

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of May Board Meeting
June 29th, 2023

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:05 a.m. at the Dale Association – 33 Ontario Street. The following Directors were present and constituted a quorum:

Deanna Alterio-Brennen	Gary Bennett
Jody Chesko	Phil Jackson
Steve Jerz	Franklin Knowles
Jennifer Murphy	Mayor Michelle Roman
Ellen Schratz	

Excused: Kathy DiMillo, Maggie Luppó, David VanSchoonhoven

Staff: Heather Peck

I. Call Meeting to Order: Chairman Gary called the meeting to order at 8:05 am.

II. Minutes: The reading of the Board of Directors minutes of the May 25th, 2023 meeting were waived.

Moved by Ms. Schratz, seconded by Mr. Jerz, that the minutes be approved. (Ayes, 8, Noes, 0). Carried.

III. Treasurer's Report: The May 2023 financial report was presented. Notable payments include many passthrough payments to various grant awardees from CARES Act and Microenterprise Funding. Passthrough funds were issued to B&D's Bagels and Baby Ribs for Microenterprise and the Dale Association for CARES Act for their public facilities project. Additionally, \$4,500 and \$1,200 payments were made to Lumsden McCormick for the annual audit; and a \$1,500 payment was made to Niagara County Community College for their assistance with training as part of the Microenterprise program requirements. As we receive more grant reimbursements, we will continue to see funds paid to the GLDC related to admin and program delivery, which are the GLDC's to keep for reimbursement on staff time and other program related expenses especially as we approach the end of these programs in this fiscal year. We will also be watching the bed tax funding.

Moved by Ms. Murphy, seconded by Mr. Jackson, to approve the Treasurer's Report for filing with our accountant. (Ayes, 8. Noes, 0). Carried.

IV. Topics for Discussion:

a). GLDC Committees – Board members reviewed prior to the meeting a list of GLDC Committees, descriptions of those committees' duties and a list of current members. If any board members would like to serve on a committee, or be taken off of a committee, please let Ms. Peck know.

b). Program Update – Ms. Peck provided the board with the following program update.

1. Microenterprise Grant: City of Lockport awarded - \$300,000. The GLDC launched this program in November of 2021. We have submitted three disbursement requests and are working on a 4th. Awardees include:

- Allstate Brewer Agency
- B&D's Bagels – 21 Main Street
- Baby Ribs – 135 Charlotte Street

- Jen's Catering – 179 East Avenue
- JT's Fitness – 30 Pine Street
- Motherland Art Studio – 17 West Main Street
- Terroir General Store – 10 Market Street
- Donna Eick Catering – 7 Charles Street
- Moniques LLC – 150 Washburn Street
- Tiffany's Salon – 425 Davison Road
- Truly Organic Hair – 343 Walnut Street

There will be \$61,000 left in the fund after these awards are made. We were granted an extension until January 2024 so that we can utilize the remaining funds and have reached out to all businesses that expressed an interest in the program over the past several months.

2. DRI Small Project Fund: We have informally requested an extension to the end of this year on this program until to allow the remaining projects to complete construction and utilize remaining funding.

Projects Complete:

- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Gould's Flowers & Gifts (83 Locust Street) – exterior façade renovation.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings
- Harrison Place – (190 Walnut) exterior brick repair on Building 4
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Papa Leo's (36 Main Street) – new HVAC system
- Donna Eick's building (7 Charles Street) – partial roof replacement.
- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cabinetry, and flooring.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Sylvia's Dance Studios (33 Pine Street) – partial roof replacement.
- 12 Grain Studios (17 West Main Street) - façade renovation.

Projects Under Construction:

- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- ECDC (24 Church Street) – new signage, exterior roof & brick repair
- Kendzie's (13 West Main Street) – exterior façade renovation.

Scheduled for Construction:

- Harrison Place (190 Walnut) – façade work on Building 4, electrical work
- SubDelicious (15-19 Locust Street) – signage/awnings

3. Lockport Small Business Restoration Fund: 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. Deadline for applications was May 20th. We received 7 applications, and the Grants Committee made the recommendation (which the board approved) at the June 2022

meeting to split the \$300,000 of available grant funding equally among all the eligible applicants. The applicants are moving forward with their projects, and we have submitted 6 disbursement requests to the state thus far.

Awardees are:

- American Concrete – 500 Richfield Street
- Beacon Recovery – 46 Pine Street
- Brown Tax & Accounting – 197 East Avenue
- Hot Corner Athletics – 1051 Lincoln Avenue
- Legacy Hospitality – 515 S. Transit Street
- Scripts Café – 2 East Avenue
- Timkey Enterprises – 301 Walnut Street

4. CFA Grants Due July 28th:

- **Flight of Five** – submit a smaller, but meaningful project (about \$750,000) to coincide with the World Canals Conference and Lockport’s Bicentennial in 2025.

5. State Audit:

- On June 6th, the city’s Microenterprise, CARES Act and Brew Pub Project were audited by the state. The audits went very well, with some minor suggestions cited for next rounds.

c). Harrison Place – Ms. Peck provided an update on Harrison Place, specifically, that it is the hope of Kearney Realty and the GLDC that Building 3 will close in September, we anticipate it will probably be more like December 2023. But, they have assigned an underwriter to that the project, which is a positive step in the right direction. In addition, as part of that project, the DEC is doing some environmental testing at the campus and Ms. Peck has been in contact with the DEC representative – Josh Vaccaro. She will keep the board apprised of any updates.

d). Personnel – At the recommendation of GLDC attorney Brian Hutchison, the board was presented for their consideration a consulting agreement with former GLDC President/CEO Brian Smith for a short-term basis for a limited fee. This agreement was reviewed and is being recommended by the Finance Committee.

After a short discussion, it was,

Moved by Ms. Schratz, seconded by Ms. Alterio-Brennen, to authorize the President/CEO of the GLDC, to sign and execute the consulting agreement with Brian Smith. (Ayes, 9. Noes, 0). Carried.

e). Summer Board Meeting schedule – After a brief discussion, it was decided that the board would meet in July, but take the month of August off and resume meeting in September.

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

Next meeting: Thursday, July 27th at 8:00 am at the Dale Association.

Deanna AlterioBrennen

Deanna Alterio-Brennen,
Secretary

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of May Board Meeting

July 27th, 2023

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:05 a.m. at the Dale Association – 33 Ontario Street. The following Directors were present and constituted a quorum:

Gary Bennett	Kathy DiMillo
Phil Jackson	Steve Jerz
Franklin Knowles	Maggie Lupp
Mayor Michelle Roman	Ellen Schratz

Excused: Deanna Alterio-Brennen, Jody Chesko, Jennifer Murphy, David VanSchoonhoven

Staff: Heather Peck

I. Call Meeting to Order: Chairman Gary called the meeting to order at 8:05 am.

II. Minutes: The reading of the Board of Directors minutes of the June 29th, 2023 meeting were waived.

Moved by Mr. Knowles, seconded by Mr. Jackson, that the minutes be approved. (Ayes, 8, Noes, 0). Carried.

III. Treasurer's Report: The June 2023 financial report was presented. Notable payments include passthrough payments to various grant awardees from CARES Act. Passthrough funds were issued to the Dale Association for CARES Act for their public facilities project for \$188,914 and American Concrete for their ED project for \$42,857. Additionally, \$4,186 was issued to Grindline Skateparks as part of the City's Skatepark project; \$1,440 was issued to Apex Consulting for Project Management related to the Small Project Fund; and \$3,511 was issued to the Harrison Studio as part of our General Services contract with them for consulting services mostly related to the CARES Act and assistance with last month's state audit our grant programs. As we receive more grant reimbursements, we will continue to see funds paid to the GLDC related to admin and program delivery, which are the GLDC's to keep for reimbursement on staff time and other program related expenses especially as we approach the end of these programs in this fiscal year. We received our second installment of bed tax funding for the year, which was \$3,659.09

Moved by Ms. Schratz, seconded by Mr. Jerz, to approve the Treasurer's Report for filing with our accountant. (Ayes, 8. Noes, 0). Carried.

IV. Topics for Discussion:

a). Program Update – Ms. Peck provided the board with the following program update.

1. Microenterprise Grant: City of Lockport awarded - \$300,000. The GLDC launched this program in November of 2021. We have submitted four disbursement requests and are working on a 5th. Awardees include:

- Allstate Brewer Agency
- B&D's Bagels – 21 Main Street
- Baby Ribs – 135 Charlotte Street
- Jen's Catering – 179 East Avenue
- JT's Fitness – 30 Pine Street

- Motherland Art Studio – 17 West Main Street
- Terroir General Store – 10 Market Street
- Donna Eick Catering – 7 Charles Street
- Moniques LLC – 150 Washburn Street
- Tiffany's Salon – 425 Davison Road
- Truly Organic Hair – 343 Walnut Street

There will be \$61,000 left in the fund. We were granted an extension until January 2024 so that we can utilize the remaining funds and have reached out to all businesses that expressed an interest in the program over the past several months.

2. DRI Small Project Fund: Our request for an extension on this program until December 31st, 2023 to allow the remaining projects to complete construction and utilize remaining funding has been granted by the state.

Projects Complete:

- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Gould’s Flowers & Gifts (83 Locust Street) – exterior façade renovation.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings
- Harrison Place – (190 Walnut) exterior brick repair on Building 4
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Papa Leo’s (36 Main Street) – new HVAC system
- Donna Eick’s building (7 Charles Street) – partial roof replacement.
- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cabinetry, and flooring.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Sylvia’s Dance Studios (33 Pine Street) – partial roof replacement.
- 12 Grain Studios (17 West Main Street) - façade renovation.

Projects Under Construction:

- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- ECDC (24 Church Street) – new signage, exterior roof & brick repair
- Kendzie’s (13 West Main Street) – exterior façade renovation.

Scheduled for Construction:

- Harrison Place (190 Walnut) – façade work on Building 4, electrical work
- SubDelicious (15-19 Locust Street) – signage/awnings

3. Lockport Small Business Restoration Fund: 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. Deadline for applications was May 20th. We received 7 applications, and the Grants Committee made the recommendation (which the board approved) at the June meeting to split the \$300,000 of available grant funding equally among all the eligible applicants. Our Economic

Development Projects have all completed their projects and have been reimbursed. We are just waiting for the Dale Association to complete their roof project and then we will closeout this program.

Awardees are:

- American Concrete – 500 Richfield Street
- Beacon Recovery – 46 Pine Street
- Brown Tax & Accounting – 197 East Avenue
- Hot Corner Athletics – 1051 Lincoln Avenue
- Legacy Hospitality – 515 S. Transit Street
- Scripts Café – 2 East Avenue
- Timkey Enterprises – 301 Walnut Street

4. CFA Grants Due July 28th:

- **Flight of Five** – submit a smaller, but meaningful project (\$775,000 ask) to coincide with the World Canals Conference and Lockport's Bicentennial in 2025

b). Harrison Place – Ms. Peck provided an update on Harrison Place, specifically, that it is the hope of Kearney Realty and the GLDC that Building 3 will close in September, we anticipate it will probably be more like December 2023. In addition, GLDC attorney Brian Hutchison has asked the city corporation council to review a draft PILOT agreement that was approved for Building 3. Thank you to Mayor Roman for her assistance with the council in this matter.

c). Personnel –

- Vice President Position – The board packet included a copy of a job description for the position of Vice President for their review. Thank you to members of the personnel committee for their assistance in putting this together. Comments and/or feedback are welcome. We plan to advertise for the position as soon as possible.
- LMS – Ms. Peck wanted to make the board aware that Grace Platt of LMS had requested a wage increase for Laura Wright. After consulting the LMS board and review by the Finance Committee, a modest wage increase was granted. The Finance Committee has also requested that LMS work with GLDC staff in putting together a formal job description, organizational chart and employee review process. Ms. Peck will work with Ms. Platt to do achieve these objectives.
- RFP for financial services – The board packet also included an RFP for book keeping services for the organization that Mr. Smith had put together before he left. Again, comments and feedback are welcome. Ms. Peck encouraged the board to pass along to Lockport firms/persons that may be interested.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Ms. Schratz, seconded by Ms. Lupp.* (Ayes, 8. Noes, 0). *Carried.*

Next meeting: No meeting in August! Next meeting - Thursday, September 28th at 8:00 am at the Dale Association.

Deanna Alterio-Brennen

Deanna Alterio-Brennen,
Secretary

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of September Board Meeting

September 28th, 2023

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:02 a.m. at the Dale Association – 33 Ontario Street. The following Directors were present and constituted a quorum:

Deanna Alterio-Brennen	Gary Bennett
Jody Chesko	Kathy DiMillo
Phil Jackson	Steve Jerz
Franklin Knowles	Maggie Lupp
Jennifer Murphy	Ellen Schratz

Excused: Mayor Michelle Roman

Staff: Heather Peck

Others: LHDC Chairman David Kinyon

I. Call Meeting to Order: Chairman Gary called the meeting to order at 8:02 am.

II. Minutes: The reading of the Board of Directors minutes of the July 27th, 2023 meeting were waived.

Moved by Mr. Jerz, seconded by Mr. Knowles, that the minutes be approved. (Ayes, 10, Noes, 0). Carried.

III. Treasurer's Report: The July & August 2023 financial reports were presented. Notable payments for July 2023 include the first passthrough payment for \$101,335.45 for the Lockport Shuffle Brewpub project at 13 West Main Street; and 2 payments to Harrison Studio under our standard contract for work done on behalf of the Brewpub disbursement and CARES Act grant. As we receive more grant reimbursements, we will continue to see funds paid to the GLDC related to admin and program delivery, which are the GLDC's to keep for reimbursement on staff time and other program related expenses especially as we approach the end of these programs in this fiscal year. Notable payments for August 2023 include a \$41,057 payment to Grindline for the Skatepark project; a \$400 payment to Brian Smith as part of his consulting contract; a \$1,400 payment to Apex Consulting for project management related to the Small Project Fund; and a \$2,946 payment to Harrison Studios as part of our General Services contract. Our cash position will start to fluctuate as the skate park project continues to make progress. As such, we may have to close or substantially reduce our CD's. We have made 8 payments to Grindline for the skate project, and expect to see more as construction continues over the next few months. After the last payment, the GLDC still owes \$241,102 towards the project. The Washburn Streetscape project is a \$172,000 project and the GLDC has submitted half. That project is now complete and we owe the city the remaining \$86,000.

Moved by Mr. Jackson, seconded by Mr. Knowles, to approve the Treasurer's Report for filing with our accountant. (Ayes, 10. Noes, 0). Carried.

IV. Topics for Discussion:

a). America's Stairway – Chairman of the LHDC David Kinyon discussed the important of the LHDC's priority project for 2024-25, a 60-minute documentary film on the Erie Canal and the Flight of Five. Because the LHDC is a subsidiary of the GLDC, any expenditure over \$50,000 must be brought before the GLDC board for approval.

Moved by Ms. Murphy, seconded by Mr. Jerz, to approve the LHDC's request for authorization to proceed with the America's Stairway Project. (Ayes, 10. Noes, 0). Carried.

Program Update – Ms. Peck provided the board with the following program update:

1. Microenterprise Grant: City of Lockport awarded - \$300,000. The GLDC launched this program in November of 2021. We have submitted four disbursement requests and are working on a 5th and 8 of our original awardees have now completed their projects. Awardees include:

- Allstate Brewer Agency
- B&D's Bagels – 21 Main Street
- Baby Ribs – 135 Charlotte Street
- Jen's Catering – 179 East Avenue
- JT's Fitness – 30 Pine Street
- Motherland Art Studio – 17 West Main Street
- Terroir General Store – 10 Market Street
- Donna Eick Catering – 7 Charles Street
- Moniques LLC – 150 Washburn Street
- Tiffany's Salon – 425 Davison Road
- Truly Organic Hair – 343 Walnut Street

There will be \$61,000 left in the fund. We were granted an extension until January 2024 so that we can utilize the remaining funds and have reached out to all businesses that expressed an interest in the program over the past several months. NCCC SBDC provided an update that they are currently working with 3 Lockport businesses on their business plans.

2. DRI Small Project Fund: Our request for an extension on this program until December 31st, 2023 to allow the remaining projects to complete construction and utilize remaining funding has been granted by the state.

Projects Complete:

- ECDC (24 Church Street) – new signage, exterior roof & brick repair
- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Gould's Flowers & Gifts (83 Locust Street) – exterior façade renovation.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings
- Harrison Place – (190 Walnut) exterior brick repair on Building 4
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Papa Leo's (36 Main Street) – new HVAC system
- Donna Eick's building (7 Charles Street) – partial roof replacement.
- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cabinetry, and flooring.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Sylvia's Dance Studios (33 Pine Street) – partial roof replacement.
- 12 Grain Studios (17 West Main Street) - façade renovation.

Projects Under Construction:

- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- Kendzie’s (13 West Main Street) – exterior façade renovation.
- Harrison Place (190 Walnut) – façade work on Building 4, electrical work

Scheduled for Construction:

- SubDelicious (15-19 Locust Street) – signage/awnings

3. Lockport Small Business Restoration Fund: City of Lockport was awarded an \$845,000 grant through the federal CARES (Coronavirus Aid, Relief, and Economic Security Act). Of the \$845,000 grant - \$500,000 was used for a public facilities project at the Dale Association; \$300,000 was used for economic development funding in the form of grants for businesses with fewer than 25 employees; and \$45,000 was used for project delivery and administration. Our Economic Development Projects have all completed their projects and have been reimbursed. The Dale Association has now completed their roof project and we can now closeout this program.

Awardees are:

- American Concrete – 500 Richfield Street
- Beacon Recovery – 46 Pine Street
- Brown Tax & Accounting – 197 East Avenue
- Hot Corner Athletics – 1051 Lincoln Avenue
- Legacy Hospitality – 515 S. Transit Street
- Scripts Café – 2 East Avenue
- Timkey Enterprises – 301 Walnut Street

4. CFA Grants submitted July 28th:

- **Flight of Five** – submitted a smaller, but meaningful project (\$775,000 towards a \$1,185,000 project) to coincide with the World Canals Conference and Lockport’s Bicentennial in 2025).

b). Harrison Place – Ms. Peck provided an update on Harrison Place, specifically, that it is the hope of Kearney Realty and the GLDC that Building 3 will close in mid-December. Building 4 work is progressing nicely and should be complete in the next few months. There will be a meeting of the Harrison Place Committee at 9:00 am on Wednesday, October 18th.

c). Personnel –

- RFP for financial services – Only one proposal was received from our RFP, and that was from our current bookkeeper Paula Pirson of PRP Financial Solutions, which was included in the board packet. A discussion about how we might be able to reduce the number of hours Ms. Pirson is working ensued. Ms. Peck will follow up with both Ms. Pirson and Grace Platt to get a better understanding of LMS’ financial procedures.
- Extension of Brian’s Smith’s Contract – current short-term contract expires on September 30th, 2023. Because of the extension on the Building 3, and other ongoing GLDC projects that Mr. Smith’s expertise has been helpful in providing, Ms. Peck has asked that Mr. Smith’s contract be extended an additional 3 months.

Moved by Mr. Jackson, seconded by Mr. Jerz, to approve the extension of Mr. Smith’s contract for an additional 3 months until December 31st, 2023. (Ayes, 10. Noes, 0). Carried.

- Vice-President position: We have received 8 resumes for the position. Ms. Peck will conduct some initial phone interviews and then the Personnel Committee will meet via Zoom at 9:00 am on Monday, October 30th to discuss next steps.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Ms. Schratz, seconded by Ms. Luppó. (Ayes, 10. Noes, 0). Carried.*

Next meeting: Next meeting – Thursday, October 26th at 8:00 am at the Dale Association.

Deanna Alterio-Brennen

Deanna Alterio-Brennen,
Secretary

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of October Board Meeting
October 26th, 2023

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:02 a.m. at the Dale Association – 33 Ontario Street. The following Directors were present and constituted a quorum:

Deanna Alterio-Brennen	Gary Bennett
Jody Chesko	Kathy DiMillo
Phil Jackson	Steve Jerz
Maggie Lupo	Jennifer Murphy

Excused: Franklin Knowles, Mayor Michelle Roman, Ellen Schratz

Staff: Heather Peck
Others: Grace Platt
Brian Hutchison

I. Call Meeting to Order: Chairman Gary called the meeting to order at 8:02 am.

II. Minutes: The reading of the Board of Directors minutes of the September 28th, 2023 meeting were waived.

Moved by Mr. Jackson, seconded by Ms. Chesko, that the minutes be approved. (Ayes, 8, Noes, 0). Carried.

III. Treasurer's Report: The September 2023 financial reports were presented. Notable payments include a \$118,130 payment to Grindline for the Skatepark project; and 3 passthrough payments to local businesses who participated in the Microenterprise Program – B&D's Bagels for \$10,000; Baby Ribs for \$7338.72 and Moniques, LLC for \$15,000.00. As we receive more grant reimbursements, we will continue to see funds paid to the GLDC related to admin and program delivery, which are the GLDC's to keep for reimbursement on staff time and other program related expenses especially as we approach the end of these programs in this fiscal year. Our cash position continues to fluctuate as the skate park project makes progress. As such, have now closed our CD's and deposited the balance into our savings accounts. We have made 9 payments to Grindline for the skate project, and expect to see more as construction continues over the next few months. After the last payment, the GLDC still owes \$88,929.80 towards the project. The Washburn Streetscape project is a \$172,000 project and the GLDC has submitted half. That project is now complete and we owe the city the remaining \$86,000, which we make after Building 3 closes.

Moved by Ms. Luppo, seconded by Mr. Jerz, to approve the Treasurer's Report for filing with our accountant. (Ayes, 8. Noes, 0). Carried.

IV. Topics for Discussion:

a). Lockport Main Street – Lockport Main Street Director Grace Platt presented the organization's 2024 Work Plan as well as some information on the financial transactions related to the organization and the market. Ms. Platt and the organization are looking for ways to increase fundraising and sponsorship opportunities, while working on decreasing expenses especially related to bookkeeping.

Moved by Ms. Murphy, seconded by Ms. DiMillo, to approve the Lockport Main Street 2024 Workplan. (Ayes, 8. Noes, 0). Carried.

b). Program Update – Ms. Peck provided the board with the following program update:

1. Microenterprise Grant: City of Lockport awarded - \$300,000. The GLDC launched this program in November of 2021. We have submitted five disbursement requests and 8 of our original awardees have now completed their projects. Awardees include:

- Allstate Brewer Agency
- B&D's Bagels – 21 Main Street
- Baby Ribs – 135 Charlotte Street
- Jen's Catering – 179 East Avenue
- JT's Fitness – 30 Pine Street
- Motherland Art Studio – 17 West Main Street
- Terroir General Store – 10 Market Street
- Donna Eick Catering – 7 Charles Street
- Moniques LLC – 150 Washburn Street
- Tiffany's Salon – 425 Davison Road
- Truly Organic Hair – 343 Walnut Street

There will be \$61,000 left in the fund. We were granted an extension until January 2024 so that we can utilize the remaining funds and have reached out to all businesses that expressed an interest in the program over the past several months. NCCC SBDC provided an update that they are currently working with 3 Lockport businesses on their business plans. In addition to the new applicants, we have reached out to existing businesses in the program and offered them the opportunity to submit additional receipts if they choose.

We conducted the following interviews for new applicants Friday, 10/20 and the Grants Committee is recommending the following grant awards:

Eclectic Scents: Nancy Franklin is opening a storefront in the Bewley Building (16 Market Street) after being a market vendor at the Community Market for 10 years. She is an established business owner, who has been making her local soaps, bath bombs and other products for many years. She feels now is the right time to open a shop. We would recommend we consider a **\$10,000 grant** to assist with equipment, furnishings and working capital for the new shop.

Myles Fish & Wings: Shalinda and Calvin Myles are a husband/wife team who have always enjoyed cooking together and are now renting the commercial kitchen at the YWCA (32 Cottage Street) to open their own take-out and catering business, specializing in homemade southern cuisine. They are requesting a **\$5,000 grant** to assist with inventory and marketing and equipment to expand the catering aspect of their business.

Moved by Mr. Jerz, seconded by Ms. Murphy, to approve the Grants Committee's recommendation for grant awards for Eclectic Scents and Myles Fish & Wings . (Ayes, 8. Noes, 0). Carried.

2. DRI Small Project Fund: Our request for an extension on this program until December 31st, 2023 to allow the remaining projects to complete construction and utilize remaining funding has been granted by the state.

Projects Complete:

- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- ECDC (24 Church Street) – new signage, exterior roof & brick repair
- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Gould’s Flowers & Gifts (83 Locust Street) – exterior façade renovation.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings
- Harrison Place – (190 Walnut) exterior brick repair on Building 4
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Papa Leo’s (36 Main Street) – new HVAC system
- Donna Eick’s building (7 Charles Street) – partial roof replacement.
- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cabinetry, and flooring.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Sylvia’s Dance Studios (33 Pine Street) – partial roof replacement.
- 12 Grain Studios (17 West Main Street) - façade renovation.

Projects Under Construction:

- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- Kendzie’s (13 West Main Street) – exterior façade renovation.
- Harrison Place (190 Walnut) – façade work on Building 4, electrical work

3. Lockport Small Business Restoration Fund: City of Lockport was awarded an \$845,000 grant through the federal CARES (Coronavirus Aid, Relief, and Economic Security Act). Of the \$845,000 grant - \$500,000 was used for a public facilities project at the Dale Association; \$300,000 was used for economic development funding in the form of grants for businesses with fewer than 25 employees; and \$45,000 was used for project delivery and administration. Our Economic Development Projects have all completed their projects and have been reimbursed. The Dale Association has now completed their roof project and we have submitted the final disbursement and paperwork to closeout this program.

Awardees are:

- American Concrete – 500 Richfield Street
- Beacon Recovery – 46 Pine Street
- Brown Tax & Accounting – 197 East Avenue
- Hot Corner Athletics – 1051 Lincoln Avenue
- Legacy Hospitality – 515 S. Transit Street
- Scripts Café – 2 East Avenue
- Timkey Enterprises – 301 Walnut Street

4. CFA Grants submitted July 28th:

- **Flight of Five** – submitted a smaller, but meaningful project (\$775,000 towards a \$1,185,000 project) to coincide with the World Canals Conference and Lockport’s Bicentennial in 2025).

5. GLDC Public Grants RFP/Restore NY

- Process started 2 years ago as a way to ensure more transparency in selection of projects for larger grant opportunities in the city.

c). Harrison Place – Ms. Peck and Mr. Hutchison provided an update on Harrison Place, specifically, that it is the hope of Kearney Realty and the GLDC that Building 3 will close in mid-December. Ken Kearney is coming into town today and tomorrow and Ms. Peck will be meeting with his team, along with Tom Mancuso and Edla Collora. Building 4 work is progressing nicely and should be complete in the next few months. Thanks to all who attending the Harrison Place Committee on October 18th. The next committee meeting will be held at 10:00 am on 1/25/24.

d). Personnel –

- Vice-President position: We have received 8 resumes for the position. Ms. Peck has conducted some initial phone interviews with 5 of those applicants. The next step is for the Personnel Committee to conduct in person interviews over the next few weeks.

e). Strategic Planning Session – Ms. Peck will reach out to Chuck Bell of the Harrison Studio to see if he's available to conduct some strategic planning at the next board meeting.

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Ms. Luppó, seconded by Ms. Alterio-Brenne. (Ayes, 8. Noes, 0). Carried.*

Next meeting: Next meeting – Thursday, November 30th at 8:00 am at the Harrison Studio Conference Room.

Deanna AlterioBrennen

Deanna Alterio-Brennen,
Secretary

GREATER LOCKPORT DEVELOPMENT CORPORATION

Minutes of October Board Meeting

November 30th, 2023

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:04 a.m. at the Harrison Studios – 160 Washburn Street, 2nd Floor. The following Directors were present and constituted a quorum:

Deanna Alterio-Brennen	Gary Bennett
Jody Chesko	Kathy DiMillo
Franklin Knowles	Phil Jackson
Maggie Lupo	Jennifer Murphy

Excused:, Steve Jerz, Mayor Michelle Roman, Ellen Schratz

Staff: Heather Peck

Others: David Kinyon, Chairman Lockport Locks Heritage District Corporation
Chuck Bell, The Harrison Studios

I. Call Meeting to Order: Chairman Gary called the meeting to order at 8:04 am.

II. Minutes: The reading of the Board of Directors minutes of the October 26th, 2023 meeting were waived.

Moved by Mr. Jackson, seconded by Ms. Alterio-Brennen, that the minutes be approved. (Ayes, 8, Noes, 0). Carried.

III. Treasurer's Report:

Notable payments include a \$152,172.20 payment to Grindline for the Skatepark project; a \$98,755.00 to the Dale Association for their roof project through the CARES grant; 2 passthrough payments to local businesses who participated in the Microenterprise Program – \$10,833.28 to Terroir General Store and \$5881.99 to Tiffany's Salon; and \$1,575 to Apex Consulting for project management services related to the DRI Small Project Fund. You'll also note a \$203,052.73 deposit, which is the closing of the CD. Our cash position continues to fluctuate as the skate park project makes progress. We have made 9 payments to Grindline for the skate project, and have received one additional payment request for \$151,321.00. After the last payment, the GLDC still owes \$88,929.80 towards the project, which is the balance remaining from the original \$450,000 received. After communicating the difference to the city, we have received an additional contribution of \$25,000, which puts the balance at 113,929.80. I have been told to hold payment until remaining funding is received. The Washburn Streetscape project is a \$172,000 project and the GLDC has submitted half. That project is now complete and we owe the city the remaining \$86,000, which we make after Building 3 closes.

Moved by Ms. DiMillo, seconded by Mr. Knowles, to approve the Treasurer's Report for filing with our accountant. (Ayes, 8. Noes, 0). Carried.

IV. Topics for Discussion:

a). Lockport Locks Heritage District Corporation – Lockport Locks Heritage District Corporation Chairman David Kinyon presented the organization's 2024 Work Plan, 2024 Budget, 2024-26 Strategic Plan and proposed the following board members for 3 year terms beginning January 1, 2024: Holly Dickinson, David Kinyon, Linda Roth and Jeffrey Schratz.

Moved by Ms. DiMillo, seconded by Ms. Alterio-Brennen, to approve the Lockport Locks Heritage District's recommendation for board members, as presented. (Ayes, 8. Noes, 0). Carried.

Moved by Mr. Knowles, seconded by Mr. Jackson, to approve the Lockport Locks Heritage District's 2024 Work Plan and 2024 Budget, as presented. (Ayes, 8. Noes, 0). Carried.

b). Program Update – Ms. Peck provided the board with the following program update:

1. Microenterprise Grant: City of Lockport awarded - \$300,000. The GLDC launched this program in November of 2021. We have submitted five disbursement requests and 8 of our original awardees have now completed their projects. Awardees include:

- Allstate Brewer Agency
- B&D's Bagels – 21 Main Street
- Baby Ribs – 135 Charlotte Street
- Jen's Catering – 179 East Avenue
- JT's Fitness – 30 Pine Street
- Motherland Art Studio – 17 West Main Street
- Terroir General Store – 10 Market Street
- Donna Eick Catering – 7 Charles Street
- Moniques LLC – 150 Washburn Street
- Tiffany's Salon – 425 Davison Road
- Truly Organic Hair – 343 Walnut Street

We were granted an extension until January 2024 so that we can utilize the remaining funds and have reached out to all businesses that expressed an interest in the program over the past several months. The Grants Committee approved two new applicants – Eclectic Scents and Myles Fish & Wings. Eclectic Scents is moving forward with her project. I'm not sure Myles Fish & Wings will be moving forward.

In addition to the new applicants, we have reached out to existing businesses in the program and offered them the opportunity to submit additional receipts if they choose. I am starting to receive those additional receipts and hope to close out this program next month so we can reapply for additional funds in January.

2. DRI Small Project Fund: Our request for an extension on this program until December 31st, 2023 to allow the remaining projects to complete construction and utilize remaining funding has been granted by the state.

Projects Complete:

- Harrison Place (190 Walnut) – façade work on Building 4, electrical work
- Old City Hall – (2 Pine Street) - structural improvements to basement space.
- ECDC (24 Church Street) – new signage, exterior roof & brick repair
- Bewley Building (10 Market Street) – upgrade of four restrooms.
- Gould's Flowers & Gifts (83 Locust Street) – exterior façade renovation.
- Former Moose Lodge (4 Lock Street) – exterior façade renovation.
- Casual Dragons Games (236 Walnut Street) – new flooring and carpeting
- Clinton Building (One Main Street) – façade renovations, stone replacement, new awnings
- Harrison Place – (190 Walnut) exterior brick repair on Building 4
- Palace Theatre (2 East Avenue) – upgrade of electrical systems to accommodate new equipment & technology needs.
- Papa Leo's (36 Main Street) – new HVAC system

- Donna Eick's building (7 Charles Street) – partial roof replacement.
- Shamus Restaurant (98 West Avenue) – interior renovations including new glass front door, renovations to upper level.
- Muscato Home & Gifts (1 Walnut Street) – interior renovations including new lighting, cabinetry, and flooring.
- Lake Effect Warehouse (149 Niagara Street) – complete roof replacement.
- Sylvia's Dance Studios (33 Pine Street) – partial roof replacement.
- 12 Grain Studios (17 West Main Street) - façade renovation.

Projects Under Construction:

- Kendzie's (13 West Main Street) – exterior façade renovation.

3. Lockport Small Business Restoration Fund: City of Lockport was awarded an \$845,000 grant through the federal CARES (Coronavirus Aid, Relief, and Economic Security Act). Of the \$845,000 grant - \$500,000 was used for a public facilities project at the Dale Association; \$300,000 was used for economic development funding in the form of grants for businesses with fewer than 25 employees; and \$45,000 was used for project delivery and administration. Our Economic Development Projects have all completed their projects and have been reimbursed. The Dale Association has now completed their roof project and we have submitted the final disbursement and paperwork to closeout this program.

Awardees are:

- American Concrete – 500 Richfield Street
- Beacon Recovery – 46 Pine Street
- Brown Tax & Accounting – 197 East Avenue
- Hot Corner Athletics – 1051 Lincoln Avenue
- Legacy Hospitality – 515 S. Transit Street
- Scripts Café – 2 East Avenue
- Timkey Enterprises – 301 Walnut Street

4. CFA Grants submitted July 28th:

Flight of Five – submitted a smaller, but meaningful project (\$775,000 towards a \$1,185,000 project) to coincide with the World Canals Conference and Lockport's Bicentennial in 2025). We did receive word that ESD awarded us \$238,000 towards this project. Unfortunately, we would have to spend the entire \$1.185 to utilize it. After several discussions with both state representatives and LHDC Chairman David Kinyon, we have decided to reapply in January through the CFA while exploring other sources of funding.

5. Big Ditch Grant CDBG Grant Application

Big Ditch Brewery will be opening a brewery, tap room and event space in the Historic Post Office at 1 East Avenue later next year. The announcement was made by Big Ditch and Iskalo Development Corporation on 11/15. Now that the more than \$6 million renovation is almost complete, Iskalo Development Corporation, who owns the building, had been looking for an anchor tenant for that location.

On November 15th, the City Common Council held a required public - in order to gain public input on the potential for the city to submit a Community Development Block Grant application on behalf of

Big Ditch. The application, which is due December 1st, would be a \$750,000 request, \$734,000 to the brewery - split with a \$367,000 loan repayable to the GLDC and \$367,000 deferred loan that is forgiven when they complete the project and meet all requirements, with \$16,000 designated for administration.

The application, which our friends at Harrison Studio will be putting together for us, is through the exact same program as the Lockport Shuffle Brew Pub project, to be located at 13 West Main Street, and if successful, the project would mean a \$2 million plus investment by Big Ditch and just over 50 FTE's (full-time equivalent) jobs created. The GLDC would administer the grant.

Like the Building 3 project at Harrison, and the Brew Pub Project at 13 W Main, this is a very exciting project for downtown Lockport.

6. Other GLDC grants/projects:

- Lockport Shuffle Brewpub – 13 West Main Street
- Tuscarora Club
- F&M Building
- Harrison Place Building 3 – Harrison Loft Project
- Former YMCA Building
- Lock Tender Tribute
- 17 West Main Street
- Flight of Five
- Historic Palace Theatre

c). Harrison Place – Ms. Peck an update on Harrison Place, specifically, that it is the hope of Kearney Realty and the GLDC that Building 3 will close On December 16th. Building 4 work façade work is now complete and will receive a 50% reimbursement through the Small Project Fund for that work. Thanks to all who attending the Harrison Place Committee on October 18th. The next committee meeting will be held at 10:00 am on Thursday, 1/11/24.

d). Personnel –

- Vice-President position: Thank you to the Personnel Committee, and in particular, to Kathy DiMillo who sat in on the in-person interviews. After completing that process, we have decided to offer the position, which will be part-time, to Lynn Oswald. Ms. Peck and members of the committee will be meeting with Ms. Oswald on the next few weeks to discuss salary and benefits.
- Thank you to our outgoing Treasurer Frank Knowles for his service to the GLDC board. Thank you to Mayor Michelle Roman for your service to the GLDC board and to the city of Lockport.
- With Mr. Knowles leaving, and Mr. VanSchoonhoven resigning from the board in July, this leaves two open spots on the board. Please let Heather Peck know if you have any suggestions for board members – she will reach out to them personally. We have already had a couple of suggestions and Ms. Peck will reach out to each.
- We will appoint new officers at our annual meeting on January 25th and will welcome incoming Mayor John Lombardi to the board of directors.

Moved by Ms. Alterio-Brennen, seconded by Ms. Murphy, to go into Executive Session to discuss Personnel matters (Ayes, 8. Noes, 0). Carried.

Moved by Ms. Murphy, seconded by Ms. DiMillo, to come out of Executive Session. (Ayes, 8. Noes, 0). Carried.

e). Strategic Planning Session – The board decided that a 4-hour workshop would be helpful in conducting the strategic planning session. The session will be held on **Monday, February 5th between 8:00 am and noon at NetPlus Alliance (57 Canal Street).**

V. Adjourn Meeting: *Motion to adjourn the meeting was made by Ms. DiMillo, seconded by Ms. Alterio-Brennen. (Ayes, 8. Noes, 0). Carried.*

Next meeting: Next meeting – Thursday, January 25th at 8:00 am at the Harrison Studio Conference Room.

Deanna AlterioBrennen

Deanna Alterio-Brennen,
Secretary