

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of March Board Meeting

March 24th, 2022

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

Deanna Alterio-Brennen	Jody Chesko
Jackie Davis	Kathy DiMillo
Phil Jackson	Steve Jerz
Franklin Knowles	Jennifer Murphy
Gina Pasceri	Allan VanDeMark

Excused: Michelle Roman
Gary Bennett
David VanSchoonhoven,

Staff: Brian Smith

Others: Brian Hutchison, Corporation Counsel

I. Call Meeting to Order: Vice Chairman Kathy DiMillo called the meeting to order at 8:00 am. Mr. Smith officially welcomed our three new board members to their first board meeting – Steve Jerz, Jennifer Murphy and Gina Pasceri, and introduced new corporation counsel Brian Hutchison. A warm welcome to our new members and to Mr. Hutchison to the team – we are so pleased to have you join us.

II. Minutes: The reading of the Board of Directors minutes of the January 27th, 2022 meeting were waived.

Moved by Mr. Jackson, seconded by Ms. Davis, that the minutes be approved. Ayes, 10, Noes, 0. Carried.

III. Treasurer's Report: Both the January 2022 and February 2022 financial reports were presented. As always, the Treasurer's Report was reviewed in detail by the Finance Committee prior to this meeting. For January 2022, the most notable payments include Mark Cerrone, Inc., and Benchmark, which are both related to remediation work at 13 West Main and 50 Elmwood. These are fully-reimbursable through our Niagara County Brownfield Development Corporation/EPA grants. For February of 2022, the most notable expenses include: the Harrison Studio, which included \$11,316.60 for general services, which is mostly related to the GLDC/City application on behalf of the Brewpub project taking place at 13 W. Main Street. The other Harrison Studio payments were related to the Microenterprise and CARES Act grant programs, which are fully reimbursable programs through those programs We also cut a check for \$20,000 to Lake Effect, which is a fully-reimbursement for their Small Project Fund project. Other expenses are related to our family of remediation projects (50 Elmwood, 13 W. Main), and insurance policies. Mr. Smith also noted that Harrison Place has already paid \$32,000 back to the GLDC on the demand notes.

Moved by Mr. VanDeMark, seconded by Ms. Alterio-Brennen, to approve the Treasurer's Report for filing with our accountant. Ayes, 10. Noes, 0. Carried.

IV. Topics for Discussion:

a). New Attorney – Mr. Smith formally introduced Mr. Brian Hutchison, who was selected to represent the GLDC as new corporation counsel. Mr. Hutchison briefly spoke about his background and said he is looking forward to working with GLDC staff and the board. Welcome Brian!

b) Annual Audit: Mr. Smith stated that Lumsden presented the audit to the audit committee, which voted unanimously to accept the annual audit. Mr. Smith highlighted the note we have every year regarding our small staff size and the importance of the finance committee and the board being engaged in monitoring the finances. We will follow the auditors' suggestions regarding the bank reconciliations and providing backup to all checks signed by the treasurer.

Moved by Mr. VanDeMark, seconded by Ms. Chesko, to accept and file the 2021 GLDC audit. Ayes, 10, Noes, 0. Carried.

c). Microenterprise: The City of Lockport was awarded \$300,000 for a Microenterprise program. Launched program in November of 2021. Thus far, we have received 5 applications, 3 that were complete. Each applicant is required to submit an application, business plan that they must complete with staff from the NCCC Small Business Development Center, and 3 years of either personal or the business' financials. After GLDC staff review them, the proposals are then sent to the Harrison Studios for an in-depth analysis. Harrison Studios then provides us with a report detailing their findings, which is passed on to the Grants Committee for their review. The Grants Committee conducted in-person interviews of each applicant this past month. The applicants' projects are then scored. After completing the review process, and conducting a meeting of the grants committee and subsequent discussion, the committee is making the following recommendations for grant awards:

B&D Bagels (start-up) – 21 Main Street: Committee Recommendation: \$10,000 for equipment now to upgrade existing equipment to increase productivity.

Jen's Catering (start-up) – 179 East Avenue: Committee Recommendation: \$20,000 for kitchen equipment and inventory to build out commercial kitchen in this vacant space to expand existing her existing catering business. She also intends to offer take out dining and in-person dining on a limited basis once she officially opens sometime in May.

JT's Fitness: (existing business) – 30 Pine Street: Committee recommendation: \$12,000 for equipment to upgrade his existing gym and expand services.

Many thanks go to the Grants committee for all of their time!

Moved by Ms. Davis, seconded by Mr. VanDemark, to approve the slate of grant awards recommended to the GLDC Board. Ayes, 10, Noes, 0. Carried.

d). Program Update:

1. DRI Small Project Fund Projects Complete:

- 12 Grain Studios (17 West Main Street) - façade renovation.
- Sylvia's Dance Studios (33 Pine Street) – partial roof replacement.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cupboards and flooring.

- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.

DRI Small Projects Approved for Construction this Spring/Summer:

- Papa Leo's (36 Main Street) – new HVAC system
- Donna Eick's building (7 Charles Street) – roof replacement
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Kendzie's (13 West Main Street) – exterior façade renovation.
- Gould's Flowers & Gifts – exterior façade renovation.

2. CARES Act: City of Lockport has been awarded an \$845,000 grant through the federal CARES (Coronavirus Aid, Relief, and Economic Security Act). Of the \$845,000 grant - \$500,000 will be used for public facilities projects; \$300,000 will be used for economic development funding in the form of grants for businesses with fewer than 25 employees; and \$45,000 will be used 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 that we will have one year instead of two, to implement the program. Program funds may be used for any justifiable business purpose associated with the expansion or reestablishment of operations after the negative impacts of COVID-19 including, but not limited to: fixed assets, operating expenses, and permanent working capital. This funding will provide a great opportunity for us to offer support to a group of businesses that are normally not eligible for funding through traditional Microenterprise programs.

Grants will be offered between \$10,000 and \$50,000, depending on program eligibility and job creation requirements. All businesses receiving funds must create, restore, or retain at least 1 full-time equivalent (FTE) job position per \$35,000 of funding. Businesses are required to provide matching cash equity in the amount of 25% of the total Project cost.

We are working on finalizing materials and the application with Harrison Studios and expect to formally launch the program by issuing a press release next week.

e). Niagara County Façade Program: Mr. Smith informed the board that Niagara County has launched a Façade Program to renovate commercial building exteriors along our main streets, commercial corridors, and business districts. Grants of up to \$50,000 are available with a dollar-for-dollar match from project sponsors. Eligible applicants include for-profit businesses, property owners, and building tenants (with landlord approval). Applicants must have owned or leased the building prior to January 2020, and the owner must be current on their property taxes. Mr. Smith presented the flyer and said we have been working to promote the program in Lockport through Lockport Main Street and the LBA. This is another potential resource for our property and business owners and great the county is offering this program.

f). Property Update: Mr. Smith stated the goal was to close on the sale as soon as possible, the earliest potentially being the week of 4/25. He also stated that we are working with the City to transfer the title of 50 Elmwood to the City.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Mr. Jerz, seconded by Ms. Alterio-Brennan. Ayes, 10. Noes, 0. Carried.*

Next meeting: Thursday, April 28th, 2022 at 8:00 am.

Jackie Davis,
Secretary