

OEDA Board Meeting Minutes

April 14, 2023

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

Members Present:

John Misiti, Chairman
Carol D'Agostino, Assistant Treasurer
Craig Tuohey, Member
John Fitzak, Treasurer
Skip Draper, Vice Chairman
Ed Urbanik, Member

Members Absent: [None]

Also Present:

Michael Dobell, CEO/CFO
Gabrielle Barone, Vice President Development
Kevin Zanner, OEDA Legal Counsel (via Zoom)

Roll Call---- The meeting was called to order by John Misiti at 8:00 a.m. Diane called the roll. Board members John Misiti, Craig Tuohey, John Fitzak, Carol D'Agostino, Skip Draper and Ed Urbanik were present, constituting a quorum of the Board.

I. Approval of Board Meeting Minutes March 3, 2023 (Electronic)

The Board reviewed the draft minutes from the March 3, 2023 Board meeting. Skip Draper made a motion to approve the meeting minutes as presented. The motion was seconded by John Fitzak and unanimously carried (6-0-0).

II. Financial Reports

COIDA/ORLF Accept Monthly Financials

Michael Dobell presented the COIDA and ORLF financial reports for the month ending March 31, 2023. The Board discussed placing some funds in higher interest rate bank accounts. At the conclusion of the discussion, John Fitzak made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by Skip Draper and unanimously carried (6-0-0).

PILOT Report – Diane reported that all PILOTs are current.

III. Report of Committees/Departments/Sites

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

Gabrielle reported she attended the Leadership Orleans Onsite class. She also reported she attended a Glow with Your Hands meeting. She is also working with the ESD workforce council.

Gabrielle met with Jim Bensley and the County Planning Board Dept and discussed IDA projects. There is a need to improve the local planning and approval process. Gabrielle is working with the Village of Medina regarding the 4.5 million grant received by the Village.

Medina Business Park North-Michael and Gabrielle met with BME to discuss wetland issues in the park.

Thrive Foods- The OCR application has been submitted.

Takeform- The OCR application has been approved. BME is looking at the wetlands behind Takeform's property. Wetlands mitigation/relocation may be needed in order to develop the site.

Pride Pak- The company is looking at the feasibility of expanding.

Project Updates – Michael presented the following project updates:

Leonard Oaks Estate Winery-Michael reported Leonard Oakes is expected to apply for an OLRC GAIN agricultural loan to purchase packing processing machinery.

Project Sunrise—Michael had a virtual meeting with Project Sunrise to discuss their 30 million dollar project. MBP is a potential location for this project. Approximately 30 jobs would be created.

Hemlock Ridge Solar- Michael reported that the next meeting of the taxing jurisdictions will take place later today regarding the allocation of PILOT payments among the taxing jurisdictions. There remains a difference of opinion regarding the appropriate allocation percentages. Michael also reported that the developer has not submitted a final application to COIDA and is seeking to negotiate COIDA's administrative fee for the project.

Facilities/Sites

Medina Business Park Wetland Areas- Michael is working with BME Associates on the wetland delineation near Pride Pak. Some plants that constitute invasive species near the road were sprayed with herbicide.

MAP and LDC Report

Master Budget:

- Spring MAP Class 2023
- Diane reported the new Spring MAP class started on April 4th and runs through June 13th. Nine participants are in the class.

Microenterprise Grant Update:

Diane reported that she closed on two grants last week. Iced & Glazed for \$10,000 and Raven Moon Revival for \$25,000.

Diane reported there was a nice article in the Rochester Home magazine written about Raven Moon Revival. The company refurbishes old furniture. There was also an article in the Batavia News regarding the Microenterprise program and the grants received by Toyz N Kandy and 365 Fitness.

- Loans Status: Printed reports from 04/10/23 are available for review.
 - Total funds in RLF Account as of 03/31/23:
 - \$15,547.40---HUD unrestricted fund
 - \$85,084.31---Unrestricted Money Market Account.

Legal –Kevin updated the Board regarding new IDA legislation that was approved at the end of last year. One of the new state laws requires IDAs to notify taxing jurisdictions two years in advance of a PILOT expiring. The other new law requires IDA to provide taxing jurisdictions with copies of inducement resolutions. Template letters have been prepared for both of these new notification requirements.

Marketing --- Michael reported that Mindful Media helped with the job posting for candidates to hire a replacement for Diane Blanchard, who is retiring. Mindful Media will also be working on a new logo design for the OEDA and a new website design in the near future.

IV. Executive Session

A motion to enter into Executive Session to discuss the proposed acquisition of real property was made by Skip Draper, seconded by Craig Tuohey. The motion was unanimously carried (6-0-0).

A motion to exit Executive Session was made by John Fitzak, seconded by Craig Tuohey. The motion was unanimously carried (6-0-0).

V. Unfinished Business

Craig Tuohey provided a further update on the job posting for Diane Blanchard's position, noting that the job opportunity is posted on the Orleans County website.

VI. New Business

Consideration for the Approval of the 2022 Year End Report

Michael presented the 2022 Year End Report. John Fitzak made a motion to approve the 2022 Year End Report, seconded by Skip Draper and unanimously carried (6-0-0).

**2023 Mission Statement and Measurement Report
Corporate Action By-Laws**

Michael presented the proposed 2023 mission statement and proposed performance measurements for 2023. Craig Tuohey made a motion to approve the 2023 mission statement and the 2023 performance measurements. The motion was seconded by Skip Draper and unanimously carried (6-0-0).

2023 Election of Officers:

The following proposed slate of officers for 2023 was presented:

Chairman - John Misiti
Vice Chairman - Skip Draper
Secretary - Ed Urbanik
Treasurer - John Fitzak
Assistant Treasurer - Carol D'Agostino

A motion to elect the individuals to the offices as set forth in the proposed slate of officers, with the addition of Craig Tuohey as the Assistant Secretary, was made by Skip Draper and seconded by Ed Urbanik. Motion unanimously carried (6-0-0).

Appointment of CEO/CFO and Administrative Director

Skip Draper made a motion to elect Michael Dobell as CEO/CFO. The motion was seconded by Ed Urbanik and unanimously carried (6-0-0).

2023 Committee Appointments:

The proposed slate of committee members to serve on the Executive Committee, Audit Committee, Finance Committee and Governance Committee was presented as reflected in the Board materials. Craig Tuohey made a motion to approve the committee appointments with John Fitzak to serve as Finance Committee Chair. The motion was seconded by Ed Urbanik and unanimously carried (6-0-0).

Michael presented the following resolution:

**RESOLUTION OF THE COUNTY OF ORLEANS
INDUSTRIAL DEVELOPMENT AGENCY
AUTHORIZING THE EXECUTION AND
DELIVERY OF A MORTGAGE, SUBORDINATION
AGREEMENT AND OTHER DOCUMENTS IN
CONNECTION WITH THE MEDINA
HOSPITALITY PROJECT.**

Ed Urbanik made a motion to adopt the resolution. The motion was seconded by Craig Tuohey and with a roll call vote was unanimously approved (6-0-0).

Resolution attached. M0423-01

Adjournment

John Fitzak made a motion to adjourn the meeting subject to Chairman's recall. The motion was seconded by Carol D'Agostino and unanimously carried (6-0-0).

Respectfully Submitted,

Diane Blanchard