

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of Board of Directors Meeting

April 26, 2018

A regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. at the Historic Palace Theatre, 2 East Avenue, Lockport, New York. The following Directors were present and constituted a quorum:

Joan Aul	Gary Bennett
Jackie Davis	Kathy DiMillo
Allan Jack	Anne McCaffrey
Patrick Schrader	Allan VanDeMark
Dave Wohleben	

Excused: Scott Cain
 Franklin Knowles
 David Van Schoonhoven

Staff: Mr. Brian Smith
 Ms. Heather Peck

Others: Ms. Amy Fisk
 Mr. John Ottaviano

Chairwoman Aul called the meeting to order.

Ms. Aul introduced Amy Fisk, President of the Niagara County Brownfield Development Corporation. Mr. Smith stated that he wanted to invite Ms. Fisk to speak because the Niagara County Brownfield Development Corporation has played a key role in a few projects in Lockport recently and that introducing the board to partner organizations and the people involved with them was part of the 2018 strategic plan. Ms. Fisk stated that the Niagara County Brownfield Development Corporation (NCBDC) is currently implementing a \$6 million grant through the Environmental Protection Agency for Phase I and Phase II environmental reviews. Ms. Fisk stated that in Lockport alone, the NCBDC has been involved in 19 projects, including the Historic Palace Theatre and the Tuscarora Club. Ms. Fisk stated that the NCBDC also has access to funding for either grants or loans for property remediation. Ms. Fisk stated that the EPA has awarded the Tuscarora Club a \$250,000 grant for remediation. Ms. McCaffrey asked Ms. Fisk about the former Guterl Specialty Steel site. Ms. Fisk stated that the Army Corps of Engineers was working on developing a Record of Decision for the site but that letters to representatives of the community may help accelerate the remediation process. Ms. Aul thanked Ms. Fisk for attending the meeting and presenting on the NCBDC.

The reading of the Board of Directors minutes of the March 22, 2018 meeting was waived. Moved by Mr. Wohleben, seconded by Mr. Jack that the minutes be approved. Ayes 9. Noes 0. Carried.

Mr. Smith stated that the treasurer's report was an accurate representation of the GLDC's financials. Mr. Smith stated that a payment was made to Brian Hutchinson, who represented the GLDC in the 50 Main Street transaction as Mr. Ottaviano was conflicted on the deal and recused himself.

Moved by Mr. Jack, seconded by Ms. McCaffrey to approve the Treasurer's Report for filing with our accountant. Ayes 9. Noes 0. Carried.

Mr. Smith stated that it was once again time for the City of Lockport to submit an application for the Downtown Revitalization Initiative, a \$10 million grant for one downtown in each region as defined by the State. Ms. McCaffrey stated that this was the third round of the program and that Lockport has submitted competitive applications each year and is looking to do so once again. Ms. McCaffrey stated that Jamestown received the \$10 million award the first year, and Olean the second year. Mr. Smith stated that this application would be his number one priority over the next month. Ms. McCaffrey stated that the City is applying for projects that can demonstrate project readiness. Mr. Smith stated that the GLDC budgeted funding for consultants in anticipation of support for the DRI application, which could range from engineering and renderings to appraisals. Ms. McCaffrey stated that the GLDC's support for the application is critical, as receiving the funding would be transformational for Lockport.

Mr. Smith stated the T Club committee met and has determined that the best course of action at this time is to go through the remediation process and then re-evaluate the property's value. Mr. Smith stated that the only significant work scheduled to be completed this season is site work, including landscaping and paving for a parking lot.

Ms. Peck stated that the deadline for microenterprise applications for consideration at the May GLDC board meeting was April 30th. Ms. Peck stated that there was \$175,000 in grant funding available for businesses with five employees or less. Ms. Peck stated that microenterprise review committee members would be meeting in May and the expectation would be to have the first slate of awardees on for the May 24th GLDC board meeting.

Ms. Peck stated the GLDC has been awarded a small grant to help design façade improvements for downtown businesses through the New York Main Street Technical Assistance program. Ms. Peck stated this was the first time the GLDC had been awarded grant funding through this program and that more information would be available in the future.

Mr. Smith reminded the board about the May 9th networking event for City of Lockport manufacturers. Mr. Smith stated that a to-be-scheduled workshop on organizational culture, the topic with the most interest as identified in a recent survey of manufacturers, would be announced at the event. Mr. Smith stated that Catapult will be designing the workshop.

Mr. Smith asked all board members to sign the fiduciary responsibility form and return it to him.

Moved by Ms. McCaffrey, seconded by Mr. Bennett to accept the annual audit from Lumsden & McCormick. Ayes 8. Noes 0. Carried.

Mr. Smith stated that, in order to be PAAA compliant, the GLDC need to update or adopt a number of policies. Mr. Ottaviano presented seven policies for the board to adopt, including the following policies: Conflict of Interest, Whistleblower, Code of Ethics, Sexual Harassment, Discretionary Funds, and Real Proper Acquisition, and Disposition of Property.

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

Gary Bennett
Secretary