

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of Board of Directors Meeting

February 22, 2018

A regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. at One Locks Plaza, Lockport, New York. The following Directors were present and constituted a quorum:

Joan Aul	Gary Bennett
Jackie Davis	Allan Jack
Franklin Knowles	Patrick Schrader
Allan VanDeMark	

Excused: Scott Cain
 Anne McCaffrey
 David Van Schoonhoven
 Dave Wohleben

Staff: Mr. Brian Smith
 Ms. Heather Peck

Others: Mr. Mancuso
 Mr. John Ottaviano

Chairwoman Aul called the meeting to order.

The reading of the Board of Directors minutes of the January 25, 2018 meeting was waived. Moved by Ms. Davis, seconded by Mr. VanDeMark that the minutes be approved. Ayes 7. Noes 0. Carried.

Ms. Aul introduced Tom Mancuso, owner of Mancuso Management, to brief the board on Harrison Place and the Tuscarora Club. Mr. Mancuso stated that the total rent for 2017 was \$761,000. Mr. Mancuso stated that Harrison Place is currently home to 52 businesses and 214 employees. Mr. Mancuso also stated that 86% of the rentable space is currently occupied, but that only 55% of the total campus is in rentable condition. Mr. Mancuso stated that approximately \$128,000 of the \$600,000 project half-funded through Empire State Development has been completed. Mr. Mancuso stated the project includes the construction of new hallways on the second floors of Buildings 1 and 2, as well as new buildout for the community market in Building 3. Mr. Jack asked about the Trek acquisition. Mr. Mancuso stated that everyone at Trek he had spoken to was excited about the new opportunity. Mr. Mancuso stated Trek has been advertising new positions and that they were going to be adding a second shift. Mr. Jack asked what would happen if Trek left. Mr. Mancuso stated Trek was locked into a lease for the next eight years. Ms. Davis asked what would happen to the current space being used by the market when it moves into Building 3. Mr. Mancuso stated that it will be used as commercial space to be rented out to businesses. Mr. Smith reminded the board that the University at Buffalo's Architecture and Planning program was currently working on studying Harrison Place. Mr. Ottaviano suggested we promote their involvement.

Mr. Mancuso stated that the Tuscarora Club project was going well. Mr. Mancuso stated that the roof has been replaced, masonry work completed, and the house on the parcel had been remediated and demolished. Mr. Mancuso stated that some additional leaks had been found that were causing moisture, interior damage, and mold. Mr. Mancuso stated that those leaks were in the process of being fixed and the damage and mold renovated and removed.

Brian Smith updated the board on the Treasurer's Report stating that the report is an accurate representation of the GLDC's current financial position as of the end of January 2018. Mr. Smith stated that the audit has been going very well and that it was on pace to be completed in time for a March 31st PAAA deadline. Mr. Smith also stated that he had checked with the auditors regarding how to properly account for a portion of staff payment and that it was recommended to remain in the Salaries line. Mr. Smith stated that he and Paula Pirson, the GLDC's bookkeeper, would be meeting with Mr. Cain to develop a cash flow document to bring the board each month.

Moved by Mr. Bennett to go into executive session to discuss personnel matters.

Seconded by Ms. Davis and approved. Ayes 7. Noes 0.

The board came out of executive session.

Moved by Mr. VanDeMark, seconded by Mr. Knowles to approve the Treasurer's Report for filing with our accountant. Ayes 7. Noes 0. Carried.

Mr. Smith stated that, as part of the budget the board had approved a \$28,000 line to the City of Lockport to replenish a Housing Rehabilitation Revolving Loan Fund. Mr. Ottaviano stated it was important that the GLDC enter into an agreement with the City to ensure the funds were indeed used for this purpose, and presented a draft agreement.

Moved by Mr. Jack, seconded by Mr. Schrader to authorize the President/CEO to enter into an agreement with the City of Lockport to replenish a Housing Rehabilitation Revolving Loan Fund. Ayes 7. Noes 0. Carried.

Mr. Smith stated that the Board Governance and Engagement Committee had met and will be working to bring new training and other activities to the board. Mr. Smith thanked the board members that had already completed their PAAA training and asked that those who had not been able to complete it yet to keep it on their radar.

Mr. Smith also stated that he had been reaching out to Lockport High School, Niagara County Community College, and the University at Buffalo as part of an effort to introduce students to the organization.

Mr. Smith stated that Kathy DiMillo had expressed an interest in being on the board of the GLDC. Mr. Smith distributed a letter Kathy had provided him. Mr. Smith stated that Kathy had been reviewed by the personnel committee and was being recommended for board approval.

Moved by Mr. Schrader, seconded by Mr. Bennett to approve Kathy DiMillo as a GLDC board member. Ayes 7. Noes 0. Carried.

Moved by Mr. VanDeMark, seconded by Mr. Jack to adjourn the meeting at 9:00 a.m. Ayes 7. Noes 0.

Gary Bennett
Secretary