

TOWN OF LOCKPORT INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS

Meeting Minutes November 14th, 2024

1.0 Roll Call

Present – Chairman Todd Fragale, Vice Chair Darlene DiCarlo, Treasurer Kristin Anderson, Secretary Jeanine Chatt, Board Member Robert Runk, Terry Kuczka, and Dan Antkowiak. Legal Counsel – Tom Seaman, Administrative Director – Thomas Sy.

CALL TO ORDER:

The November Board meeting was called to order at 8:04 am by Chairman Todd Fragale.

2.0 SECRETARY’S REPORT:

On a motion by Mr. Runk, seconded by Mr. Kuczka, the minutes of the October 10th Board Meeting were approved. Vote 7-yes, 0- no, unanimous.

3.0 TREASURER’S REPORT:

Mrs. Anderson reviewed for the Board the October 31st financial statements. The review covered the Income Statement, Statement of Cash Transactions, and Balance Sheet. On the October Balance Sheet, Mrs. Anderson noted the updated cash balance of \$1,656,271 and a fund balance of \$1,613,222. On the Income Statement, Mrs. Anderson noted the interest earned, and a general review of expenses. Total expenses for the month were \$4,601.06 and the monthly deficit was \$319.16. As concerns the Statement of Cash Transactions, Mrs. Anderson noted the interest earned, and the cash balance which ties to the balance sheet. On a motion by Mr. Kuczka, seconded by Mrs. Chatt, the report was approved as presented. Vote 7-yes, 0-no, unanimous.

Mrs. Anderson reviewed the monthly bills for November 14th that totaled \$8,762.56 and included a late Title Insurance fee from 2021. Mrs. Anderson made a motion to approve the payment of bills, seconded by Mrs. DiCarlo. Motion carried.

4.0 ADMINISTRATIVE DIRECTOR’S REPORT:

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

Mr. Sy reported that the blueprints and plans for the new Town Center including IDA offices are 80% complete. The project is set to go out to bid in late December.

Wendel Companies has assigned Tom Reynolds to the FAST project they are working on for the IDA and IDA Park South. Mr. Sy shared 3 initial options for parcel layout. Based on input from Wendel, the IDA will move forward with option A which offers the greatest flexibility for future projects. Mr Sy and Mr Reynolds are meeting on a bi-weekly basis.

Mr. Sy distributed the 2025 Mission Statement and Goals and the 2025 Fee Schedule to be approved for the coming year and for inclusion in the PARIS report. A motion was made by Mr. Runk to approve the documents as presented. The motion was seconded by Mrs. Chatt. Motion carried.

Mr. Sy also distributed the list of meeting dates for the IDA Board Meetings in 2025. He noted the need to proactively change the May date to the 3rd Thursday due to a long-planned vacation. A motion was made by Mr. Antkowiak to approve the meeting dates. The motion was seconded by Mrs. DiCarlo. Motion carried.

Mr. Sy noted he had recently attended the Annual Meeting of INVEST Buffalo/Niagara. He seldom can attend regular INVEST Board meetings as they conflict with our own IDA Board meetings. Highlights included details of Buffalo's role in the Tech Hub and a list of new businesses recruited. 5 of the 12 businesses were from Canada and the largest "win" was the Amazon facility in the Town of Niagara.

Mr. Sy had noted that a sizable number of trees installed initially as barriers at the Day/Slayton Settlement Solar project had died. He reported they had all recently been replaced.

Lastly Mr Sy distributed a flier for the Town's Annual Holiday Party to be held on December 13th. He noted the venue had changed to the Cornell Cooperative Extension in hopes that more employees attend. Mr. Seaman encouraged all to attend.

5.0 ATTORNEY'S REPORT:

Attorney Tom Seaman reported that the closing of the land purchase with Bison Bag will occur on Monday (11/18). Mr Sy noted he was executing the IDA papers later today for the closing.

Attorney Seaman noted SIVA Powers America has created a related entity (SIVA Powers Capital Inc.) that will be the entity that the PILOT agreement is executed with. Mrs. DiCarlo made a motion to formerly recognize SIVA Powers Capital Inc. as the entity with which the IDA will be working. The motion was seconded by Mr. Runk. Motion carried.

6.0 EXECUTIVE SESSION:

A motion was made by Mrs. Chatt to enter into Executive Session for purposes of consultation with Attorney at 8:30 am. The motion was seconded by Mrs. Anderson. A motion was made by Mrs. DiCarlo to exit the Executive Session at 8:56 am. The motion was seconded by Mr. Runk.

7.0 NEW BUSINESS:

Mr. Sy Shared a compilation of the Board's Annual Self Evaluation. All 7 Board members responded with the only note of minor concern being the Boards understanding of ABO programs and regulations.

Mr. Sy distributed for the Board's completion the Annual CEO Performance Evaluation. He asked that Board members complete their evaluation by the December meeting.

8.0 NEXT MEETING:

The next meeting of the IDA Board is scheduled for 8:00 am on December 12th, 2024, and will be held in Town Hall.

9.0 ADJOURNMENT:

On a motion by Mr. Kuczka, seconded by Mrs. Anderson the Board voted to adjourn at 8:57 am. Vote 7-yes, 0-no, unanimous.

Respectfully submitted,

Jeanine Chatt
Secretary
Town of Lockport IDA