

GREATER LOCKPORT DEVELOPMENT CORPORATION  
Minutes of Board of Directors Meeting

August 26<sup>th</sup>, 2021

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. via Zoom. The following Directors were on the call and constituted a quorum:

|                      |                        |
|----------------------|------------------------|
| Scott Cain           | Allan VanDeMark        |
| Jackie Davis,        | Deanna Alterio-Brennen |
| Jody Chesko          | Phil Jackson           |
| Kathy DiMillo        | Gary Bennett           |
| David VanSchoonhoven | Franklin Knowles       |
| Mayor Michelle Roman |                        |

Excused: Joan Aul, Rick Abbott

Staff: Brian Smith  
Heather Peck

Others: John Ottaviano

**I. Call Meeting to Order:** Chairman Scott Cain called the meeting to order at 7:45 am.

**II. Minutes:** The reading of the Board of Directors minutes of the June 24th, 2021 meeting were waived.

*Moved by Mr. VanDeMark, seconded by Mr. Bennett, that the minutes be approved. Ayes, 11, Noes, 0. Carried.*

**III. Treasurer's Report:** The financial reports for June and July of 2021 were presented. Mr. Smith noted that payments made to Benchmark and LaBella are related to remediation projects at Kendzie's and 50 Elmwood and payments to Apex Consulting are related to the Small Project Fund. All of these items are 100% reimbursable. Completed projects through the Small Project Fund are allowing us to finally seek reimbursement and recognize some grant income. The \$25,645 is funding that reimburses the GLDC for some of Heather's salary we can contribute to administering the program, as well as some payments made to Apex Consulting for project management. The \$10,000 Pass Through Revenue line is funding received from the DRI that is passed onto the property owner to reimburse them to the expenses made to complete their project – in this case, for 17 W. Main Street.

As always, the Treasurer's Report was reviewed in detail by the Finance Committee prior to this meeting.

*Moved by Mr. VanDeMark, seconded by Ms. Alterio-Brennan, to approve the Treasurer's Report for filing with our accountant. Ayes, 11. Noes, 0. Carried.*

**IV. Topics for Discussion:**

a). Small Project Fund: Ms. Peck updated the board on the status of the City of Lockport's DRI Small Project Fund. Two projects – 17 W. Main Street and 33 Pine Street have now completed construction. We have three projects, including the two new projects that were approved at May board meeting – Julie Muscato's, located at 1 Walnut Street and Chuck Bell's, located at 4 Lock Street, along with Papa Leo's located at 36 Main Street that have been approved for construction and are either underway, or about to be

underway. Two more projects, 7 Charles Street and 49 Niagara Street have obtained the necessary state approvals, but are waiting on contractor availability. One of the challenges we have been facing this year with this program, is that due to COVID, last year, there was little or no activity. Consequently, there has been a lot of activity this year. Contractors are very busy and materials are in short supply. This has led to the inflation of costs for certain projects in some cases, by more than 10, 15 or 25 percent. As we have mentioned in previous board meetings, we have lost a few projects along the way for various reasons, but we are finding that inflation in costs has been a major factor in losing projects. Since the last meeting, we have had one additional property owner decide that they no longer want to pursue a project because of this reason. While this can be disappointing, it means more funding is available for new projects. The Grants Committee held a meeting on Monday and will be conducting interviews with five additional new applicants on Friday, September 3<sup>rd</sup>. We will update the board at a future board meeting with a possible new slate of projects up for approval for funding.

b). Microenterprise Grant: Ms. Peck reported that she and Mr. Smith are very excited that the City of Lockport has been awarded a fifth round of Microenterprise funding. The grant is for \$300,000, which is the maximum amount of funding allotted for this program. The program will support new and existing businesses with fewer than 5 employees in the city. Grants will range between \$5,000 and \$20,000 and will require a 25% owner match. Staff has been very busy completing the necessary paperwork with the state – contracts, insurance, etc., which should take a few weeks. We anticipate officially launching the program in late October.

c). CARES Act: Mr. Smith informed the board that GLDC staff, with the help of Harrison Studios is working on an application to apply for funding made available through the federal CARES Act. The city will apply for \$845,000 - \$500,000 for public facilities projects; \$300,000 for economic development funding in the form of grants for businesses with 6-25 employees; and \$45,000 for project delivery and administration. If awarded, the GLDC will administer the economic development portion, with a program that will be run similarly to the Microenterprise Program, except in one year, as opposed to two years. It will be a great way to provide support to a group of businesses that we normally are not able to offer support to.

d). Harrison Place: Ken Kearney continues to make progress on the Building 3 project pursuing housing tax credits. Probably looking at an early 2022 closing depending on the timing of the tax credits. He also continues to meet with state representatives and conduct the necessary environmental testing and remediation. This week, city attorneys and Mr. Kearney's attorneys have been in contact regarding the PILOT agreement, which is a positive step forward.

e). Insurance Agent RFQ: Mr. Smith sent out a draft Insurance Agency RFQ and received two responses. He is looking to set up interviews with these two firms. If any board member is interested in participating, please let Mr. Smith know by responding to the Doodle poll.

f). Economic Development RFP: Mr. Smith informed the board that we are coming to the end of the third year of a 3-year contract with Harrison Studios, who was selected as the GLDC's Economic Development Consultant. As such, he would like to put an RFP together to send out and would like the board's authorization to do so.

*Moved by Ms. Davis, seconded by Mr. Knowles, to authorize the President/CEO to post an RFP for an Economic Development Consultant. Ayes, 11. Noes, 0. Carried.*

g). Miscellaneous: Mr. Smith wanted to make the board aware that there has been ongoing discussion with the city about distributing the city's bed tax money through the GLDC, whereby the GLDC would

then provide oversight to duties provided by the various organizations in regards to tourism – LMS, LHDC, Visitor Center, etc. Discussions are ongoing, but the Community Development budget does include bed tax money going to the GLDC.

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

**Next meeting: Thursday, September 24th, 2021.**

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Kathy DiMillo,  
Secretary