

GREATER LOCKPORT DEVELOPMENT CORPORATION
Minutes of March 26, 2026 Board Meeting



The regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 8:00 a.m. at the Harrison Studios Conference Room – 160 Washburn Street, 2nd Floor. The following Directors were present and constituted a quorum:

John Craig (Zoom)	Becky Burns	Phil Jackson
Kevin McDonough	Kathy Sparks-DiMillo	Steve Jerz
Bree Bacon	Ellen Schratz (Zoom)	
Maggie Lupo	Brian Hutchinson (Corporate Counsel)	

Excused: Jennifer Murphy, Jody Chesko, Matt Sova, Mayor John Lombardi

Staff: Vicki Smith, Deb Coulter

Guests: Tom Mancuso

- I. **Call Meeting to Order:** Steve Jerz called the meeting to order at 8:00 a.m.
- II. **Minutes:** The reading of the Board of Directors minutes of the February 26, 2026 meeting was waived.

Moved by Phil Jackson, seconded by Steve Jerz, that the minutes be approved. (Ayes, 8. Noes, 0). Carried.

III. Treasurer's Report:

The February Treasurer's Reports was reviewed in detail by the Finance Committee prior to this meeting. The Consolidated Balance Sheet and P & L Snapshots accurately reflect the general current assets, liabilities, income, and expenses of the GLDC and its subsidiaries.

The following narrative covers the financials for February:

The Balance Sheet: GLDC ONLY

A/R in arrears is 1 customer, owing for Jan & Feb interest only payments for a total of \$950.02. A/P is current, nothing over 30 days.

P&L: GLDC ONLY

Income received from Big Ditch, 210 Walnut and Bed tax from the City. We also received a principle payment from 210 Walnut on an outstanding loan in the amount of \$18,348.30. We received Microenterprise grant funding for a total of \$50,000. These funds will be a pass thru to Lock Tender and Organic Hair, each for \$25,000. For expenses, we paid salaries, the annual fee for our M&T LOC, Harrison Studio's 1st and 2nd quarter bill for 2025 in the amount of \$6,145.00, the Visitors Center utilities for 2nd half of 2025, Selective Insurance for D&O and AM Trust for our workers compensation insurance.

Statement of Cash Flows: GLDC ONLY

Cash flow shows an increase from last month due to Big Ditch paying the March invoice early, principle payment from 210 Walnut and receipt of the Microenterprise grant funds.

Harrison Place

- 70 units occupied and 27 vacant for February. Rentable units 97.

Motion to accept the Treasurer's Report moved by Kevin McDonough, seconded by Becky Burns. (Ayes, 8. Noes, 0). Carried.

IV. New Business:

A) Task Force Meeting for Harrison Management

- Tom Mancuso discussed two major challenges facing the 210 Walnut property over the next six months:
 - Replacing Mancuso Management through an RFP process
 - The RFP process is progressing with companies expected to submit proposals by March 31st.
 - Followed by a task force review in mid-April to evaluate the proposals and make recommendations.
 - The board will make a final decision on the new structure after receiving recommendations from a task force at the next board meeting in late April with implementation planned for June 1st.
 - Tom confirmed he would stay on through the transition, potentially until September 1st, with a proposed 3-month crossover period where the new team would gradually take over responsibilities.
 - Managing a loan payable due in late October 2026
 - Leasing activity has been slow.
 - Proposed organizing an open house for the campus space to attract developers and gauge interest in development opportunities.
 - Tom agreed to provide monthly leasing reports to the board for greater transparency.

B) Program Update

- Common Council Meeting of the Whole
 - Discussed plans for the GLDC Board of Directors presentation at the Common Council meeting on April 1st, emphasizing the need to educate council members about GLDC's mission and role in economic development for the City of Lockport.
 - A one-page synopsis should be prepared outlining the key points and outcomes of past comprehensive plans dating back to 1998, 2014, and 2024 to provide context and guidance for future downtown development decisions.
 - Noting that the comprehensive plan addresses housing requirements for the downtown area.

C) Greater Lockport Business Association

- Breakfast Networking Event on 4/15/2026 8:30 am – 9:30 am at Organic Hair, 1 East Ave.

D) Microenterprise Grant Application

- Discussed the distribution of Micro Enterprise funds, mentioning that \$6,900 remained on the current grant and additional receipts up to \$3,000 per business were being accepted on a first-come, first-serve basis from previously funded recipients.
 - Noted that Deb has sent emails to previously funded recipients.

E) GLDC By-Laws

- Form committee to review and update current GLDC By-Laws.
- Let Vicki know if interested in joining the Governance Committee.

F) Acknowledgement of Fiduciary Duties and Responsibilities

- Signature needed from a couple board members. Please sign and return to Vicki.

G) Conflict of Interest

- Should have received in the mail. Please fill out and return to noted address.

H) Board Member Training - <https://abo.ny.gov/board-member-training>

- Upcoming training dates – required for all board members
 - Wednesday, April 15, 2026 - 9:30 AM - 11:00 AM
 - Wednesday, April 22, 2026 - 9:30 AM - 11:00 AM

I) Open Discussion

- Discussed the need to appoint an Interim Treasurer

Motion to appoint Kevin McDonough interim treasurer was made by Steve Jerz and seconded by Ellen Schratz. (Ayes, 8. Noes, 0) Carried.

- Board approved the plan to move future finance committee meetings and future board meetings to the Harrison Café due to better technology and cost savings.

V. Adjourn Meeting: The meeting adjourned at 9:18 a.m.

Motion to adjourn the meeting moved by Kevin McDonough, seconded by Becky Burns. (Ayes, 8. Noes, 0). Carried.

Next meeting: Thursday, April 30, 2026, at 8:00 am at the Harrison Café located at 210 Walnut


Becky Burns, Secretary