

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of Board of Directors Meeting

May 28th, 2020

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:50 a.m. via conference call. The following Directors were on the call and constituted a quorum:

Scott Cain	David Van Schoonhoven
Patrick Schrader	Joan Aul
Allan VanDeMark	Kathy DiMillo
Jackie Davis	Mayor Michelle Roman

Excused: Gary Bennett, Franklin Knowles, Rick Abbott

Staff: Brian Smith
Heather Peck

Others: John Ottaviano
Amy Fisk
David Kinyon
Jessica Dittly
Edla Collora
Tom Mancuso

I. Call Meeting to Order: Chairman Cain called the meeting to order at 7:50 am.

II. Minutes: The reading of the Board of Directors minutes of the January 26th, 2020 meeting were waived. Moved by Mr. VanDeMark, seconded by Ms. Davis, that the minutes be approved. Ayes, 8. Noes, 0. Carried.

III. Treasurer's Report: The financial reports for January 2020, February 2020, March 2020 and April 2020 were presented. Mr. Smith reported that although 4 months of financials were being presented due to our last meeting being held in January because of NYS on PAUSE, that it has been a slow period financially. The finance committee has reviewed the financials. Notable payments include: In January, annual payments to Lockport Main Street, some property and insurance payments as well as subscriptions to things like the NYS Economic Development Council and Constant Contact. There was also a structural repair in 13 W. Main Street. In February, insurance payments and a survey for 50 Elmwood. In March, payments for property tax. In April, there was zero activity. We continue to work towards closings for both 13 W. Main and the T Club, which will greatly improve our cash position. All grant programs including Microenterprise have been closed out. The annual audit was completed, approved by the board and submitted on time.

Moved by Mr. VanDeMark, seconded by Ms. Aul, to approve the Treasurer's Reports for filing with our accountant. Ayes, 8. Noes, 0. Carried.

IV. Topics for Discussion:

Brownfield Project Updates: Ms. Amy Fisk updated the board on the status of 3 city projects.

- Tuscarora Club – The property did receive funds through the Brownfield Development Corporation. Now working with the future owner, who is finalizing his design plans to ensure his plans meet remediation and all state and federal requirements.
- 50 Elmwood – Received \$325,000 in grant funds for remediation. The project just went out to bid and 7 proposals were received. Of those 7, one proposal from Benchmark/Turnkey came in significantly lower than the others due to insufficient site sampling. Ms. Fisk and Mr. Smith reached back out to them and asked them to resubmit. The revised proposal included quite a bit more sampling than the other proposals and still came in at a lower cost. Ms. Fisk made a recommendation to the board that they accept the proposal from Benchmark/Turnkey.

Moved by Ms. Davis, seconded by Mr. VanDeMark that the GLDC accept the proposal and enter into a contract with Benchmark/Turnkey for \$90,620 for remedial management services for the property located at 50 Elmwood Avenue. Ayes, 8. Noes, 0. Carried.

- 13 W. Main Street – The property has had its final Phase II report presented and findings included: a storage tank that needs to be removed (which is located inside a concrete wall); chemicals in the soil which possibly could become airborne, so the recommendation is to put in a sub-ventilation system; and asbestos remediation. Costs estimates for clean-up range between \$338,000 and \$402,000. Currently, there is a funding request into the federal government, and Ms. Fisk is also looking at other programs to help offset the costs of clean-up.

Locks Heritage District Corporation: Mr. David Kinyon gave an update on upcoming activities scheduled for this summer. Highlights will include: Locks District tours which will feature the Lock Tender Tribute figures starting from the Discovery Center and ending at the Locks District Museum and the first figures of Lock Tender Tribute installation. Mr. Kinyon noted that the tours will operate under Phase IV of NYS on PAUSE opening and will comply with all state safety protocols. They will be offered daily, with a maximum of 10 people/tour. Repair work to the stairs where the Lock Tender Tribute will be installed is set to start on Tuesday, June 2nd, with installation of the first figures is expected to start in early to mid-July. A set back for 2020 is that the trolley will not be running in Lockport, but we look forward to having that operational in 2021.

Lockport Main Street: Ms. Jessica Dittly gave an update on what the organization has planned for the summer and how they have implemented new guidelines due to NYS on PAUSE. The Winter Market has been operating as an online market since March. The summer market, which will operate from June 27th thru October 17th will be relocated from Canal Street to the Lockview Plaza parking lot, so that food producers can drive in and operate directly from their vehicles. Just this week, it was announced that craft vendors may now participate, so LMS is looking to see if they can utilize Canal Street for those vendors as a way of providing more activity in the Locks District. Unfortunately, the Lockport Food Festival had to be cancelled this year, but the organization is looking to launch some kind of social media campaign similar to restaurant week to help promote Lockport's restaurants. LMS also plans to kick off Shop Small Saturday sooner in an effort to help support small businesses as they look to reopen. Finally, they will focus on tourism and beautification efforts.

Harrison Place: Ms. Edla Collora and Mr. Tom Mancuso gave an update on the activity at Harrison Place. Ms. Collora said that although the campus has been on lockdown, that they have been moving forward with maintenance and repairs. The campus has been undergoing a deep cleaning and lots of painting. Building 4 has undergone a roof repair and a large sinkhole in the parking lot has been repaired. Several tenants have been able to take advantage of PPE/Disaster funding. Gerry Insurance is coming back, and

they have plans to expand. In addition, Global Pak has begun moving in equipment which is exciting. For the DRI funding, Mr. Mancuso said that an architect had been retained to create drawings for the atrium replacement, so an assessment on the cost could be obtained. Then, it can be determined what is left in grant funds to be put towards other projects like the food incubator. Mr. Smith stated that prior to NYS on PAUSE taking effect, he and Mr. Mancuso were looking into loan options to cover the grant funds upfront, but that is now on hold until we receive some assurance from the state regarding the grant funds.

GLDC Program and Project Updates - The 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 rehabilitation or redevelopment. Grants can range between \$10,000 and \$100,000, with a 50/50 dollar for dollar match requirement from the property owner. Eligible expenses include: interior and exterior renovations, new construction, creation of residential units and signage. A letter to be sent to all property owners in the target area, as well as an application (to be placed on the city's website) has been prepared. GLDC staff was ready to launch the program right before NYS on PAUSE went into place, but thought it made sense to wait. We are now holding off for additional Phases, and more businesses to open. We have reached out to our state partners in order to get some assurances that the program will run as usual. In the meantime, we have been telling property owners we anticipate we will be sending the letter out later this summer.

Jack Letter of Resignation: Moved by Ms. Aul, seconded by Mr. Schrader to accept (with regret) Mr. Allan Jack's resignation from the Board of Directors. Ayes, 8. Noes, 0. Carried. Mr. Jack has indicated that he would like to remain on the Finance Committee.

V. Adjourn Meeting: Moved by Ms. Aul, seconded by Mr. VanDeMark to adjourn the meeting. Ayes 8. Noes 0. Carried.

Next meeting: Thursday, June 25th.

Gary Bennett
Secretary