

OEDA Board Meeting Minutes

December 10, 2021

**121 N Main Street 2nd Floor Albion NY
Board Room
8:00 a.m.**

Members Present:

Paul Hendel, Chairman
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary
Skip Draper, Treasurer

Members Absent:

John Misiti, Vice Chairman
Carol D'Agostino, Member
Ed Urbanik, Member

Also Present:

Michael Dobell, CEO/CFO
Gabrielle Barone, Vice President Development
Diane Blanchard, MAP Business Coordinator
Kevin Zanner, OEDA Legal Counsel

Roll Call---- The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. Diane called the roll. Board members Paul Hendel, Skip Draper, Ken DeRoller and John DeFilipps were present, constituting a quorum of the Board.

I. Approval of Board Meeting Minutes November 12, 2021 (Electronic)

The Board reviewed the draft minutes from the November 12, 2021 Board meeting. Skip Draper made a motion to approve the meeting minutes as presented. The motion was seconded by John DeFilipps and unanimously carried (4-0-0).

II. Financial Reports

COIDA/ORLF Accept Monthly Financials

Michael Dobell presented the COIDA and ORLF monthly financial reports for the month ending November 30, 2021. Ken DeRoller made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by John DeFilipps and unanimously carried (4-0-0) **M1221-01**.

Consideration of the Roush CPA Engagement Letter

Michael presented the proposed engagement letter of Roush CPA to provide bookkeeping services for 2022. Skip Draper made a motion to approve the Roush CPA engagement letter. The motion was seconded by John DeFilipps and unanimously carried (4-0-0) **M1221-02**

Consideration of the EFPR Group Audit Engagement Letter

Michael presented the proposed engagement letter of EFPR Group to provide auditing services for the 2021 audit period. Skip Draper made a motion to approve the EFPR Group audit engagement letter. The motion was seconded by John DeFilipps and unanimously carried (4-0-0) **M1221-03**.

III. Report of Committees/Departments/Sites

Business Development-- Gabrielle presented the Business Development update on the following matters:

Medina Hospitality Hotel Project---Exterior work on the building is complete for this season and interior work is underway. A work crew was brought in from Pennsylvania to perform the interior work.

Bernzomatic----Discussions are ongoing regarding a potential rail siding project for this site. The 30,000 square foot building has been demolished.

BOMET—Gabrielle reported Bo and Mei met with Matthew (GBT business manager) to discuss the rail system and team track for the facilities in Medina and Albion.

Narby's-----Narby's is considering an OCR project.

WNYE---The traffic study has been initiated.

Project Updates

Michael presented brief updates regarding the Northern Border Regional Commission (NBRC) grant and Project Discovery. He also commented on the need to better position Medina Business Park to make it more marketable to advanced manufacturing and similar large-scale end-users. A strategic plan will be developed to address park needs.

Facilities/Sites----No report.

Legal---No report.

MAP and LDC Report

Diane reported that the Fall MAP class graduated on November 16 and 7 participants received their certificates. To date, 544 participants have gone through the program.

Grants:

The Lockstone for \$12,000

Eventageous Media & Marketing for \$12,000

Upscale Overstock for \$15,000

Woodams Twisted Vines for \$15,000

Pretty Sweet Bakery for \$15,000

Studio 11 for \$15,000

Lyric & Lizzy Boutique for \$15,000

Last Call Cocktail Co for \$15,000

Laura Loxley Vintage Inspired Goods for \$20,000

The next two grants to be processed are Horsin' Around for \$15,000 and Wild Flour Deli & Bakery for \$21,000 for a total of \$170,000.

Loans Status: Printed reports from 11/10/21 are available for review.

Total Funds in RLF account as of 11/30/21:

HUD unrestricted funds---\$1031.12

Five Star Money Market Account-Unrestricted Funds---\$48,392.30.

PILOT Report---All PILOTs are all current.

Marketing --- Michael reported that he is working with Mindful Media on a strategic plan for the Agency.

Workforce Development-----No report.

IV. Executive Session

A motion to enter into Executive Session to discuss the proposed acquisition, sale or lease of real property was made by John DeFilipps, seconded by Skip Draper. The motion was unanimously carried (4-0-0).

A motion to exit Executive Session was made by John DeFilipps, seconded by Skip Draper. The motion was unanimously carried (4-0-0).

V. **Unfinished Business**----None.

VI. **New Business**

Consideration of the Proposed 2022 Budget

Michael presented the proposed budget for 2022. The budget includes a contribution from the County in the amount of \$190,000. Skip Draper made a motion to accept the 2022 budget. The motion was seconded by John DeFilipps and unanimously carried. (4-0-0). **M1221-04**

Consideration of 2022 Staff Compensation

A resolution to approve 2022 staff compensation was presented. John DeFilipps made a motion to approve the resolution. The motion was seconded by Skip Draper and unanimously carried. (4-0-0). **M1221-05**

Consider the 2022 COIDA Board Meeting Schedule

Michel presented the proposed Board meeting schedule. Ken DeRoller made a motion to approve the 2022 COIDA Board meeting schedule. The motion was seconded by John DeFilipps and unanimously carried. (4-0-0). **M1221-06.**

Consider the Resolution in Regard to Employee Benefits

Michael presented the following resolution regarding employee benefits:

**RESOLUTION OF THE COUNTY OF ORLEANS
INDUSTRIAL DEVELOPMENT AGENCY IN REGARD TO
CERTAIN EMPLOYEE BENEFITS.**

John DeFilipps made a motion to adopt the resolution. The motion was seconded by Skip Draper and upon a roll call vote, was unanimously carried. (4-0-0).

Roll Call Vote:

Ken DeRoller	Aye
Skip Draper	Aye
John Misiti	Absent
John DeFilipps	Aye
Paul Hendel	Aye
Carol D'Agostino	Absent
Ed Urbanik	Absent

Resolution attached. **M1221-07.**

2022 Board Members---Michael updated the Board regarding 2022 Board appointments. John Fitzak is expected to join the Board as a County legislator. A community representative seat remains open, and candidates are being considered. Paul Hendel asked Board members to provide their feedback regarding potential candidates.

VII. Adjournment

Skip Draper made a motion to adjourn the meeting subject to Chairman's recall. The motion was seconded by Ken DeRoller and unanimously carried (4-0-0).

Respectfully Submitted,

Diane Blanchard