

COIDA Board Meeting Agenda

Friday November 17, 2023 8:00 AM

Updated 11/15/23

- **Call COIDA Board meeting to order-Chair**
- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of Previous Board Meeting Minutes**
 - *October 13 & October 18, 2023 Board Meeting Minutes(Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
 - *PILOT Report- Matt*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC Report - Matt
 - Legal – Kevin Zanner
 - Marketing – Michael
- **Executive Session – If Required – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 -
- **New Business**
 - *Consider 2024 meeting schedule dates - Motion*
- **Adjournment**



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
October 31, 2023
page 1 of 3

OEDA

852011750

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COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY
121 N MAIN ST FL 2
ALBION NY 14411-1237

Main OEDA

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction Basic XXXXXXXXXX 1750
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

Beginning balance 9-30-23	\$118,842.31
5 Additions	+57,005.77
26 Subtractions	-43,184.96
Ending balance 10-31-23	\$132,663.12

Additions

Deposits	Date	Serial #	Source	
	10-2		Deposit Branch 0290 New York	\$986.52
	10-2		Deposit Branch 0290 New York	300.00
	10-11		Deposit Branch 0290 New York	60.25
	10-20		Deposit Branch 0290 New York	55,359.00
	10-30		Deposit Branch 0290 New York	300.00
Total additions				\$57,005.77

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
2987	10-10	\$86.14	3002	10-11	15.38	3009	10-18	5.00
*2996	10-5	52.45	3003	10-11	600.99	3010	10-25	180.00
2997	10-2	6,092.20	3004	10-11	172.58	3011	10-27	107.99
2998	10-11	4,520.10	3005	10-18	52.45	3012	10-23	129.04
2999	10-20	120.62	3006	10-17	104.02	3013	10-23	48.45
3000	10-11	719.69	3007	10-17	139.98	3014	10-23	90.81
3001	10-13	5,232.18	3008	10-19	85.00			

Paper Checks Paid **\$18,555.07**

Withdrawals	Date	Serial #	Location	
✓	10-2		Direct Withdrawal, 9102716322 Cons Coll	\$1,180.32
✓	10-10		Direct Withdrawal, Paychex Eib Invoice	160.44
✓	10-12		Direct Withdrawal, Paychex Payroll	8,579.72

Reconciled
11/2/23
with Holar

852011750

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
✓	10-12		Direct Withdrawal, Paychex Tps Taxes	3,419.25
✓	10-26		Direct Withdrawal, Paychex - Rcx Payroll	7,870.89
✓	10-26		Direct Withdrawal, Paychex Tps Taxes	3,419.27
Total subtractions				\$43,184.96

Account messages

DEPOSIT ACCOUNT AGREEMENT CHANGES

We've updated Section 6 of our Deposit Account Agreement to reflect how we are processing certain ATM and Debit Card Transactions. For more information, please call 1-888-KEY-4BIZ® (1-888-539-4249). For clients using a TDD/TTY device, please call 1-800-539-8336.



RECEIPT FOR

KEY CERTIFICATE OF DEPOSIT ACCOUNT

Depositor's Name:	COUNTY OF ORLEANS INDUSTRIAL DEV	SSN/TIN:	161356958
Depositor's Address:	121 N MAIN ST FL 2 ALBION, NY 14411-1237	KeyBank Contact:	Michelle L. Winston 216-813-7135
Date Opened:	10/2/2023	Certificate Account Number:	32698820008199
Term (No.Days/Months):	88 Days	Maturity Date:	12/29/2023
Opening Deposit:	\$365,999.99	Annual Percentage Yield:	No APY
Simple Interest:	At Maturity	Fixed Interest Rate:	4.20 %
Interest Payment Method:	Credit to Account	Automatic Renewal:	No
Interest Calculated:	Actual/360	Grace Period:	No Grace Period

This Account is governed by the provisions of the Deposit Account Agreement established by the Bank at which you opened your Account. Including but not limited to withdrawal; penalties for early withdrawal from Certificate of Deposit Accounts; variable rate determination and rate changes, where applicable; payment of interest; joint accounts; pledging the account as collateral; renewal; the transferability or non-transferability of the Account; taxpayer identification numbers and backup withholding; and by such Bank's Personal/Business, Small Business, Public and Organization Deposit Account Fees and Disclosures. An account opened in connection with a Bank retirement plan also is subject to such Bank's retirement plan agreement or plan document and the Retirement Account Disclosure. All Accounts are subject to applicable federal and state laws and regulations.

Member FDIC

OEDA

10:42 AM

11/02/23

**Orleans Economic Development Agency
Reconciliation Summary
200.001 · OEDA Agency Checking, Period Ending 10/31/2023**

	<u>Oct 31, 23</u>
Beginning Balance	118,842.31
Cleared Transactions	
Checks and Payments - 32 Items	-43,184.96
Deposits and Credits - 5 Items	57,005.77
Total Cleared Transactions	<u>13,820.81</u>
Cleared Balance	<u>132,663.12</u>
Uncleared Transactions	
Checks and Payments - 5 Items	-194.88
Deposits and Credits - 2 Items	144.53
Total Uncleared Transactions	<u>-50.35</u>
Register Balance as of 10/31/2023	<u>132,612.77</u>
New Transactions	
Checks and Payments - 6 Items	-7,969.08
Total New Transactions	<u>-7,969.08</u>
Ending Balance	<u><u>124,643.69</u></u>

10:42 AM

11/02/23

Orleans Economic Development Agency
Reconciliation Detail
200.001 · OEDA Agency Checking, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,842.31
Cleared Transactions						
Checks and Payments - 32 Items						
Check	09/06/2023	2987	Mathew R Holland	X	-86.14	-86.14
Check	09/27/2023	2997	HurwitzFine PC	X	-6,092.20	-6,178.34
Check	09/27/2023	2996	Keppler Culligan W...	X	-52.45	-6,230.79
Check	10/03/2023		NYS & Local Retire...	X	-1,180.32	-7,411.11
Check	10/04/2023	2998	Mindful Media Group	X	-4,520.10	-11,931.21
Check	10/04/2023	3000	Michael R Dobell	X	-719.69	-12,650.90
Check	10/04/2023	2999	Gabrielle L Barone	X	-120.62	-12,771.52
Check	10/10/2023		Paychex	X	-160.44	-12,931.96
Check	10/10/2023	3002	Key Bank	X	-15.38	-12,947.34
Check	10/11/2023	3001	Orleans Co. Treasu...	X	-5,232.18	-18,179.52
Paycheck	10/11/2023		Gabrielle L Barone	X	-2,870.95	-21,050.47
Paycheck	10/11/2023		Michael R Dobell	X	-2,605.20	-23,655.67
Paycheck	10/11/2023		Mathew R Holland	X	-1,868.57	-25,524.24
Paycheck	10/11/2023		Diane L Blanchard	X	-1,235.00	-26,759.24
Check	10/11/2023	3003	Key Bank	X	-600.99	-27,360.23
Check	10/11/2023	3004	Key Bank	X	-172.58	-27,532.81
Check	10/11/2023	3007	Spectrum Enterprise	X	-139.98	-27,672.79
Check	10/11/2023	3006	U.S. Bank Equipme...	X	-104.02	-27,776.81
Check	10/11/2023	3008	Roush C.P.A. PC	X	-85.00	-27,861.81
Check	10/11/2023	3005	Keppler Culligan W...	X	-52.45	-27,914.26
Liability Check	10/12/2023	3010	Health Economics ...	X	-180.00	-28,094.26
Liability Check	10/18/2023		Paychex	X	-3,419.25	-31,513.51
Check	10/18/2023	3012	Verizon Wireless	X	-129.04	-31,642.55
Check	10/18/2023	3011	Indoff Incorporated	X	-107.99	-31,750.54
Check	10/18/2023	3014	SMG Sample Media...	X	-90.81	-31,841.35
Check	10/18/2023	3013	SMG Sample Media...	X	-48.45	-31,889.80
Check	10/18/2023	3009	Health Economics ...	X	-5.00	-31,894.80
Liability Check	10/24/2023		Paychex	X	-3,419.27	-35,314.07
Paycheck	10/27/2023		Gabrielle L Barone	X	-2,886.41	-38,200.48
Paycheck	10/27/2023		Michael R Dobell	X	-2,605.20	-40,805.68
Paycheck	10/27/2023		Mathew R Holland	X	-1,868.56	-42,674.24
Paycheck	10/27/2023		Diane L Blanchard	X	-510.72	-43,184.96
Total Checks and Payments					-43,184.96	-43,184.96
Deposits and Credits - 5 Items						
Deposit	10/02/2023			X	300.00	300.00
Deposit	10/02/2023			X	986.52	1,286.52
Deposit	10/13/2023			X	60.25	1,346.77
Payment	10/20/2023	1481	Lake Ridge Fruit	X	55,359.00	56,705.77
Deposit	11/01/2023			X	300.00	57,005.77
Total Deposits and Credits					57,005.77	57,005.77
Total Cleared Transactions					13,820.81	13,820.81
Cleared Balance					13,820.81	132,663.12
Uncleared Transactions						
Checks and Payments - 5 Items						
General Journal	11/16/2022				-76.35	-76.35
Liability Check	07/18/2023	2916	Orleans Co. Treasu...		-48.72	-125.07
Liability Check	08/01/2023	2923	Orleans Co. Treasu...		-1.74	-126.81
Liability Check	08/29/2023	2987	Orleans Co. Treasu...		-48.72	-175.53
Check	10/25/2023	3015	Mathew R Holland		-19.35	-194.88
Total Checks and Payments					-194.88	-194.88
Deposits and Credits - 2 Items						
General Journal	04/12/2017				21.18	21.18
General Journal	10/24/2022				123.35	144.53
Total Deposits and Credits					144.53	144.53
Total Uncleared Transactions					-50.35	-50.35
Register Balance as of 10/31/2023					13,770.46	132,612.77
New Transactions						

10:42 AM

11/02/23

Orleans Economic Development Agency
Reconciliation Detail
200.001 · OEDA Agency Checking, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Checks and Payments - 6 items						
Check	11/01/2023	3020	HurwitzFine PC		-2,946.48	-2,946.48
Check	11/01/2023	3019	HurwitzFine PC		-2,396.20	-5,342.68
Check	11/01/2023	3021	Village of Albion (v)		-2,196.00	-7,538.68
Check	11/01/2023	3017	Print Enterprises Inc.		-318.95	-7,857.63
Check	11/01/2023	3016	Print Enterprises Inc.		-59.95	-7,917.58
Check	11/01/2023	3018	Indoff Incorporated		-51.50	-7,969.08
Total Checks and Payments					-7,969.08	-7,969.08
Total New Transactions					-7,969.08	-7,969.08
Ending Balance					5,801.38	124,643.69



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
October 31, 2023
 page 1 of 2

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X 809 00000 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

County

Public Savings ██████████777
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT

Beginning balance 9-30-23	\$465,999.99
1 Subtraction	-365,999.99
Interest paid	+30.68
Ending balance 10-31-23	\$100,030.68

Subtractions

Transfers	Date	Serial #	Destination		
	10-2		Trf To Cda 0032698820008199	3290	\$365,999.99
Total subtractions					\$365,999.99

Interest earned

Annual percentage yield (APY) earned	0.40%
Number of days this statement period	31
Interest paid 10-31-23	\$30.68
Interest earned this statement period	\$30.68
Interest paid year-to-date	\$30.68

Account messages

Your account was converted to a Public Savings on October 4, 2023.

DEPOSIT ACCOUNT AGREEMENT CHANGES

We've updated Section 6 of our Deposit Account Agreement to reflect how we are processing certain ATM and Debit Card Transactions. For more information, please call 1-888-KEY-4BIZ@ (1-888-539-4249). For clients using a TDD/TTY device, please call 1-800-539-8336.

*Reconciled
 11/2/23
 Matt Holm*

County

9:26 AM

11/02/23

Orleans Economic Development Agency
Reconciliation Summary
200.006 · OEDA County Fund Acct, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	465,999.99
Cleared Transactions	
Checks and Payments - 1 item	-365,999.99
Deposits and Credits - 1 item	<u>30.68</u>
Total Cleared Transactions	<u>-365,969.31</u>
Cleared Balance	<u>100,030.68</u>
Register Balance as of 10/31/2023	100,030.68
Ending Balance	100,030.68

9:26 AM

11/02/23

Orleans Economic Development Agency
Reconciliation Detail
200.006 · OEDA County Fund Acct, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						465,999.99
Cleared Transactions						
Checks and Payments - 1 Item						
Transfer	10/02/2023			X	-365,999.99	-365,999.99
Total Checks and Payments					-365,999.99	-365,999.99
Deposits and Credits - 1 Item						
Deposit	10/31/2023			X	30.68	30.68
Total Deposits and Credits					30.68	30.68
Total Cleared Transactions					-365,969.31	-365,969.31
Cleared Balance					-365,969.31	100,030.68
Register Balance as of 10/31/2023					-365,969.31	100,030.68
Ending Balance					-365,969.31	100,030.68



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
 October 31, 2023
 page 1 of 3

852348282

6 X 968 00006 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Pilot

Public Transaction ████████282
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 9-30-23	\$574,721.83
2 Additions	+32,766.95
6 Subtractions	-607,488.77
Ending balance 10-31-23	\$0.01

*Split
 13,616 + 7,023.0
 Tally Form
 Quora*

Additions

Deposits	Date	Serial #	Source	
	10-3		Deposit Branch 0290 New York	\$20,639.90
	10-3		Deposit Branch 0290 New York	12,127.05
Total additions				\$32,766.95

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
892	10-4	\$6,215.57	896	10-12	63,264.84	898	10-18	13,616.84
*895	10-5	505,241.41	897	10-20	12,127.05	899	10-18	7,023.06
							Paper Checks Paid	\$607,488.77

Fees and charges

See your Account Analysis statement for details.

*Reconciled
 11/2/23
 MATH HAIWAL
 [Signature]*

Pilot

9:41 AM
11/02/23

Orleans Economic Development Agency
Reconciliation Summary
200.003 · OEDA PILOT Checking, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	574,721.83
Cleared Transactions	
Checks and Payments - 6 Items	-607,488.77
Deposits and Credits - 3 Items	32,766.95
Total Cleared Transactions	<u>-574,721.82</u>
Cleared Balance	<u>0.01</u>
Uncleared Transactions	
Deposits and Credits - 1 Item	0.00
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 10/31/2023	<u>0.01</u>
Ending Balance	<u>0.01</u>

• 11/02/23

9:41 AM

11/02/23

Orleans Economic Development Agency
Reconciliation Detail
200.003 - OEDA PILOT Checking, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						574,721.83
Cleared Transactions						
Checks and Payments - 6 Items						
Check	09/13/2023	892	Holley Central Scho...	X	-6,215.57	-6,215.57
Check	09/27/2023	895	Medina Central Sch...	X	-505,241.41	-511,456.98
Check	10/04/2023	896	Kendall Central Sch...	X	-63,264.84	-574,721.82
Check	10/11/2023	898	Medina Central Sch...	X	-13,616.84	-588,338.66
Check	10/11/2023	897	Albion Central Scho...	X	-12,127.05	-600,465.71
Check	10/11/2023	899	Medina Central Sch...	X	-7,023.06	-607,488.77
Total Checks and Payments					-607,488.77	-607,488.77
Deposits and Credits - 3 Items						
Payment	10/02/2023	85721	Quorum/Takeform ...	X	7,023.06	7,023.06
Payment	10/02/2023	1480	Lake Ridge Fruit	X	12,127.05	19,150.11
Payment	10/02/2023	85721	Quorum Group LLC...	X	13,616.84	32,766.95
Total Deposits and Credits					32,766.95	32,766.95
Total Cleared Transactions					-574,721.82	-574,721.82
Cleared Balance					-574,721.82	0.01
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	09/06/2023	890	Medina Central Sch...		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 10/31/2023					-574,721.82	0.01
Ending Balance					-574,721.82	0.01

11:23 AM

11/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
CD- 09/2023	365,999.99	0.00	365,999.99	100.0%
200.006 · OEDA County Fund Acct	100,030.68	465,999.99	-365,969.31	-78.5%
200.001 · OEDA Agency Checking	132,312.77	162,033.73	-29,720.96	-18.3%
200.003 · OEDA PILOT Checking	0.01	0.00	0.01	100.0%
Total 200 · Cash Accounts	598,343.45	628,033.72	-29,690.27	-4.7%
Cash Restricted				
Agency 3rd Party PILOT Account	0.00	465,946.54	-465,946.54	-100.0%
Total Cash Restricted	0.00	465,946.54	-465,946.54	-100.0%
Total Checking/Savings	598,343.45	1,093,980.26	-495,636.81	-45.3%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	5,476.02	-4,500.00	-82.2%
381 · PILOT Receivable	12,190.86	2,000.00	10,190.86	509.5%
Total Accounts Receivable	13,166.88	10,573.84	2,593.04	24.5%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	131.15	82.40	48.75	59.2%
Total 480 · Prepaid expenses	131.15	82.40	48.75	59.2%
Total Other Current Assets	72,957.30	72,908.55	48.75	0.1%
Total Current Assets	684,467.63	1,177,462.65	-492,995.02	-41.9%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,765.07	155,765.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	61,065.09	83,964.50	-22,899.41	-27.3%
Total 101 · Land	635,056.75	657,956.16	-22,899.41	-3.5%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	635,056.75	657,956.16	-22,899.41	-3.5%
Other Assets				
215 · Payment transfer to OLRC/OEDA/	8,772.50	-6,227.50	15,000.00	240.9%
399 · Deferred Outflow of Resources	154,922.00	135,803.00	19,119.00	14.1%
Total Other Assets	163,694.50	129,575.50	34,119.00	26.3%
TOTAL ASSETS	1,483,218.88	1,964,994.31	-481,775.43	-24.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
400 · Deferred Inflow of Resources	125,248.00	75,785.00	49,463.00	65.3%
604 · Cash Held on Behalf of Others	43,612.37	520,998.03	-477,385.66	-91.6%
Due to OLRC	266,704.39	168,704.39	100,000.00	60.0%
601 · Accrued Liabilities	9,423.96	9,637.12	-213.16	-2.2%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.105 · Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 · Company Liabilities	-48.72	0.00	-48.72	-100.0%

11:23 AM

11/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
602.200 · Employee Deductions				
602.204 · NYS Withholding - Emp.	-48.72	0.00	-48.72	-100.0%
602.205 · NYS & Local Retirement	-7,380.46	-11,746.01	4,365.55	37.2%
602.206 · Cafeteria Plan	3,442.00	3,200.23	241.77	7.6%
Total 602.200 · Employee Deductions	-3,987.18	-8,545.78	4,558.60	53.3%
602 · Payroll Deductions - Other	1,105.31	1,137.59	-32.28	-2.8%
Total 602 · Payroll Deductions	-2,930.59	-7,408.19	4,477.60	60.4%
631 · Due to Other Governments				
631.001 · PILOTs payable	14,690.86	4,152.02	10,538.84	253.8%
Total 631 · Due to Other Governments	14,690.86	4,152.02	10,538.84	253.8%
Total Other Current Liabilities	456,748.99	769,868.37	-313,119.38	-40.7%
Total Current Liabilities	456,748.99	769,868.37	-313,119.38	-40.7%
Long Term Liabilities				
680 · Pension Liability	-35,929.00	245.00	-36,174.00	-14,764.9%
Loan Payable - LT				
Cardone Trust Note Payable	0.00	-0.18	0.18	100.0%
Total Loan Payable - LT	0.00	-0.18	0.18	100.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	500,000.00	0.00	0.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	500,000.00	0.00	0.0%
Total Long Term Liabilities	464,071.00	500,244.82	-36,173.82	-7.2%
Total Liabilities	920,819.99	1,270,113.19	-349,293.20	-27.5%
Equity				
908 · Transfer from OLRC	707,500.00	567,500.00	140,000.00	24.7%
909.001 · Retained Earnings	-11,321.13	99,315.48	-110,636.61	-111.4%
Net Income	-133,779.98	28,065.64	-161,845.62	-576.7%
Total Equity	562,398.89	694,881.12	-132,482.23	-19.1%
TOTAL LIABILITIES & EQUITY	1,483,218.88	1,964,994.31	-481,775.43	-24.5%

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11/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
 As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
CD - 09/2023	365,999.99	0.00	365,999.99	100.0%
200.006 · OEDA County Fund Acct	100,030.88	465,999.99	-365,969.31	-78.5%
200.001 · OEDA Agency Checking	132,312.77	162,033.73	-29,720.96	-18.3%
Total 200 · Cash Accounts	598,343.44	628,033.72	-29,690.28	-4.7%
Cash Restricted				
Agency 3rd Party PILOT Account	0.00	465,946.54	-465,946.54	-100.0%
Total Cash Restricted	0.00	465,946.54	-465,946.54	-100.0%
Total Checking/Savings	598,343.44	1,093,980.26	-495,636.82	-45.3%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	5,476.02	-4,500.00	-82.2%
Total Accounts Receivable	976.02	8,573.84	-7,597.82	-88.6%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRG	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	131.15	82.40	48.75	59.2%
Total 480 · Prepaid expenses	131.15	82.40	48.75	59.2%
Total Other Current Assets	72,957.30	72,908.55	48.75	0.1%
Total Current Assets	672,276.76	1,175,462.65	-503,185.89	-42.8%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	61,065.09	83,964.50	-22,899.41	-27.3%
Total 101 · Land	635,056.75	657,956.16	-22,899.41	-3.5%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	635,056.75	657,956.16	-22,899.41	-3.5%
Other Assets				
215 · Payment transfer to OLRG/OEDA/	8,772.50	-6,227.50	15,000.00	240.9%
399 · Deferred Outflow of Resources	154,922.00	135,803.00	19,119.00	14.1%
Total Other Assets	163,694.50	129,575.50	34,119.00	26.3%
TOTAL ASSETS	1,471,028.01	1,962,994.31	-491,966.30	-25.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
400 · Deferred Inflow of Resources	125,248.00	75,785.00	49,463.00	65.3%
604 · Cash Held on Behalf of Others	43,612.37	520,998.03	-477,385.66	-91.6%
Due to OLRG	286,704.39	166,704.39	100,000.00	60.0%
601 · Accrued Liabilities	9,423.98	9,837.12	-213.18	-2.2%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.105 · Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 · Company Liabilities	-48.72	0.00	-48.72	-100.0%
602.200 · Employee Deductions				
602.204 · NYS Withholding - Emp.	-48.72	0.00	-48.72	-100.0%
602.205 · NYS & Local Retirement	-7,380.46	-11,746.01	4,365.55	37.2%
602.206 · Cafeteria Plan	3,442.00	3,200.23	241.77	7.6%
Total 602.200 · Employee Deductions	-3,987.18	-8,545.78	4,558.60	53.3%

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11/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
602 · Payroll Deductions - Other	1,105.31	1,137.59	-32.28	-2.8%
Total 602 · Payroll Deductions	-2,930.59	-7,408.19	4,477.60	60.4%
Total Other Current Liabilities	442,058.13	765,716.35	-323,658.22	-42.3%
Total Current Liabilities	442,058.13	765,716.35	-323,658.22	-42.3%
Long Term Liabilities				
680 · Pension Liability	-35,929.00	245.00	-36,174.00	-14,764.9%
Loan Payable - LT				
Cardone Trust Note Payable	0.00	-0.18	0.18	100.0%
Total Loan Payable - LT	0.00	-0.18	0.18	100.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	500,000.00	0.00	0.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	500,000.00	0.00	0.0%
Total Long Term Liabilities	464,071.00	500,244.82	-36,173.82	-7.2%
Total Liabilities	906,129.13	1,265,961.17	-359,832.04	-28.4%
Equity				
908 · Transfer from OLRC	707,500.00	567,500.00	140,000.00	24.7%
909.001 · Retained Earnings	-11,321.13	99,315.48	-110,636.61	-111.4%
Net Income	-133,779.98	28,065.64	-161,845.62	-576.7%
Total Equity	562,398.89	694,881.12	-132,482.23	-19.1%
TOTAL LIABILITIES & EQUITY	1,468,528.02	1,960,842.29	-492,314.27	-25.1%

11:43 AM
 11/02/23
 Accrual Basis

Orleans Economic Development Agency Profit & Loss Budget Performance October 2023

	Oct 23	Bud...	Jan - Oct 23	YT...	Ann...
Ordinary Income/Expense					
Income					
980 · Revenues					
2116 · Fees (specify)					
2116.07 Administrative Fee	55,359.00		56,008.51		
2116.01 · Application Fees	60.25		60.25		
2116.02 · PILOT Fees & Penalties	10,000.00		10,000.00		
2116.03 · Economic Development Fees	0.00		23,670.24		
2116.04 · Consulting	0.00		5,867.13		
2116.05 · Service Charge	0.00		-11.00		
Total 2116 · Fees (specify)	65,419.25		95,595.13		
2401 · Interest & Earnings	30.68		30.69		
2706 · Grants from Local Governments					
2706.02 · Grants from Local Govts - Other	0.00		214,500.00		
Total 2706 · Grants from Local Governments	0.00		214,500.00		
2770 · Other Unclassified Revenue					
2770.1 · Misc. Reimbursements	986.52		3,986.52		
2770.2 · Misc. income	0.00		127.07		
Total 2770 · Other Unclassified Revenue	986.52		4,113.59		
Total 980 · Revenues	66,436.45		314,239.41		
Total Income	66,436.45		314,239.41		
Gross Profit	66,436.45		314,239.41		
Expense					
522 · Expenses					
6460 · Administration					
6460.1 · Salaries & related expenses					
6460.11 · Salaries & wages	22,495.00		249,746.56		
6460.12 · Other Payroll Expenses	0.00		580.16		
6460.13 · Social Security Expense	1,283.12		15,239.73		
6460.14 · Fed Unemp Tax Exp	0.00		258.93		
6460.15 · Medicare Exp.	300.08		3,564.16		
6460.16 · NYS Re-Employment	0.00		46.98		
6460.17 · NYS Unemploy. Ins.	0.00		796.12		
6460.18 · Disability Cnty Self-Ins	0.00		5,079.18		
Total 6460.1 · Salaries & related expenses	24,078.20		275,311.82		
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.101 · Legal fees	0.00		42,988.81		
~4.102 · Accounting fees	85.00		765.00		
~4.103 · Consultant Services	4,520.10		14,868.00		
~4.105 · Payroll Services	160.44		1,988.29		
~4.107 · Professional fees - other	0.00		12,282.24		
Total ~4.100 · Other personnel expenses	4,765.54		72,892.34		
~4.200 · Non-personnel expenses					
~4.201 · Supplies	160.44		1,604.04		
~4.202 · Telephone & telecommunications	1,069.30		8,182.79		
~4.203 · Postage, shipping, delivery	0.00		463.73		
~4.204 · Equip rental & maintenance	0.00		2,832.91		
~4.205 · Printing & copying	0.00		869.88		
~4.206 · Books, subscriptions, reference	11.99		458.09		
~4.207 · Advertising expenses	90.81		1,102.49		
~4.208 · Marketing	48.45		9,507.33		
Total ~4.200 · Non-personnel expenses	1,380.99		25,021.26		
~4.300 · Occupancy expenses					
~4.301 · Rent, parking, other occupancy	0.00		19,736.35		
Total ~4.300 · Occupancy expenses	0.00		19,736.35		

11:43 AM
 11/02/23
 Accrual Basis

Orleans Economic Development Agency
Profit & Loss Budget Performance
 October 2023

	<u>Oct 23</u>	<u>Bud...</u>	<u>Jan - Oct 23</u>	<u>YT...</u>	<u>Ann...</u>
~4.700 · Travel & training					
~4.701 · Travel	288.97		3,711.84		
~4.704 · Meals	160.59		1,354.49		
~4.700 · Travel & training - Other	0.00		555.00		
Total ~4.700 · Travel & training	449.56		5,621.33		
~4.800 · Misc expenses					
~4.802 · Insurance - non-employee	0.00		2,837.20		
~4.803 · Membership dues - organization	0.00		25.00		
~4.805 · Outside computer services	0.00		1,420.95		
~4.800 · Misc expenses - Other	410.00		3,503.89		
Total ~4.800 · Misc expenses	410.00		7,787.04		
6460.4 · Contractual Expenses - Other	104.02		1,121.01		
Total 6460.4 · Contractual Expenses	7,110.11		132,179.33		
6460.8 · Employee Benefits					
6460.81 · Health Insurance	5,237.18		43,228.24		
Total 6460.8 · Employee Benefits	5,237.18		43,228.24		
Total 6460 · Administration	36,425.49		450,719.39		
Total 522 · Expenses	36,425.49		450,719.39		
Total Expense	36,425.49		450,719.39		
Net Ordinary Income	30,010.96		-136,479.98		
Other Income/Expense					
Other Income					
Office Space Rental	300.00		2,700.00		
Total Other Income	300.00		2,700.00		
Net Other Income	300.00		2,700.00		
Net Income	30,310.96		-133,779.98		

November 15, 2023

To: Orleans County Economic Development Agency (OEDA)

From: Andina Barone, Mindful Media Group

Subject: October 2023 - Marketing and Communications Update

I am pleased to offer the October Marketing and Communications report from Mindful Media Group (MMG). This month was marked by significant progress in various projects, reflecting our commitment to enhancing OEDA's branding and community outreach.

1. OEDA Branding for 2024:

- We have completed the final phases of rebranding OEDA for 2024. Out of numerous concepts developed, we have narrowed down to three final choices. These options have been crafted to reflect OEDA's evolving role in economic development and community engagement.

2. Regional Partner Co-op Marketing Opportunities:

- MMG is developing two proposals for OEDA and MAP to present to NG in 2024.
- Throughout 2023, MMG has actively engaged with regional economic development partners to explore joint marketing ventures. We've focused on reviving marketing initiatives targeting Canadian businesses, which were paused due to the pandemic and regional staffing changes. We expected opportunities to arise by Q3-Q4 of this year. Although the Invest Buffalo Niagara (IBN) has yet to relaunch cross-border marketing programs, our ongoing discussions with National Grid indicate their readiness to support OEDA financially in these and other cooperative marketing efforts once they resume.

2. Social Media Updates:

- MMG has implemented the initial phase of strategic updates to OEDA's social media platforms. Our focus has been on increasing engagement and conveying key messages more effectively. This includes content creation themes and posts for both Q1 and Q2 of 2024, as well as platform optimization to ensure maximum impact.
- The work in this area can increase once the agency chooses a rebranding design.

3. Communications and Document Sharing:

- We have dedicated 134 hours over 6 weeks to communications and document sharing. This effort primarily supported officials, journalists, and stakeholders involved in the wastewater project. Our aim was to ensure transparency, accuracy, accessibility of information, and effective public messaging.

4. MAP Program Collaboration:

- Regular meetings with Matt Holland have led to substantial progress in reconceiving the MAP program for 2024. We have drafted language for the program's 2024 relaunch, press releases and social media. Our discussions have been focused on increasing public access to MAP and other small business assistance services that can be offered to Orleans County residents in 2024.

5. Grant Opportunity Discussions:

- Our work with Matt Holland has been instrumental, offering support to align his vision with the MAP program's objectives while planning greater local market penetration.
- We currently have a draft outline for requesting funds from regional grant programs in 2024 and have begun working with Matt's goals for restructuring the department and MAP program for enhanced state and federal funding opportunities.
- Preliminary talks included different ways to reach local entrepreneurs such as streaming a variety of small business support classes offered by SBC at local sites (Cornell CE, Libraries) in Albion & Medina targeted to entrepreneurs and small business owners county-wide. Offering these courses off-site throughout the year, in addition to a new MAP class, will assist a greater number of entrepreneurs with achieving the requirements necessary to qualify for small business assistance grants and launch successful brick & mortar businesses in Orleans County.

6. Missing Grant Funds:

- MMG is still pursuing the resolution of over \$100,000 in state grant funds, initially secured in 2018 for the Medina Business Park. JW and DB had no record of deposit or receipt of the funds. This year, the state confirmed the issuance of payment. However, they have not yet furnished a specific date or tangible evidence of this transaction. This remains an ongoing effort by MMG to trace and account for the award.

6. Lake Ontario Fruit Project Consultation:

- In collaboration with CEO Michael Dobell, MMG is preparing a Q4 press release for the Lake Ontario Fruit project in Gaines. This release will highlight the project's benefits to the community and its role in regional agriculture support and development.

As we move forward, MMG remains committed to providing strategic marketing and communication services that align with OEDA's goals and community needs. We look forward to continuing our collaboration and achieving new milestones in the coming months.

Warm regards,

Andina Barone Mindful Media Group



**2024 County of Orleans Industrial Development Agency
Scheduled Monthly Board Meetings
121 North Main Street, Albion NY 14411
Adopted: 11/17/23**

All Meetings are Friday 08:00am:

January 12

February 9

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 15

December 13