

**The Orleans County Local Development Corporation
Board of Directors Meeting**

December 2, 2021

**121 N Main St., 2nd Floor, Albion, New York
Board Room
8:30 a.m.**

Directors Present:

Paul Hendel, Chairman
Jeffrey Martin, Vice Chairman
Skip Draper, Director
Kathy Blackburn, Secretary
Bill Eick, Director

Directors Absent:

Fred Miller, Director
Laura Olinger, Treasurer

Also Present:

Michael Dobell, CEO/CFO
Diane Blanchard, OEDA Admin/MAP Manager
Kevin Zanner, Hurwitz & Fine, P.C., Legal Counsel

The meeting was called to order by Chairman Paul Hendel at 8:30 a.m.

I. Roll Call

Diane Blanchard called the roll of Board Members. Five Board Members were present, constituting a quorum of the Board.

II. Approval of Previous Board Meeting Minutes August 5, 2021

The August 5, 2021 Board meeting minutes were reviewed by the Board. Skip Draper made a motion to accept the meeting minutes as presented. The motion was seconded by Kathy Blackburn and unanimously carried.

III. Financials: LDC Account Balance & Financial Statements

Review and Consider the Acceptance of the Monthly Financials

Michael presented the monthly financial report for the period ending November 30, 2021. He noted that the Finance Committee reviewed the monthly financial report and is recommending Board approval.

Skip Draper made a motion to accept the monthly financial report. The motion was seconded by Bill Eick and unanimously carried.

Consider the Adoption of the 2022 Operating Budget

Michael presented the proposed operating budget for 2022.

Motion to adopt the 2022 operating budget made by Kathy Blackburn, seconded by Jeff Martin. Motion unanimously carried.

Consider Approval of the Roush CPA Engagement Letter

Michael presented the proposed engagement letter to retain Roush CPA to perform bookkeeping services for the LDC. The LDC has been working with Roush CPA for many years.

Motion to approve Roush CPA's Engagement Letter made by Skip Draper, seconded by Kathy Blackburn. Motion unanimously carried.

IV. Legal--- Kevin Zanner reported on a new law that requires public entities to post meeting minutes on their website within two weeks of the meeting.

V. Executive Session—None.

VI. Loans/Grants

Loan Aging Report---Diane reviewed the loan aging report with the Board.

2021 Microenterprise Grant Update

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.

VII. Operations Report

Diane reported the fall MAP class graduated on November 16th. Seven participants received their certificates of completion. To date, 544 participants have gone through the program.

Revolving Loan Fund:

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

Total funds in RLF Account as of 11/30/21

- \$19,861.94---HUD unrestricted fund
- \$57,896.46---Unrestricted Money Market Account.

VIII. Projects—None.

IX. Old Business---None.

X. New Business

Consider the adoption of the 2022 meeting schedule.

Motion to adopt the 2022 meeting schedule made by Jeff Martin, seconded by Kathy Blackburn. Motion unanimously carried.

Motion to Adjourn.

Motion to adjourn subject to Chairman’s recall made by Kathy Blackburn, seconded by Skip Draper. Motion unanimously carried.

Next meeting scheduled for February 3, 2022.

Respectfully Submitted,

Diane Blanchard