

GREATER LOCKPORT DEVELOPMENT CORPORATION  
Minutes of Board of Directors Meeting

March 25<sup>th</sup>, 2021

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:47 a.m. via Zoom. The following Directors were on the call and constituted a quorum:

Scott Cain	Mayor Michelle Roman
Joan Aul	David VanSchoonhoven
Kathy DiMillo	Gary Bennett
Allan VanDeMark	Jackie Davis
Rick Abbott	Jody Chesko
Phil Jackson	Deanna Alterio-Brennen

Excused: Franklin Knowles

Staff: Brian Smith  
Heather Peck

Others: Chuck Bell, Harrison Studio  
John Ottaviano

**I. Call Meeting to Order:** Chairman Scott Cain called the meeting to order at 7:48 am and officially welcomed new board members Phil Jackson, Jody Chesko, and Deanna Alterio-Brennen to the GLDC.

**II. Minutes:** The reading of the Board of Directors minutes of the February 25th, 2021 meeting were waived.

*Moved by Mr. VanDeMark, seconded by Mayor Roman, that the minutes be approved. Ayes, 12, Noes, 0. Carried.*

**III. Treasurer's Report:** The financial reports for February 2021 were presented. Mr. Smith stated that it was a pretty typical month as far as the financials are concerned. Referring to the Monthly Journal, notable expenses for the month included \$200 to 210 Walnut Street, which is our final payment regarding oversight of the T Club (we had been paying \$400/month). The \$23,744 to Benchmark is related to 50 Elmwood. The \$1,088 is the final amount to H. Sicherman for 2020 which was disbursed prior to the audit. The Keller Group is limited liability insurance for 13 W. Main Street. The salary line is higher with the GLDC taking on all three of Lockport Main Street's employees. Finally, the \$50,000 deposit into savings is the Grigg Lewis Foundation grant.

*Moved by Mayor Roman, seconded by Ms. Alterio-Brennen to approve the Treasurer's Reports for filing with our accountant. Ayes, 12. Noes, 0. Carried.*

**IV. Topics for Discussion:**

a). Accept 2020 GLDC Audit: Mr. Smith stated that the GLDC, as a Public Authority, we are required to go through an annual audit. After going through an RFP process, Lumsden & McCormick was selected to conduct the audit, which was done virtually this year. It was reported that this year was the GLDC's cleanest audit yet, which was great to hear. The only deficiency noted was in internal control, because of the small staff at the Corporation, it is difficult to achieve an ideal segregation of duties. It is important to

note that this is something that has been a recurring point every year and is also common for many development corporations of our size. The audit was provided in the board packet, and was reviewed and recommended for approval unanimously by the Audit Committee.

*Moved by Mr. VanDeMark, seconded by Mr. Bennett that the GLDC's 2020 audit be filed with PAAA by March 31<sup>st</sup>. Ayes, 12. Noes, 0. Carried.*

b). OCR Development: Mr. Smith and Mr. Chuck Bell, of Harrison Studios discussed the TREK expansion project in Harrison Place and discussed an incentive that their project is eligible for - the NYS Office of Community Renewal's (OCR) Economic Development program. Neither the City nor the GLDC can grant our own funds, but what we can do is administer State-funded grant programs. This is an excellent program for two very important reasons - 1. It provides a significant subsidy for the project, probably somewhere between \$450,000 and \$600,000 total (it is based on eligible expenses and total jobs created, so we need more final numbers from Trek to be sure of the exact amount), and 2. Half of the final amount will be a loan that is repaid to the GLDC, which will be a huge financial benefit to the GLDC. We need more projects like this to ensure long-term sustainability of our organization.

*Moved by Ms. Davis, seconded by Mr. VanDeMark, that the City be authorized to apply to OCR on behalf of Trek, and authorize Mr. Smith to enter into any necessary agreements with the City to fully-execute the application and implement the program for Trek. Ayes, 12. Noes, 0. Carried.*

c). Microenterprise Application: Ms. Peck informed the board that after a year of not being able to apply for any state funding, that they are very excited to be able to apply for Microenterprise funding once again. The City of Lockport would be the applicant, and if awarded the funding, the GLDC would be a partner or subrecipient that would help oversee the program. The GLDC has helped oversee two very successful Microenterprise Programs in the past and we are looking to apply for \$300,000 in funding for this round. The goal of the program is to assist small businesses, defined as having 5 employees or less in the City of Lockport (they must have a storefront). Funding must be split with half going to new or start-up businesses and half to existing businesses in the city. Funding can be used for a variety of things with the exception of capital improvements. In order to be eligible, business owners either themselves must be of low to moderate-income, or they must create at least one job that is made available to individuals of low to moderate-income, must agree to a 25% cash match, and be located in the city for at least 2 years. A public hearing, which is a requirement in order to apply for funding, has been scheduled for 5:30 pm on April 7<sup>th</sup>.

*Moved by Ms. Davis, seconded by Mr. VanDeMark, that the GLDC be authorized to apply to for Microenterprise Grant, and authorize Mr. Smith to enter into any necessary agreements with the City to fully-execute the application and implement the program should funds be awarded. Ayes, 12. Noes, 0. Carried.*

d). Strategic Planning: Mr. Smith stated that after reviewing the GLDC's previous strategic plan, we realized that a lot of the previous goals that were set had been accomplished, and it is probably a great time to revisit the plan, and start brainstorming for the organization's future. If anyone would like to be part of a committee to assist with this effort, please let Mr. Smith know.

e). Palace Ribbon Cutting: Ms. Peck updated the board on the Palace's \$3.3 million restoration project. GLDC staff have been assisting the Palace in obtaining funding from local foundations and through state grants for the past 3 years. Because the Palace's doors have been closed to the public for almost a year, it presented a unique opportunity to complete some of the construction for work that was originally scheduled for next year. As such, an invitation-only ribbon cutting event is being held at 10:00 am on

Saturday, May 1<sup>st</sup>. We hope that GLDC board members can attend. Ms. Peck will email an invitation, along with other information about Palace events.

f). Program Updates: Ms. Peck updated the board on the progress being made with the DRI Small Project Fund. Currently, there are 20 proposed projects set to receive funding as part of this program. Grants range between \$10,000 and \$40,000 and require a 50/50 cash match from the property owner. Ms. Peck and Project Manager Timothy Arlington of Apex Consulting have been conducting outreach with the property owners looking to start projects this spring or summer to verify scope of work, conduct on-site environmental inspections and collect the necessary information needed to obtain state approvals. We are finding this process is taking a bit longer this year, as with everything else, the Pandemic has affected staffing, communication, etc. but we continue to work through some of these challenges with our state partners and make progress. Ms. Peck is happy to report that we have now obtained SHPO (NYS Office of Historic Preservation) for several of our projects, and that one of our projects 17 W. Main Street has been cleared by HCR (NYS Office of Housing and Community Renewal) to proceed with construction, and another – 33 Pine Street is not far behind.

g). Property Updates:

**1. Harrison Place** – Mr. Smith informed the board that the Building 3 project continues to make progress pursuing historic tax credits, meeting with state representatives and conducting the necessary environmental testing and remediation. The hope is to close by the end of the year, but there are a lot of moving parts to this huge project.

**2. 13 W. Main Street (Kendzies)** – Utilizing a \$300,000 grant, remediation work is on track to begin in the summer. We are now looking at proposals to replace the roof.

**V. Adjourn Meeting:** *Motion to adjourn the meeting was made by Mr. VanDeMark, seconded by Mr. Abbott. Ayes, 12. Noes, 0. Carried.*

**Next meeting: Thursday, May 27<sup>th</sup>, 2021.**

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Kathy DiMillo,  
Secretary