

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY  
**BOARD OF DIRECTORS**  
Meeting Minutes June 10th, 2021

**1.0 Roll Call**

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

**Absent/Excused:** Harry Anderson

**2.0 CALL TO ORDER:**

The regular June Board meeting was called to order at 8:00am by Chairman Eric Connor.

**3.0 SECRETARY’S REPORT:**

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

**4.0 TREASURER’S REPORT:**

Treasurer Runk reviewed for the Board the May 31st financial statements. His review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the Income Statement Mr. Runk noted the interest earned, total expenses for the month. The loss for the month was \$3739.13. As concerns the Statement of Cash Transaction, Mr. Runk noted the interest earned, account balances and completed a general review of the previous month’s disbursements that totaled \$3939.85. Concerning the Balance Sheet, Mr. Runk highlighted total assets, the short- and long-term bond payable and the fund balance of \$1,363,322.54. 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 June 2021 and highlighted that the payment to the town included a full month of Administrative Assistant salary and prepaid deposits for the EDC Conference and hotel. There was also a \$24.28 charge for copy overages that Mr. Sy is investigating with Toshiba. Bills for the month totaled \$5224.03. 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.

**5.0 ADMINISTRATIVE DIRECTOR’S REPORT:**

Mr. Sy reviewed highlights of his submitted report for the month of May and early June.

Mr. Sy welcomed and introduced Maureen Winters as the IDA’s new part time Administrative Assistant who began her tenure with the IDA on May 20th. The Board members introduced themselves and welcomed Maureen.

Mr. Sy updated the Board on progress with the Town of Lockport Website redesign project. He will be done with departmental/page interviews later today.

Mr. Sy announced that the 2 Task Forces he joined with INVEST Buffalo Niagara’s Industrial Real Estate study are beginning with a Site Readiness kick-off meeting set for next Monday.

Mr. Sy further announced that the planned road improvement (chip and stone) on Enterprise Dr has been completed and improved the road quite a bit. Board members were encouraged to tour the park and see the improvement.

Mr. Sy reminded the Board of the Family Run Manufacturing award won by Custom Laser and the Brockman family. Mr. Sy attended the virtual award ceremony and shared with the Board this morning the insert in a recent Business First edition...

Mr. Sy noted that the brush hogging of open parcels will occur in late June. Improvements and updates to the 2 park entrances will occur today or tomorrow.

Mr. Sy thanked the Town Highway Department for improvements they made to the 5 acres parcel on IDA Park Dr.

Lastly Mr. Sy noted that he will be on vacation from July 1<sup>st</sup> thru July 7<sup>th</sup>. That will not create a problem for the July 8<sup>th</sup> Board meeting.

**6.0 ATTORNEY'S REPORT:**

No report.

**7.0 OLD BUSINESS:**

Mr. Sy informed the Board that the IDA has received the \$500 land rental payment from Ohol Farms recently. As of this week the cutting of the 10-acre parcel had not been completed

**8.0 EXECUTIVE SESSION:**

A motion was made by Mr. Antkowiak, seconded by Mr. Runk to enter into an Executive Session for purposes of consultation with attorney at 8:25.

A motion was made by Mr. Fragale and seconded by Mr. Runk to exit Executive Session at 8:39.

**9.0 NEW BUSINESS:**

**10.0 NEXT MEETING:**

The next meeting of the IDA Board will be Thursday, July 8th at 8:00am. The Board Room will be arranged for proper social distancing and call-in will be available.

**11.0 ADJOURNMENT:**

On a motion by Mrs. Chatt, seconded by Mrs. DiCarlo, the Board voted to adjourn at 8:40am. Vote 6-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt  
Board Secretary