

# GREATER LOCKPORT DEVELOPMENT CORPORATION

## Minutes of Annual Meeting

January 27, 2022

The annual meeting of the Greater Lockport Development Corporation was called to order at 8:00 a.m. at the Dale Association – 33 Ontario Street, Lockport, NY. The following Directors and staff were present:

Gary Bennett	Kathy DiMillo
Jackie Davis	Jody Chesko-Sparks
David VanSchoonhoven	Phil Jackson
Allan VanDeMark	Franklin Knowles

Excused: Michelle Roman  
Deanna Alterio-Brennen

Staff: Brian Smith  
Heather Peck

**I. Call Meeting to Order:** President/CEO Brian Smith called the meeting to order at 8:00 am. Mr. Smith reviewed the Annual Report with the Board, highlighting GLDC accomplishments for 2021. The Annual Report was emailed to the board prior to the meeting for review.

### **II. Selection of Chairman and Secretary:**

*Moved by Mr. VanDeMark, seconded by Mr. VanSchoonhoven, that for the purposes of conducting the meeting until formal approval of new officers can be made, that Gary Bennett be appointed as temporary Chair and that Franklin Knowles be appointed as temporary Secretary. Ayes, 8, Noes, 0. Carried.*

### **III. New Business – Election of Officers:**

*Moved by Mr. VanSchoonhoven, seconded by Mr. VanDeMark, that the following slate of officers be approved. Ayes, 8, Noes, 0. Carried.*

Chairman:	Gary Bennett
Vice Chairman:	Kathy DiMillo
Secretary:	Jackie Davis
Treasurer:	Frank Knowles
President/CEO:	Brian Smith
Vice President:	Heather Peck

**IV. Adjourn Meeting:** Motion to adjourn the annual meeting was made by Ms. Davis, seconded by Mr. VanDeMark. Ayes, 8, Noes, 0. Carried

# GREATER LOCKPORT DEVELOPMENT CORPORATION

## Minutes of Board of Directors Meeting

January 27, 2022

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:18 a.m. at the Dale Association – 33 Ontario Street, Lockport, NY. The following Directors were present and constituted a quorum:

Gary Bennett	Kathy DiMillo
Jackie Davis	Jody Chesko
David VanSchoonhoven	Phil Jackson
Allan VanDeMark	Franklin Knowles

Excused: Michelle Roman  
Deanna Alterio-Brennen

Staff: Brian Smith  
Heather Peck

Others:

**I. Call Meeting to Order:** Chairman Gary Bennett called the meeting to order at 8:15 am.

**II. Minutes:** The reading of the Board of Directors minutes of the December 9<sup>h</sup>, 2021 meeting were waived.

*Moved by Mr. VanDeMark, seconded by Mr. Jackson, that the minutes be approved. Ayes, 8, Noes, 0. Carried.*

**III. Treasurer's Report:** Both the November 2021 and December 2021 financial reports were presented. As always, the Treasurer's Report was reviewed in detail by the Finance Committee prior to this meeting. For November 2021, the two biggest items include the checks cut to 210 Walnut (Harrison Place) and Dominick Ciliberto (Tuscarora Club owner) to pass received state grant funding through to their respective projects. Notable payments in December 2021 include Mark Cerrone and LaBella, which are both related to remediation work at 13 West Main Street and 50 Elmwood.

*Moved by Mr. VanDeMark, seconded by Mr. VanSchoonhoven, to approve the Treasurer's Report for filing with our accountant. Ayes, 8. Noes, 0. Carried.*

## **IV. Topics for Discussion:**

a). 2022 Budget: Mr. Smith presented the GLDC's budget for the organization for the upcoming year. The finance committee also conducted several meetings to review and discuss the budget before arriving at this final draft. Mr. Smith also attached a Budget Narrative, which provides further explanation of how we arrived at the numbers.

- On the **income** side: Interest income is based on our demand notes we have with 210 Walnut Street and what we can generally expect to receive in bank interest. This is our second year as an organization receiving the \$50,000 Grigg Lewis Foundation grant for operations and the implementation of our reorganization plan. The GLDC is also getting \$3,575 through the Grigg Lewis Foundation for a Lockport Main Street intern. This is the first year that the City has budgeted to support the GLDC through Bed Tax, a funding source that is required to support economic development. The portion the City has budgeted for the GLDC is \$33,500, so that is what we are budgeting for income.

Most of the grant funds are for Kendzie's, T Club, 50 Elmwood, the DRI small project fund, microenterprise, and CARES Act, and will simply be "pass through" dollars. The recommended budget is what we expect for 2022, but that may change depending on progress with each individual project and when Lumsden determines to recognize the grant income. The non-passthrough grant funds (admin and program delivery) will reimburse the GLDC for staff time and various consultants to implement their respective programs. This year, we are expecting \$50,500 in admin funds and \$92,141 in program delivery. The (\$10,500) "Gain (Loss) on Sale" is made up of the actual (\$10,500) loss related to the sale of 13 W Main Street. While the sale will hit our budget is a loss, we are under contract to sell the property for \$101,000.

- On the **expense** side: The salary line accounts for Heather at 32 hours all year, which she has been doing and also includes Grace Platt as an "Event Planner," a small promotion from her previously held "Market Manager" position that will include the coordination of other special events for all GLDC organizations (including LHDC) in addition to the Lockport Community Farmers Market, as well as a "Special Events Assistant" (largely funded by the Grigg Lewis Foundation intern grant). Finally, Jess Dittly just announced she is leaving Lockport Main Street to focus on her shop. We are budgeting to replace Jess with a "Marketing Coordinator" position that will support not just LMS, but also the GLDC and LHDC, just like Grace's new position will. We increased the other Payroll items to reflect what we will reasonably expect them to be based on the new Salary line. Professional Services are as high as they are because of all the Program Delivery funds related to all the grant programs we received and the anticipated payments for project management and CDBG compliance support we can reasonably expect for the year. Additionally, in taking on Lockport Main Street (and the Lockport Community Farmers Market) bookkeeping, our accountant fees are going up, so we are budgeting to account for that. Marketing and Misc. Admin/Office Supplies, Insurance, were based on a typical year. Only budgeting in anticipation of pretty minor expenses related to Kendzie's, especially as we hope to close on the sale of the property in February or early March. All of the grant expenses are just what we expect to see in 2022. The GLDC's budget ultimately ends at up at a net income of \$68,796.61. When combined with the (very conservative) Harrison Place budget, this becomes \$129,091.61. Other relevant financial items that are not reflected in the budget include a repayment plan from Harrison Place that totals \$54,000 in 2021, the proceeds from the sale of Kendzie's, and the sale of Building 3.

*Moved by Mr. VanDeMark, seconded by Ms. Davis, to approve the 2022 GLDC Budget. Ayes, 8, Noes, 0. Carried.*

b). Attorney Selection: Mr. Smith informed the board that upon learning that John Ottaviano was appointed as a Niagara County Judge and would therefore have to resign as GLDC legal counsel, a public RFP process for new legal representation was conducted. The RFP was sent to several local firms and also publicized it in the paper. Two proposals were received. A six-person committee reviewed both proposals extensively and interviewed both candidates. After several meetings to discuss the two candidates (although a difficult decision because both candidates were well-qualified), the committee is recommending that we appoint Brian Hutchison as legal counsel to the GLDC. Thank you to everyone who served on the committee.

*Moved by Mr. VanDeMark, seconded by Mr. Knowles, to appoint Brian Hutchison as legal counsel to the GLDC, and to authorize the GLDC President/CEO to execute a formal contract. Ayes, 7, Noes, 0 Abstentions: 1 (by Jackie Davis). Carried.*

c). Slate of New Board Members:

1. With terms for Joan Aul and Scott Cain being up in 2021, and with Rick Abbott moving on to his new position with the Niagara County Legislature, this left 3 open seats on the board. Board members were asked to provide names of individuals that might be interested in serving over the last few months. After receiving a list of prospective candidates, the personnel committee conducted several meetings to discuss candidates and ultimately, the following three individuals are being recommended by the committee to serve:

1. Gina Pasceri (City of Lockport Alderwoman-at-Large)
2. Steve Jerz (M&T Bank)
3. Jennifer Murphy (Net Plus Alliance)

*Moved by Mr. VanDeMark, seconded by Mr. VanSchoonhoven, to appoint the slate of individuals presented to the GLDC Board. Ayes, 8, Noes, 0. Carried.*

d). Palace Event: Ms. Peck informed the board that the Palace is conducting a donor recognition event on Thursday, February 17<sup>th</sup> at 7:00 pm, where they will also be revealing their 2022-23 season. All GLDC board members are invited to attend. GLDC staff has played an important role in assisting the Palace secure the necessary state grant and private foundation grant funding that helped make the \$3.5 million renovation project possible. Reservations are required, so please let Brian Smith know if you would like to attend.

e). CFA/Funding Report: Mr. Smith wanted to make the board aware of \$150,000 grant secured through the City for work at the N. Adams Street Bridge, a project that the GLDC supported through the development of concept design. Similarly, the GLDC supported the Lockport Harbor & Marina project by developing a concept plan for that site as well, which is gaining some momentum and may secure funding in the near future as well. Mr. Smith stated the board should know when we make investments in plans that turn into grant funding to justify the concept plan expenses, which may take years to lead to funding or project implementation.

**V. Adjourn Meeting:** *Motion to adjourn the meeting was made by Ms. Chesko-Sparks, seconded by Mr. VanDeMark. Ayes, 8. Noes, 0. Carried.*

**Next meeting: Thursday, March 24th, 2022 at 8:00 am.**

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Jackie Davis,  
Secretary