

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of Board of Directors Meeting

May 27th, 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:

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| Scott Cain | Michelle Roman |
| Joan Aul | David VanSchoonhoven |
| Kathy DiMillo | Gary Bennett |
| Franklin Knowles | Phil Jackson |
| Rick Abbott | Jody Chesko |
| Deanna Alterio-Brennen | |

Excused: Jackie Davis, Allan VanDeMark

Staff: Brian Smith
Heather Peck

Others: David Kinyon, Lockport Locks Heritage District Corp. Chairman
John Ottaviano

I. Call Meeting to Order: Chairman Scott Cain called the meeting to order at 7:47 am.

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

Moved by Ms. Aul, seconded by Ms. Alterio-Brennen, that the minutes be approved. Ayes, 11, Noes, 0. Carried.

III. Treasurer's Report: The financial reports for March and April 2021 were presented. Mr. Smith noted that because we did not have a meeting in April, both the March and April financial reports were included in the board packet. Highlights worth noting from the March 2021 report included a \$894.97 payment to Mr. Smith, which was a reimbursement for a laptop and Microsoft Office Suite that was purchased for the organization. Most of the expenses in the April 2021 report were related to either our brownfield projects or the DRI Small Project Fund – Benchmark payment was related to (50 Elmwood), LaBella to (Kendzie's) and Apex Consulting to (Small Project Fund). We also paid Lumsden for the majority of the annual audit. As always, both reports were reviewed in detail by the Finance Committee prior to this meeting.

Moved by Ms. Alterio-Brennen, seconded by Mr. Knowles to approve the Treasurer's Reports for filing with our accountant. Ayes, 11. Noes, 0. Carried.

IV. Topics for Discussion:

a). Lockport Locks Heritage District Corporation (LHDC): Chairman Cain welcomed David Kinyon, Chairman of the LHDC, who provided the board with an update of recent activity and upcoming events that will take place during the busy tourism season. Highlights included: the photographic exhibit celebrating the works of F.B. Clench at the Kenan Center, now running through June 6th; Locks Demonstrations to be conducted by Lock Tender volunteers every Saturday between 11 am and 1 pm, which will include 5 new Locks Tender volunteer teams this year; Lockport in Bloom on July 10th and

11th; July 11th – 400 cyclists will be riding through Lockport as part of “Cycling the Erie”; installation of the next 5 figures of the Lock Tender Tribute to take place on September 28th, with a dedication on July 3rd. Mr. Kinyon stated that he and Mr. Smith continue to aggressively pursue capital funding for Phase III of the Flight of Five – the restoration of Locks 67 & 71 (a \$14.3 million project). Finally, the organization (with support of GLDC staff) is pursuing funding for HVAC upgrades to the Locks District Museum, to install more Interpretative Signage, and to purchase equipment that will help collect important metrics on how many people visit the area.

b). Microenterprise Application: Ms. Peck reminded 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. At the March meeting, the board authorized Mr. Smith to enter into any necessary agreements with the City to fully-execute an application and implement the program, should funds be awarded. The City of Lockport is the applicant, and if awarded the funding, the GLDC would be a subrecipient that would administer the program. The GLDC has helped oversee three very successful Microenterprise Programs in the past and is applying for \$300,000 in funding for this round. This includes a \$15,000 request for administrative funds to help cover the GLDC’s costs. The goal of the program is to assist small businesses, defined as having five employees or less in the City of Lockport (they must have a brick and mortar location). Funding must be split with at least half going to new or start-up 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 two years. A public hearing, which is a requirement in order to apply for funding, was held on April 7th. Mr. Smith and Ms. Peck are finalizing the application and it should be submitted by the first week in June.

c). Small Project Fund: Ms. Peck updated the board on the progress being made with the DRI Small Project Fund. The program is progressing very nicely with several projects having either started construction, or about to start construction. 17 W. Main Street has begun work on their façade, Sylvia’s Dance Studio located at 33 Pine Street should start their roof repair project any day now, and Gould’s Flower Shop has been cleared by SHPO to begin a very extensive façade project. 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 continue 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. Ms. Peck informed the board on a new development with the program – as often happens with these types of programs, a few projects that had previously been awarded funding by the Grants Committee have informed us that they no longer wish to pursue funding. Because this is common, the GLDC board already voted to give the Grants Committee the discretion to reallocate funding, should it become available. Of the original \$519,000 fund, \$90,000 is currently available for reallocation. The Grants Committee met a few weeks ago and decided that the most appropriate and fair thing to do was to reopen the program again to the community and give property/business owners another opportunity to apply for these funds. In addition, the Grants Committee will be reviewing existing projects to determine if any original projects that did not receive the full funding they requested, should receive additional funding. As such, all eligible property owners in the Target Area were mailed a letter detailing the program. A revised application can be found the GLDC’s page on the City’s website at www.lockportny.gov. Applications will be accepted on a rolling basis until funds are exhausted. Already, applications for two new projects have been submitted, which have been reviewed by the Grants Committee and members of the Grants Committee joined Ms. Peck in on-site interviews yesterday to learn more about both of those projects. A meeting of the Grants Committee to discuss these projects and the program will be held next week. Any new projects recommended for funding will be brought to the GLDC board for final approval.

d). Palace: Ms. Peck thanked those who attended either the Ribbon Cutting or fundraising events held on May 1st as part of the Palace's grand reopening after being closed for more than a year. It also showcased the Palace's \$3.5 million restoration project. GLDC staff have been assisting the Palace in obtaining funding from local foundations and through state grants for the past 3 1/2 years. The events were very successful and included visits from several local dignitaries. It was also a great opportunity for Mr. Smith and Ms. Peck to meet several state and foundation representatives that they had been working with on this project, but had never met, in person. Funding for Phase V work of the project is ongoing.

e). Property Updates:

1. Harrison Place –There is a lot going on with Harrison Place right now and the Harrison Committee and the Finance Committee had a joint meeting two weeks ago to get an update on all the latest developments. Highlights include:

- Ken Kearney continues to make progress on the Building 3 project pursuing housing tax credits, but this may not occur until the 1st or 2nd quarter of 2022. He also continues to meet with state representatives and conduct the necessary environmental testing and remediation.
- There was an article in Business First about Jerry Insurance's proposed expansion project. Jerry Insurance is currently a tenant in Harrison, and Mr. Smith said that he and the team are working very hard to try and accommodate their needs, and doing their best to keep them at Harrison.
- Trek – At the March board meeting, the board authorized an application be submitted to the NYS Office of Community Renewal on behalf of Trek. This application will likely be submitted for consideration at OCR's September board meeting.

2. 13 W. Main Street (Kendzie's) – Mr. Smith and LaBella will be meeting with subcontractors at the property on May 27th at 10:00 am to review the asbestos abatement RFP, which responses to are due June 14th. We hope to have Amy Fisk join us at the June Board Meeting with a recommendation for a contractor to do this work. Roof repair should also begin soon.

3. 50 Elmwood – Mr. Smith stated that we are waiting to get some comments back from EPA on a report completed by Benchmark. Once those are received, the next step will be an RFP for remediation work.

f). Miscellaneous: Mr. Smith informed the board that the City is undergoing a review of its **Comprehensive Plan** and that this is a great opportunity for public input. He will forward the board information on upcoming opportunities to do that. Mr. Smith is looking for volunteers to interview **insurance agents** to streamline the organization's insurance services. Please contact him if you are interested. Mr. Smith will be putting together an RFP for **Economic Development Consultant** services. Finally, the state system by which to apply for all grants – the **Consolidated Funding Application**, or CFA is now open after a year. Mr. Smith and Ms. Peck are currently reviewing what funding is available in order to determine the best projects to submit applications for. Applications are due July 30th.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Mr. Knowles, seconded by Ms. Aul. Ayes, 11. Noes, 0. Carried.*

Next meeting: Thursday, June 24th, 2021.

Kathy DiMillo,
Secretary