

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of Board of Directors Meeting

December 9th, 2021

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. at the Dale Association – 33 Ontario Street, Lockport, NY. The following Directors were present and constituted a quorum:

Scott Cain	Kathy DiMillo
Jackie Davis	Jody Chesko
Joan Aul	Phil Jackson
Allan VanDeMark	

Excused: Rick Abbott, Gary Bennett, Michelle Roman, David VanSchoonhoven, Deanna Alterio-Brennen, Franklin Knowles

Staff: Brian Smith
Heather Peck

Others: John Ottaviano
David Kinyon

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 October 28th, 2021 meeting were waived.

Moved by Ms. Aul, seconded by Mr. VanDeMark, that the minutes be approved. Ayes, 7, Noes, 0. Carried.

III. Treasurer's Report: The October 2021 financial report was presented. As always, the Treasurer's Report was reviewed in detail by the Finance Committee prior to this meeting. Notable payments include: \$6,600 to Apex and \$2,837.50 to Benchmark Turnkey for Small Project Fund and 50 Elmwood, respectively. All of these expenses are reimbursable through various grants.

Moved by Mr. VanDeMark, seconded by Mr. Jackson, to approve the Treasurer's Report for filing with our accountant. Ayes, 7. Noes, 0. Carried.

IV. Topics for Discussion:

a). Lockport Heritage District Corporation: Mr. Smith welcomed Mr. David Kinyon, Chairman of the LHDC, who provided the board with the organization's 2021 Annual Report, 2022 Work Plan & Budget and Nominations for the Board of Directors (provided in the board packet prior to the meeting). Mr. Kinyon provided an update on the organization's accomplishments for 2021 and plans for 2022. Highlights included: Phase III of the Lock Tender Tribute, the expansion of the Flight of Five Lock Tenders Tour, Implementation of the City's Wayfinding Project, Production on an audio tour and installation of street-level signage in the Locks District, and improved metrics to measure visitor traffic. Mr. Kinyon emphasized however, that the organization continues to focus on its primary mission, which is the complete rehabilitation of the Flight of Five by 2025. Mr. Smith also took a moment to recognize long-time board member Becky Burns, who will be stepping off the board this year. Becky has been

involved with the LHDC, and the Flight of Five committee before then, since the beginning, and has been involved in many canal-related projects throughout the years, the most recent being the renovation of the Locks District Museum. If you see Becky, please join us in thanking her for her many years of service to our community.

Moved by Ms. Aul, seconded by Mr. Jackson, to approve the slate of officers presented for a three-year term to the LHDC board. Ayes, 7, Noes, 0. Carried.

Moved by Ms. Davis, seconded by Mr. VanDeMark, to approve the LHDC's 2022 Work Plan and 2022 Budget, as presented. Ayes, 7, Noes, 0. Carried.

b). Harrison Studio Proposal: Mr. Smith informed the board that every three years, the GLDC goes through an RFP process for an economic development consultant. After an open and public search, including direct mail to qualified firms, we received one proposal from Harrison Studios. Their existing contract with the GLDC expires at the end of this year, so approving this proposal would be an extension of that contract for the next three years until 2025.

Moved by Mr. VanDeMark, seconded by Ms. DiMillo, to accept the Harrison Studio proposal, as presented, and to authorize the GLDC President/CEO to execute a formal contract. Ayes, 7, Noes, 0. Carried.

c). Programs:

1. Small Project Fund: Ms. Peck updated the board on the status of the City of Lockport's DRI Small Project Fund. Three projects have now finished construction. They are:
 - 17 W. Main Street (12 Grain Studios)
 - 33 Pine Street (Sylvia's Dance Studio)
 - 49 Niagara Street (Lake Effect Ice Cream Warehouse)

The following projects have been approved for construction and have either begun construction, or are waiting on contractors/material availability to begin construction in the spring:

- 7 Charles Street (Donna Eick's)
- 4 Locks Street
- 98 West Avenue (Shamus Restaurant)
- 36 Main Street (Papa Leo's)
- 1 Walnut Street (Julie Muscato's)
- 13 West Main Street (Kenzies)
- 83 Locust Street (Gould's Flowers)

Project Manager Tim Arlington, Mr. Smith and Ms. Peck will be very busy over the next few months working with property owners of the remaining projects verifying scope of work for each project, getting contractor bids, conducting environmental reviews and getting projects through the required state approval processes. Our hope is to have everyone approved in the next few months, line up appropriate contractors, etc., so that all remaining projects can begin construction this spring/summer. The program ends in December of 2022.

2. Microenterprise Grant: Ms. Peck said that she and Mr. Smith have already been receiving a lot of inquiries about the program since it was launched in early November. 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 with a brick-and-mortar location in the city (home-based businesses are not eligible). Grants will range between \$5,000 and \$20,000 and will require a 25% cash match. We expect the program to be very competitive. We're working closely with our partners at the NCCC Small Business Development Center, who assist applicants in developing or updating their business plans, which is required along with their application. So far, we have received two applications (although one is not yet complete) from businesses. Applications can be found on the GLDC's page on the city's website at www.lockportny.gov/gldc.

3. CARES Act: Ms. Peck updated the board that the city's application for funding through the federal CARES Act for \$845,000 was approved. Of the \$845,000, \$500,000 will be used 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. 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. This will be a great way to provide support to a group of businesses that we normally are not able to offer support to and we look forward to officially launching the program around the first of the year or mid-January depending on how fast the state approves our paperwork.

d). Property Updates:

1. Harrison Place: Mr. Smith informed the board that Ken Kearney continues to make progress on the Building 3. However, in doing his required environmental review, the company he hired discovered 3 sources for contamination that the DEC's review originally missed. As such, the DEC is conducting additional testing at Harrison Place.
2. 50 Elmwood: We are now under contract with Cerrone to do the abatement work, which will start next week, and we expect to take approximately 6 weeks.
3. F&M Building: Mr. Smith and Ms. Peck met with Granchelli property manager Kelli Alaimo this past week, who informed us that the third buyer they had under contract to purchase the building recently backed out. The realtor (Jerry Kelly), Mr. Smith and Granchelli Development all continue to work very hard to find a buyer with the required resources, so that DRI grant funds set aside for its renovation can be utilized.
4. Kendzie's: The roof replacement project and the abatement for the building is now complete – both projects (which total about \$550,000 in grant funds) are huge wins for the building. The upcoming property owners have requested the city put in a grant application on their behalf for funding for equipment for their planned Microbrewery in that building. As such, similar to programs like Microenterprise, the city and the GLDC will need to enter into an agreement to write the grant application and administer funds, if awarded. Property owners are requesting \$750,000 (half as a grant and half as a low-interest loan). This is about a \$2 million project in total.

Moved by Ms. Aul, seconded by Mr. Jackson, to request the City of Lockport submit an application on behalf of the Lockport Brewpub owners at 13 West Main Street and further, to authorize the President/CEO to enter into a subrecipient agreement with the City of Lockport to administer the program, should funding be awarded. Ayes, 7. Noes, 0. Carried.

e). Personnel:

Mr. Smith informed the board that with Mr. Ottaviano's help, an RFP for legal representation was developed and sent to several local firms and also publicized it in the paper. So far, we have received one proposal and expect a few more. Mr. Smith and the board thanked Mr. Ottaviano for his many years of service to the GLDC. It will be hard to find someone to replace the institutional knowledge and expertise Mr. Ottaviano brings to the organization, but we wish him well in this exciting new endeavor. Mr. Smith also thanked long-time board members and current and former chair Scott Cain and Joan Aul for their many years of service to the GLDC. Per the organization's bylaws, both Ms. Aul and Mr. Cain have to step off the board for a year, but we hope that they will continue to be active in committees and consider returning to a board position in the future. Also, with Joan and Scott stepping off, we are looking to fill two vacant seats on the board. Mr. Smith said board members have provided him with several names and the personnel committee will be meeting to discuss candidates next week.

Motion to go into Executive Session to discuss personnel issues was made by Ms. Aul, seconded by Ms. Davis Ayes, 7. Noes, 0. Carried.

No votes were taken in executive session.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Mr. Jackson, seconded by Ms. Davis. Ayes, 7. Noes, 0. Carried.*

Next meeting: Thursday, January 27th, 2022

Kathy DiMillo,
Secretary