

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of Annual Meeting
January 25th, 2024

The annual meeting of the Greater Lockport Development Corporation was called to order at 8:05 a.m. at the Harrison Studios Conference Room, 160 Washburn Street, 2nd Floor Lockport, NY. The following Directors and staff were present:

Deanna Alterio-Brennen	Jody Chesko
Kathy DiMillo	Phil Jackson
Steve Jerz	Maggie Lupo
Mayor John Lombardi	

Excused: Jennifer Murphy, Ellen Schratz

Staff: Heather Peck

Others: Tom Mancuso, Mancuso Management

I. Call Meeting to Order: President/CEO Heather Peck called the annual meeting to order at 8:05 am. Ms. Peck introduced and welcomed Mayor John Lombardi to the board.

II. Selection of Chairman and Secretary:

Moved by Mr. Jerz, seconded by Ms. Chesko, that for the purposes of conducting the meeting until formal approval of new officers can be made, that Kathy DiMillo be appointed as temporary Chair and that Deanna Alterio-Brennan be appointed as temporary Secretary. (Ayes, 7, Noes, 0. Carried.)

III. New Business – Election of Officers:

Moved by Mr. Jackson, seconded by Ms. Lupo, that the following slate of officers be approved. (Ayes, 7, Noes, 0. Carried.)

Chairman:	Kathy DiMillo
Vice Chairman:	Jennifer Murphy
Secretary:	Deanna Alterio-Brennan
Treasurer:	Steve Jerz
President/CEO:	Heather Peck
Vice President:	Lynn Oswald

IV. Adjourn Meeting: Motion to adjourn the annual meeting was made by Ms. DiMillo, seconded by Mayor Lombardi. (Ayes, 7. Noes, 0. Carried.)

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of January Board Meeting
January 25th, 2024

The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:08 a.m. at the Harrison Studios Conference Room – 160 Washburn Street, 2nd Floor. The following Directors were present and constituted a quorum:

Deanna Alterio-Brennen	Jody Chesko
Kathy DiMillo	Phil Jackson
Steve Jerz	Maggie Lupo
Mayor John Lombardi	

Excused: Jennifer Murphy, Ellen Schratz

Staff: Heather Peck

Others: Tom Mancuso, Mancuso Management

I. Call Meeting to Order: Chairman Kathy DiMillo called the meeting to order at 8:08 am.

II. Minutes: The reading of the Board of Directors minutes of the November 30th, 2023 meeting were waived.

Moved by Mayor Lombardi, seconded by Ms. Alterio-Brennen, that the minutes be approved. (Ayes, 7, Noes, 0). Carried.

III. Treasurer's Report: The November and December 2023 Treasurer's Reports were presented to the board for approval. Notable payments for November included: \$12,186 to Blue Ox Roofing, \$6,533 to the Dale Association and \$28,758.50 to Harrison Studio all related to CARES Act; and \$15,701 to the Harrison Studio related to the Microenterprise Program. Our cash position will improve in 2024 with the sale of building 3 and as new projects such as the Big Ditch Project and F&M Building project get underway. We have made the 10th and final payment to Grindline for the skate project, which will be reflected in the December financials. The Washburn Streetscape project is \$172,000 and the GLDC has submitted half. That project is now complete and we owe the city the remaining \$86,000, which we make after we receive the cash from the sale of Building 3. Notable payments in December included: \$10,000 to the LHDC, which is our annual contribution from the bed tax; \$10,300 to the Erie Canal Discovery Center and \$32,800 to the Bewley Building for the DRI Small Project Fund; and \$188,929.80 to Grindline, which is the final payment for the Skatepark project. A \$75,000 Loan from the City of Lockport is a temporary loan to cover the remaining costs of the Skatepark project, which we will pay back once Lockport Community Services received all remaining grant funds for the project and pays those to the GLDC.

Moved by Ms. Luppo, seconded by Mayor Lombardi, to approve the Treasurer's Report for filing with our accountant. (Ayes, 7. Noes, 0). Carried.

2024 Budget – Ms. Peck presented the board with the 2024 Draft Budget and Budget Narrative, which were included in the board packet prior to the meeting. She thanked GLDC Accountant Paula Pirson and the finance committee for all their hard work, as the committee met twice during the month of January to review and make recommendations. She noted that the Finance Committee voted to recommend this budget. Ms. Peck reviewed the budget, which included the 2023 Budget numbers - the 2023 Actual

numbers, 2023 Draft Budget numbers, and an “operational budget,” which eliminated all pass-through funding for the agency and reflects only funding that the GLDC keeps.

Moved by Mayor Lombardi, seconded by Ms. Alterio-Brennen, to approve the 2024 GLDC Budget. (Ayes, 7. Noes, 0). Carried.

IV. Topics for Discussion:

a). Capitalization Policy – This policy was recommended by our auditors so that we can capitalize on all purchases over \$2,500. Like other GLDC policies, it will be published on the GLDC’s website.

Moved by Mr. Jerz,, seconded by Ms. Chesko, to adopt the GLDC Capitalization policy, as presented. (Ayes, 7. Noes, 0). Carried.

b). Harrison Place: Ms. Peck welcomed Tom Mancuso, who has been managing the Harrison Campus for more than 17 years. She thanked him for all his work on the closing of Building 3 with Kearney Realty. Now that the closing has occurred, a discussion was had about how best to manage the proceeds of the sale of the building, as well as the future needs of the campus related to the project. The next Harrison Place Committee meeting will be held on April 18th at 10:00 am.

c). Program Update – Ms. Peck provided the board with an update on the status of all of the grant programs the GLDC is currently involved with.

d). 2023 Annual Report – Ms. Peck provided the board with the 2023 GLDC annual report, which not only provides highlights related to the organizations’ activities over the past year, but lists all the accomplishments dating back to the GLDC’s inception in the late 1980’s. She encouraged the board to review the document in light of the upcoming strategic planning session.

Moved by Mr. Jackson, seconded by Mr. Jerz, to adopt the GLDC’s 2023 Annual Report, as presented. (Ayes, 7. 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 Mayor Lombardi, seconded by Mr. Jackson. (Ayes, 7. Noes, 0). Carried.*

Next meeting: Thursday, February 29th at 8:00 am at the Harrison Studio Conference Room.

Deanna AlterioBrennen

Deanna Alterio-Brennen,
Secretary