly bills for February 2021 and noted there was a typo in the Town of Lockport charge – one of the additions was for advertising expenses for filling the open Administrative Assistant position. Total bills for the month totaled \$8208.81. On a motion by Mr. Runk, seconded by Mr. Fragale, 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 January and early February.

Mr. Sy alerted the Board to the hiring of Christine DuMond as the new part time Administrative Assistant for the IDA. Christine's tentative start date is February 18, pending approval at the 2/17 Town Board Work Session. Mr. Sy is excited about Christine joining us and reviewed her experience and reference checks.

Mr. Sy shared with the Board the correspondence he has sent to both our Federal and State Legislative representatives. Topics included potential funds in the latest Federal Stimulus bill and slowdowns in ESD project approval in New York.

Mr. Sy noted that duct cleaning of the IDA Offices and remainder of the Town Hall Annex was completed last month. Before and after photos and a post cleaning report have been received by the Town. Painting of the offices will now be scheduled with a likely April timeframe.

Mr. Sy reminded the Board of his “attendance” at the 2-day virtual conference by NYSEDC. Mr. Sy highlighted quality sessions on changes in the Site Selection Process (more online), tweaks to PILOTS for renewable and adaptive reuse and on Economic Gardening. There was also a session by the Utilities serving NY that allowed Mr. Sy to establish contact with NYSEG’s State-wide Economic Development Manager.

Mr. Sy alerted the Board to a program by Empire State Development entitled Empire Digital Initiative targeted at Food and Beverage businesses. Mr. Sy noted he had shared contact information for such businesses in the Town of Lockport and a mailing he did to alert businesses to the program.

The Town Assessor has confirmed the conclusion of the PILOT with Eastern Applied Research and the IDA has a copy of the correspondence with Eastern Applied Research.

Lastly Mr. Sy noted the IDA’s annual Independent Audit by Lumsden McCormick is complete with all field work done remotely. This included a few zoom calls between the IDA and Auditing Managers. The audit will be presented to the Audit Committee on March 11th at 7:30am. It is unclear if representatives from Lumsden McCormick will be in person or on the phone. The Board will then review the audit at their meeting.

6.0 ATTORNEYS REPORT:

7.0 OLD BUSINESS:

8.0 EXECUTIVE SESSION:

A motion was made by Mr. Runk, seconded by Mr. Antkowiak to enter into an Executive Session for purposes of consultation with attorney at 8:45. A motion was made by Mr. Fragale, seconded by Mr. Runk to return to the regular Board session at 8:56.

9.0 NEW BUSINESS:

In preparation for the April 2021 PARIS report Mr. Sy reviewed for the Board the policies needing to be reviewed and approved. They included Board Duties, Code of Ethic, Bylaws and our Investment Policy. A motion was made by Mr. Runk to approve these documents. The motion was seconded by

Mrs. DiCarlo and approved. Vote 6-yes, 0-no.

Mr. Sy reviewed the issue of not being able to know bedrock depth in select open parcels of the IDA Park. In particular he is interested in studying the 10.4-acre parcel at Junction and Enterprise Dr as it is highly sought after. Mr. Sy reviewed a proposal from SJB and noted given the possible cost that he has sought 1 additional bid. Mr. Sy also noted that in 2000 the Park had an extensive Topography study done with soil borings throughout the park and yet neither the IDA files nor those of Wendel seem to have the boring locations. Seaman Norris reps will review their files and Mr. Sy will bring the proposal back to the Board in March upon receipt of a second bid.

10.0 NEXT MEETING:

The next meeting will be Thursday, March 11th at 8:00am. The Audit Committee will meet at 7:30 for the Annual External Audit presentation by Lumsden McCormick. The Board Room will be arranged for proper social distancing and call-in will be available.

11.0 ADJOURNMENT:

On a motion by Mr. Antkowiak, seconded by Mrs. DiCarlo, the Board voted to adjourn at 8:58am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Board Secretary