

OEDA Meeting Board Minutes

April 14, 2017

121 N Main Street 2nd Floor Albion NY

Boardroom

8:00 a.m.

Draft

Members Present:

Paul Hendel, Chairman

Skip Draper, Treasurer

Ken Rush, Assistant Treasurer

John DeFilipps, Assistant Secretary

Carol D'Agostino, Member

Members Absent:

Ken DeRoller, Secretary

John Misiti, Vice Chairman

Also Present:

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Business Development

Diane Church, OEDA Legal Counsel

Kevin Zanner, OEDA Legal Counsel

Chuck Nesbitt, Orleans County Chief Administrative Officer

The Meeting was called to order by Chairman Paul Hendel at 8:00 a.m. Roll call—a quorum of the Board was present.

I. Matthew DuBois and Joseph Kehm from EFPR, Review of Financial Statements

Matthew DuBois and Joe Kehm reviewed with the Board the proposed audited financial statements for COIDA and the federal grant compliance audit for the year ending December 31, 2016. The auditors are issuing a “clean” opinion with respect to the financial statements. John DeFillips asked about a note in the financial statements indicating that there are several lawsuits in which the Agency has been named as a defendant due to the Agency holding an ownership interest in real property. Diane Church reported that all lawsuits have been resolved and that there are no judgments against the Agency. Matthew DuBois and Joe Kehm also reported that the Agency was in good standing.

Motion to approve the audited financial statements for year ending December 31, 2016 made by John DeFilipps, seconded by Ken Rush. Motion Passed. M0417-01.

II. Approval of Previous Board Meeting Minutes March 10, 2017 (Electronic)

The March 10, 2017 Board meeting minutes were reviewed. A motion was made by Skip Draper to accept the meeting minutes as presented, seconded by Ken Rush. Motion Passed.

III. Financial Reports

COIDA—The current agency account balance as of 03/31/17 is \$49,312.86. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 03/31/17 is \$617,103.58. ORLF account/statements were reviewed.

Motion to accept the ORLF and OEDA financials made by John DeFilipps, seconded by Carol D'Agostino. Motion Passed. M0417-02.

PILOT Report - Diane Blanchard reported that all PILOT's are current.

IV. Executive Session

Motion to go into Executive Session for the discussion of financial matters of a corporation and the proposed acquisition, sale or lease of real property, and to invite in staff, Jim Whipple, Counsel Diane Church, Counsel Kevin Zanner and Chuck Nesbitt made by Ken Rush, seconded by John DeFilipps. Motion Passed.

Motion to exit executive session and return to regular meeting made by Ken Rush, seconded by Skip Draper. Motion Passed.

No action was taken during Executive Session or from the discussion in Executive Session.

IV. Report of Committees/Departments

Business Development

Hotel Project---Gabrielle reported that the Hotel Project is still moving forward. Gabrielle suggested to the Town of Shelby and Village of Medina that they should revisit the water and sewer agreements for the Medina Business Park.

Gabrielle reported on her work as a member of the Comprehensive Plan Committee. Shelby will be expanding its boundaries for development.

Project Updates

Jim reported on the current project list report. These are projects staff is currently working on and updates.

WNYE Gas Line Project---Jim reported that WNYE wants to construct a private gas line from its facility to the Empire Pipeline south of the Iroquois National Wildlife Refuge. OEDA and other property owners that may be in the proposed path of the pipeline have been asked to grant access to their property for surveying purposes.

Pride Pak---Jim reported the company is getting ready to bring its second line up.

Arbre Group Holdings-----Jim reported that the company purchased the Holley Cold Storage facility and is working on a cold storage expansion.

Yates Wind Farm---In the investigation phase.

Holley High School----Waiting for funding.

H.H. Dobbins---Moving forward with its expansion project.

Snappy----Investigation Phase.

ARG Disposal—Jim reported that this is an expansion project in the Village of Albion. The company processes construction debris.

Cole Warehouse---Jim reported that the company working directly with Precision Packaging.

Heritage Wind--- Jim indicated that there is no update on this wind turbine project, which is located in the Town of Barre.

Telephone System Upgrade—Jim reported that the new phone system has arrived and will be installed soon.

Facilities/Sites – No report.

Legal—Diane Church had nothing to report.

MAP and LDC Report.

Diane reported the Spring MAP class started on Tuesday April 11. The class is being held at the Arnold Gregory Building. Ben provided the class with a new projector, Wi-Fi and office space for the consultants at his cost. There are 14 people in the class.

The CFA grant was approved on December 10, 2015 for \$200,000. \$100,000 for the funding of Microenterprise grants, \$60,000 for the funding of Downtown Commercial Rent Subsidy grants, \$30,000 for program delivery costs and \$10,000 for grant administration costs. To date \$135,000 has been disbursed. Diane has submitted three grants to H. Sichernan and Company--The Missing Peace for \$5000, Tease hair salon for \$15,000 and Preston's Farms for \$15,000.

The GOSC loan fund account as of 03/31/17 has a balance of \$165,590.19; the HUD administrative account has a balance of \$287.83; the HUD unrestricted account has a balance of \$1913.05; the LDC money market account has a balance of \$131,423.70 and the LDC Grant loan fund has a balance of \$62,328.32.

Workforce Development Update---There was no update for this item. Jim reported Kelly Kiebala continues to the report on workforce.

Marketing Update----Jim thanked Mindful Media Group for its marketing work for the Agency.

V. Unfinished Business---Presentation of 2015 PARIS Report Comparison.

Jim reviewed with the Board a compilation of data from the NYS Comptroller's 2015 Annual Performance Report on New York State's Industrial Development Agencies. The Agency's performed well in comparison to the four other local IDAs included in the compilation. The Agency's net tax exemption provided per job gained was \$2,483, which was the best of the IDAs in the compilation.

VI. New Business

Approval of 2016 PARIS Reports --Jim presented the 2016 PARIS report. The Agency is required to submit this report to the Authorities Budget Office on an annual basis. A motion was needed to approve.

Motion to approve the 2016 PARIS report made by John DeFilipps, seconded by Carol D'Agostino. Motion Passed. M0417-03.

Consideration of the Extension of the 10.18.16 ORLF Commitment Letter to Niagara Food Specialties USA Inc. --Jim reported that the commitment letter expired in January and Mario Pingue has requested an extension. The new commitment letter will be extended to September 30, 2017. All other terms in the commitment letter will remain the same.

Motion to extend the new commitment letter to September 30, 2017 made by Carol D'Agostino, seconded by Skip Draper. Motion Passed. M0417-04.

VII. Adjournment

Motion to adjourn subject to Chairman's recall was made by Carol D'Agostino, seconded by John DeFilipps. Motion Passed.

**Respectfully Submitted,
Diane Blanchard**