

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of Board of Directors Meeting

December 5th, 2019

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

Joan Aul	David Van Schoonhoven
Franklin Knowles	Patrick Schrader
Allan VanDeMark	Gary Bennett
Jackie Davis	Scott Cain
Kathy DiMillo	Michelle Roman

Excused: David Wohleben, Allan Jack

Staff: Brian Smith
Heather Peck

Others: John Ottaviano
David Kinyon

I. Call Meeting to Order: Chairwoman Aul called the meeting to order at 7:45 am.

II. Minutes: The reading of the Board of Directors minutes of the October 24th, 2019 meeting were waived. Moved by Mr. VanDeMark, seconded by Mr. Knowles, that the minutes be approved. Ayes, 10. Noes, 0. Carried.

III. Treasurer's Report: The financial report for October 2019 was presented. Mr. Smith reported that October was a slow month as far as the financials go. The only notable outgoing check was a payment to Ottaviano Law. Payments were also made to Nussbaumer and Clarke for consulting related to engineering at the North Adams Street Bridge, and also the Harrison Studio for economic development consulting and microenterprise program support. We continue to work towards closings for both Kendzie's and the T Club, which will greatly improve our cash position.

Moved by Mr. Schrader, seconded by Mr. Bennett, to approve the Treasurer's Report for filing with our accountant. Ayes, 10. Noes, 0. Carried.

IV. Topics for Discussion:

a). Locks Heritage District Corporation: Mr. David Kinyon gave a presentation updating the board on all the LHDC's accomplishments during the past year. Highlights included: receiving an award from the Lockport Business Association; the Canal Clean Sweep and Locks District Clean Up; the Key to the Locks Ceremony in partnership with the Niagara County Historical Society; participating in the weekly Community Market; Canal Beautification; Locks District and Flight of Five Reconstruction Tours; the 6th Annual Locktoberfest; and Lock 68 construction. Things to look forward to: The Lock Tender Tribute installation on June 13th and the Discover Niagara Shuttle connecting visitors daily between Lockport and Niagara Falls.

A motion to approve the 2019 LHDC slate of candidates to serve 3-year terms on the LHDC board of directors. Moved by Mr. Cain, seconded by Mr. Knowles. Ayes, 10. Noes, 0. Carried.

b). Harrison Place: Resolved, that Mr. Smith/Mr. Mancuso be allowed to move forward with a contract of sale with Kearney Realty & Development Group for Building 3 of Harrison Place at the price of \$750,000, leasing back 20,000 sq. ft. of the 1st floor to the GLDC, was made by Mr. Schrader, seconded by Mr. Knowles. Ayes, 10. Noes, 0. Carried.

c). YMCA: Mr. Smith updated the board on the status of this property. GLDC staff has assisted the YMCA with two RFPs for the building. Mr. Smith stated that while there has been some interest in the property, a developer has not yet been identified. In addition, the GLDC is not in a position to take on another property at this time, but staff will continue to assist as much as we can.

d). T Club: Mr. Smith stated that an RFP has been issued to provide remediation services with a deadline of December 12th. Amy Fisk from Niagara County has been assisting in this effort, and we're eager to move this project forward to the next step.

e). DRI Small Project Fund: Ms. Peck reminded the board that as part of the DRI, the City received \$629,030 in grant funds for a Small Project Fund. GLDC staff will assist in facilitating this program. This fund will be used for smaller projects, or properties in the target area that are important in the continuation of development in the city of Lockport, and in need of renovation. Eligible property owners will be sent a letter making them aware of the program and criteria. As part of that fund, \$60,000 has been designated by the state to reimburse for administrative expenses. As has been done in the past for similar programs such as the New York Main Street Program, Mr. Smith would like to issue an RFP for an engineering consultant to act as a project manager/help oversee construction for this program. (A sample RFP was included in board packet).

Resolved, to authorize GLDC President to sign a contract with the NYS Housing Trust Fund Corporation to facilitate the City of Lockport Small Project Fund. Moved by Mr. Cain, seconded by Mr. Knowles. Ayes, 10. Noes, 0. Carried.

Resolved, to authorize GLDC staff to issue an RFP for Engineering Services/Project Management Services to assist with the DRI's Small Project Fund. Moved by Mr. Bennett, seconded by Mr. VanDeMark. Ayes, 10. Noes, 0. Carried.

f). Attorney Services: A motion to re-appoint John J. Ottaviano as attorney for the GLDC and to provide legal services for calendar year 2020 as general counsel was made by Mr. Schrader, seconded by Mr. Cain. Ayes, 10. Noes, 0. Carried.

g). Personnel: Mr. Smith stated that there are currently three board seats that are up including: Mr. Wohleben, Mr. Knowles and Mr. VanSchoonhoven. Mr. Knowles and Mr. VanSchoonhoven have elected to serve another term. As Common Council representative, Mr. Wohleben is stepping down, but will continue to serve on the Harrison Place Committee. As such, a replacement Council representative on the board is needed.

A motion to appoint Rick Abbott as Common Council representative on the GLDC board of directors was made by Mr. VanSchoonhoven, seconded by Mr. Knowles. Ayes, 10. Noes, 0. Carried.

A motion to go into Executive Session to discuss personnel matters was made by Mr. Bennett, seconded by Ms. Davis. Ayes, 10. Noes, 0. Carried.

A discussion took place related to compensation of the President/CEO and the Vice President. In an effort to keep the pay for both positions competitive related to similar positions in Niagara County, the board considered a one-time stipend to both employees.

Moved by Mr. VanDeMark, seconded by Mr. Knowles to approve a one-time stipend to the GLDC President/CEO and Vice President of \$12,500 and \$3,000, respectively. Ayes 10. Noes 0.

The board came out of executive session. Ms. Aul noted that one vote was taken in executive session.

V. Adjourn Meeting: Moved by Mr. Knowles, seconded by Mr. Cain to adjourn the meeting. Ayes 10. Noes 0. Carried.

Next meeting: January 23rd, 2020.

Gary Bennett
Secretary