

OEDA Meeting Board Minutes

May 12, 2017

121 N Main Street 2nd Floor Albion NY

Boardroom

8:00 a.m.

Draft

Members Present:

Paul Hendel, Chairman
John Misiti, Vice Chairman (Left the meeting at 9:40am)
Skip Draper, Treasurer
Ken Rush, Assistant Treasurer
John DeFilipps, Assistant Secretary
Carol D'Agostino, Member

Members Absent:

Ken DeRoller, Secretary

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Kevin Zanner, OEDA Legal Counsel
Chuck Nesbitt, Orleans County Chief Administrative Officer (Left the meeting at 9:50 am)
Tom Rivers, Orleans HUB (Joined the meeting at 9:45 am)

The Meeting was called to order by Chairman Paul Hendel at 8:00 a.m.

I. Roll Call----A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes April 14, 2017 (Electronic)

The April 14, 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 04/30/17 is \$70,394.74. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 04/30/17 is \$622,143.64. ORLF account/statements were reviewed.

Motion to accept the ORLF and OEDA financials made by John Misiti, seconded by Skip Draper. Motion Passed. M0517-01.

PILOT Report - Diane Blanchard reported that all PILOT's are current. Jim reported on the Western New York Energy PILOT. The current balance in the WNYE tax stabilization account is \$2,300,168.45. Distributions from this account will be made to the County, the Town of Shelby and the Medina School District over the next five years, after which the PILOT agreement will terminate.

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 Kevin Zanner and Chuck Nesbitt made by Skip Draper, seconded by Carol D'Agostino. Motion Passed.

Motion to exit executive session and return to regular meeting made by John DeFilipps, seconded by Carol D'Agostino. Motion Passed.

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

V. Report of Committees/Departments

Business Development

Niagara Food Specialties---Gabrielle reported that Niagara Food Specialties is moving forward slowly with their project. The company signed and returned the extension of the ORLF commitment letter.

Captains Cove----Gabrielle reported that Captain's Cove is moving forward and would like to apply for a small business OCR grant for equipment.

Project Updates

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

Pride Pak---Jim reported that the company opened up a second line at its facility and is pumping 180,000 gallons of water.

Arbre Group Holdings-----Jim reported that the company purchased the Holley Cold Storage facility and is working on a cold storage expansion. He has not heard from them recently.

Yates Wind Farm---In the investigation phase.

Holley High School----Waiting for funding.

H.H. Dobbins--- The company is moving forward with its expansion project and getting the new production lines ready.

Snappy----Investigation Phase.

ARG Disposal—Jim reported on this expansion project in the Village of Albion. The company is planning to construct a facility to process construction and demolition debris and has submitted an application for an ORLF loan and IDA project assistance, including a PILOT. The company is working on obtaining a mortgage commitment from its lender. A public hearing on the project will be scheduled soon.

Cole Warehouse---Jim reported that the company is negotiating 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 been installed and is operational.

MBP Infrastructure Project---Jim reported that clean up will be done shortly.

MBP-Strategic Plan Project---Jim reported that Ed Flynn (LaBella Associates, D.P.C.) is assisting with a CFA to fund an initial study/strategic plan for the MBP. \$70,000 in funding is being sought.

Facilities/Sites

Consideration of a Phase 1 A&B Archeological Survey for the Medina Business Park-South Site-----Jim reported that a Phase 1 A&B Archeological survey is needed for the south site/Keppler site of the MBP. The Agency solicited proposals for the work and received three proposals, copies of which were included in the Board meeting materials. The proposals differ on cost and time of completion. Jim recommended that the Board approve the proposal submitted by Deuel Archaeology and Cultural Resource Management (“Deuel”) at a cost of \$26,995, with a time of completion of 12 weeks. He also noted that the Agency is looking for possible funding from the County to pay for this cost.

Motion to approve the retention of Deuel Archaeology and Cultural Resource Management to prepare a Phase 1 A&B Archeological Survey for the Medina Business Park-South Site at a cost of \$26,995 made by Carol D’Agostino, seconded by Skip Draper. Motion Passed. M0517-02.

Possible CFA for Medina Business Park Planning Grant---Jim is working on a CFA funding application which needs to be submitted by the end of July for a strategic planning grant for the entire MBP.

Legal—Kevin had nothing to report.

MAP and LDC Report.

Diane reported the Spring MAP class started on Tuesday April 11 and ends on June 20th. The class is being held at the Arnold Gregory Building. 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. Diane closed on three grants on Monday the 8th for the Missing Peace for \$5000, Tease hair salon for \$15,000 and Preston's Farms for \$15,000. To date \$135,000 has been disbursed.

The GOSC loan fund account as of 04/30/17 has a balance of \$169,188.50; the HUD administrative account has a balance of \$537.82; the HUD unrestricted account has a balance of \$4282.99; the LDC money market account has a balance of \$131,423.70 and the LDC Grant loan fund has a balance of \$59,676.72.

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

Marketing Update

Consideration of Marketing Services Proposal---Jim reported that Mindful Media is seeking an increase of \$650 per month to meet its standard minimum monthly consulting rate of \$2,300. Jim commented that Mindful Media is doing great work for the Agency and he recommended that the Board approve the increase.

Motion to approve a \$650 monthly increase made by John DeFilippis seconded by Ken Rush. Motion Passed. M0517-03.

VI. Unfinished Business---Nothing Reported.

VII. New Business---Nothing Reported

VIII. Adjournment

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

**Respectfully Submitted,
Diane Blanchard**