

# OEDA Board Meeting Minutes

October 11, 2019

121 N Main Street 2<sup>nd</sup> Floor Albion NY  
Board Room  
8:00 a.m.

## Draft

### Members Present:

Paul Hendel, Chairman  
John Misiti, Vice Chairman  
John DeFilipps, Assistant Secretary  
Carol D'Agostino, Member

### Members Absent:

Skip Draper, Treasurer  
Ken DeRoller, Secretary  
Jim Panek, Member

### Also Present:

Jim Whipple, CEO/CFO  
Gabrielle Barone, Vice President Business Development  
Diane Blanchard, Micro-Enterprise Business Coordinator  
Kevin Zanner, OEDA Legal Counsel

I. **Roll Call**---- The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. A quorum of the Board was present.

II. **Approval of Previous Board Meeting Minutes September 13, 2019 (Electronic)**

The Board reviewed the draft meeting minutes from the September 13, 2019 Board meeting. John Misiti made a motion to accept the meeting minutes as presented, seconded by Carol D'Agostino. Motion Passed.

III. **Financial Reports**

**COIDA**—Jim presented the monthly financial report for the Agency. The Agency cash account balance as of 09/30/2019 is \$43,556.77. All of the Agency accounts were reviewed and discussed.

**ORLF**--- Jim presented the monthly financial report for the ORLF. The ORLF cash account balance as of 09/30/2019 is \$690.22.

**John Misiti made a motion to accept the COIDA and ORLF financial reports, seconded by Carol D'Agostino. Motion Passed. M1019-01.**

**County Loan Repayment-Update---**Jim reported that the County of Orleans payment due in September will be paid in mid-November, which was approved by Kim DeFrank, County Treasurer. This will be the second payment of three.

**PILOT Report----**Diane reported all PILOTs are current.

**IV. Executive Session**

**Carol D'Agostino made a 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 staff, Jim Whipple, and Counsel Kevin Zanner to join the session. The motion was seconded by John Misiti and unanimously carried.**

**Carol D'Agostino made a motion to exit Executive Session, seconded by John Misiti. Motion Passed.**

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

**V. Report of Committees/Departments/Sites**

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

**Invest Buffalo a Plan for Tomorrow-** Gabrielle reported that she attended the unveiling of the new Invest Buffalo Niagara recruiting and talent attraction program on September 19. Six site selectors were in attendance and Gabrielle spoke with all of them. The session started with the introduction of the Pride Pak project. Gabrielle reported to the site selectors that low-cost power, water sewer and gas were available on our sites.

**Job Corps. Advisory Council---**Gabrielle reported on recent activities of the Job Corps. Advisory Council, of which she is a member. She reported on a meeting with Kelly Kiebala, who informed her that the enrollment has been decreasing due to not having robust internet for students.

**Project Updates -** Jim reviewed the current project list report with the Board, a copy of which was included in the Board meeting materials.

- **GLOW With Your Hands**—Jim presented a video of the GLOW With Your Hands event, which took place at the Genesee County Fairgrounds on September 24<sup>th</sup>. Over 1200 students from four counties participated.

**Cobblestone Hotel Update Photos---**Jim presented new photos of the hotel project.

**Heritage Wind-Update---**Jim reported on two recent meetings with representatives of the affected taxing jurisdictions to discuss the structuring of a PILOT for the project.

**Sierra Biological---**Jim reported that the company is working on financing for a new project.

**BOMET---**Jim reported that BOMET is working on a 1.5-million-dollar equipment upgrade project in Albion and is expected to submit an application for IDA incentives soon.

**MBP Strategic Plan Project---**Jim and Kevin reported an environmental easement will be submitted to NYSDEC for approval.

**Maple Ridge Corridor Study---**Jim reported that the study is nearing completion and should be completed by the end of next month.

## **Facilities/Sites**

**Sale of Albion Business Park Update---**Jim reported that the sale of 23 acres of land to the Armstrongs has closed. The sale to GCASA is in the due diligence phase.

**RFQ for MBP Feasibility/Development Study Update---**Jim reported that the Agency issued a request for qualifications to perform a feasibility study for the MBP. The primary goals of the study are to provide written assessments of the existing park assets, constraints, shovel readiness and market readiness opportunities.

**Legal-----Live Streaming of Meetings---**At the last meeting, Kevin reported that as of January 1, 2020, industrial development agencies will be required to livestream their meetings and public hearings and maintain digital recordings of the meetings and public hearings on the website. The recordings must be posted online within five business days of a public meeting or hearing and remain online for at least five years. Jim reported on the cost of the equipment needed to livestream the meetings. A quote in the amount of \$303.00 was obtained from C&H PC. The Board discussed the impact of the new requirements on the conduct of Board and committee meetings, and it was suggested that a “test-run” of the equipment be conducted in advance of the January 2020 effective date of the legislation.

## **MAP and LDC Report**

Diane reported the Fall MAP class started on September 3<sup>rd</sup> and runs through to November 5<sup>th</sup>. To date 506 participants have gone through the program. She reported that Brenda Kephart, who owns B&B BBQ, has now opened a restaurant in Middleport NY. This has been her dream for 8 years. She also owns a food truck which she will be promoting next year.

**Loans Status:** Printed reports from 09/10/19 are available for review.

**Total Funds in RLF account as of 09/30/19.**

HUD unrestricted funds---\$8,277.23

Five Star Money Market Account-Unrestricted Funds---\$112,370.18.

**Marketing Update---**Jim reported on the September performance for the OEDA website.

**National Grid-Cooperative Business Recruitment Program Grant Update---** Jim reported that the Agency will apply for a matching fund grant for marketing materials under the National Grid Cooperative Business Recruitment Program. The maximum grant per project is \$10,000.

**Build Orleans Branding---**Jim reported that Mindful Media Group is working on a Build Orleans marketing logo.

**VI. Unfinished Business---**None.

**VII. New Business**

**Review of Proposed Solar Policy---** Kevin reviewed the proposed solar PILOT policy, copies of which were included in the Board meeting materials. The Board was asked to provide comments to the policy before the next meeting of the Board. Because the policy would amend the Agency's uniform tax exemption policy, a public hearing is required before the Board adopts the policy.

**Committee Structure Changes Resolution---** Kevin reviewed with the Board the proposed changes to the Board committees. The following resolution was then presented to the Board:

**RESOLUTIONS OF THE COUNTY OF ORLEANS  
INDUSTRIAL DEVELOPMENT AGENCY REGARDING THE  
REORGANIZATION OF BOARD COMMITTEES**

**Resolution moved by John Misiti, seconded by Carol D'Agostino.**

**Roll Call Vote:**

<b>Paul Hendel</b>	<b>Aye</b>
<b>Ken DeRoller</b>	<b>Absent</b>
<b>John DeFilipps</b>	<b>Aye</b>
<b>Jim Panek</b>	<b>Absent</b>
<b>Carol D'Agostino</b>	<b>Aye</b>
<b>Skip Draper</b>	<b>Absent</b>
<b>John Misiti</b>	<b>Aye</b>

**4**     **Ayes**

**0**     **Nays**

**Resolution Passed; Resolution attached. M1019-02.**

**VIII.     Adjournment**

John DeFilipps made a motion to adjourn the meeting subject to Chairman's recall, seconded by John Misiti. Motion Passed.

Respectfully Submitted,  
Diane Blanchard