



COIDA Board Meeting Agenda

Friday February 11, 2022 8:00 AM

Updated 02/09/22

This meeting will be held at the offices of 121 North Main St, FL 2, Albion, NY 14411.

- **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**
 - *January 14, 2022 (Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites
 - MAP and LDC Report - Diane
 - PILOT Report- Diane
 - Legal – Kevin Zanner
 - Marketing – Michael
- **Executive Session – If Required – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 -
- **New Business**
 - Corporate Action-By Laws (Separate Handout)
 - *2022 Election of Officers: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer (Bylaws Article II, Sections 1 & 9) - Motion*
 - *Appointment of CEO/CFO and Administrative Director (Bylaws Article II, Sections 11,13 & 14)– Motion*
 - *Confirm committee appointments -Motion*
 - *Consider 2022 Contract with Orleans County – Motion*
 - *Consider a resolution retaining consultant to advise on general project and CBDG administration - Motion*
 - *Consider a resolution authorizing an administrative services agreement with OLRC – Motion*
 - *Consider a resolution authorizing an administrative services agreement with OCLDC – Motion*
- **Adjournment**



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

Public Sector Statement
January 31, 2022
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852011750

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 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)

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Public Transaction Basic 852011750
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 12-31-21	\$79,529.08
4 Additions	+50,140.00
30 Subtractions	-83,370.17
Ending balance 1-31-22	\$46,298.91

Additions

Deposits	Date	Serial #	Source	
	1-3		Deposit Branch 0290 New York	\$2,040.00
	1-3		Deposit Branch 0290 New York	300.00
	1-14		Deposit Branch 0290 New York	47,500.00
	1-24		Deposit Branch 0290 New York	300.00
Total additions				\$50,140.00

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
2514	1-5	\$25.00	2530	1-5	190.00	2538	1-18	80.00
*2521	1-5	2,111.00	2531	1-11	134.98	2539	1-21	122.65
2522	1-3	114.11	2532	1-12	13.98	2540	1-24	43.79
*2525	1-3	933.60	2533	1-20	72.34	2541	1-24	4,658.85
2526	1-3	403.13	2534	1-14	583.94	2542	1-24	46,983.00
2527	1-3	1,716.77	2535	1-14	550.81	2543	1-21	815.50
2528	1-11	55.98	2536	1-14	163.79	2544	1-26	1,020.00
2529	1-3	42.55	2537	1-21	93.00	2545	1-25	119.17

Paper Checks Paid \$61,047.94

Withdrawals	Date	Serial #	Location	
	1-6		Direct Withdrawal, Paychex-Rcx Payroll	\$7,009.36
	1-7		Direct Withdrawal, Paychex Tps Taxes	3,854.11
	1-10		Direct Withdrawal, Paychex Eib Invoice	271.12

Reviewed on 2/9/22
[Signature]



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Public Sector Statement
January 31, 2022
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852331428

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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
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Public Transaction 852331428
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 12-31-21	\$19,950.49
1 Addition	+1,919.69
Net fees and charges	-48.00
Ending balance 1-31-22	\$21,822.18

Additions

Deposits	Date	Serial #	Source	
	1-26		Deposit Branch 0290 New York	\$1,919.69
Total additions				\$1,919.69

Fees and charges

Date		Quantity	Unit Charge	
1-10-22	Dec Analysis Service Chg	1	48.00	-\$48.00
Fees and charges assessed this period				-\$48.00

See your Account Analysis statement for details.

For more info call 1-888-539-4249
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Public Sector Statement
January 31, 2022
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329681311687

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 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
VILLAGE OF MEDINA PROJECT ACCOUNT
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
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Public Transaction Basic Interest 329681311687
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 VILLAGE OF MEDINA PROJECT ACCOUNT

Beginning balance 12-31-21	\$483.09
Interest paid	+0.01
Net fees and charges	-25.00
Ending balance 1-31-22	\$458.10

Interest earned

Current Interest Rate	variable
Number of days this statement period	31
Interest paid 1-31-22	\$0.01
Interest paid year-to-date	\$0.01
Interest earned (2021)	\$0.06

Fees and charges

Date		Quantity	Unit Charge	
1-31-22	Service Charge	1	25.00	-\$25.00
Fees and charges assessed this period				-\$25.00

Reviewed on 2/1/22
[Signature]



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 Cleveland, OH 44101-5885

Public Sector Statement
January 31, 2022
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852348282

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 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)

→ 1102

Public Transaction 852348282
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 12-31-21	\$407,480.20
6 Additions	+417,898.91
8 Subtractions	-665,684.71
Ending balance 1-31-22	\$159,694.40

Additions

Deposits	Date	Serial #	Source	
	1-21		Deposit Branch 0290 New York	\$2,644.00
	1-24		Deposit Branch 0290 New York	387,595.00
	1-24		Deposit Branch 0290 New York	11,731.20
	1-24		Deposit Branch 0290 New York	6,780.41
	1-24		Deposit Branch 0290 New York	5,701.67
	1-24		Deposit Branch 0290 New York	3,446.63
Total additions				\$417,898.91

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
809	1-12	\$407,480.20	*814	1-27	2,649.35	818	1-27	4,123.24
810	1-27	1,741.93	*816	1-27	4,556.33	*820	1-27	234,426.00
*812	1-27	8,483.58	817	1-31	2,224.08			

Paper Checks Paid \$665,684.71

Fees and charges

See your Account Analysis statement for details.

Reviewed on 2/1/22
[Signature]

Orleans Economic Development Agency Profit & Loss Budget Performance January 2022

	Jan 22	Budget	Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
980 · Revenues					
2116 · Fees (specify)					
2116.01 · Application Fees	0.00	500.00	0.00	500.00	6,000.00
2116.03 · Economic Development Fees	2,040.00		2,040.00		
Total 2116 · Fees (specify)	2,040.00	500.00	2,040.00	500.00	6,000.00
2770 · Other Unclassified Revenue					
2770.2 · Misc. Income	0.01		0.01		
Total 2770 · Other Unclassified Revenue	0.01		0.01		
Total 980 · Revenues	2,040.01	500.00	2,040.01	500.00	6,000.00
Total Income	2,040.01	500.00	2,040.01	500.00	6,000.00
Gross Profit	2,040.01	500.00	2,040.01	500.00	6,000.00
Expense					
522 · Expenses					
6460 · Administration					
6460.1 · Salaries & related expenses					
6460.11 · Salaries & wages	20,356.50		20,356.50		
6460.13 · Social Security Expense	1,210.84		1,210.84		
6460.14 · Fed Unemp Tax Exp	128.37		128.37		
6460.15 · Medicare Exp.	283.18		283.18		
6460.17 · NYS Unemploy. Ins.	400.07		400.07		
Total 6460.1 · Salaries & related expenses	22,378.96		22,378.96		
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.101 · Legal fees	815.50		815.50		
~4.102 · Accounting fees	80.00		80.00		
~4.105 · Payroll Services	271.12		271.12		
~4.107 · Professional fees - other	25.00		25.00		
Total ~4.100 · Other personnel expenses	1,191.62		1,191.62		
~4.200 · Non-personnel expenses					
~4.201 · Supplies	368.14		368.14		
~4.202 · Telephone & telecommunications	488.89		488.89		
~4.203 · Postage, shipping, delivery	19.40		19.40		
~4.204 · Equip rental & maintenance	93.00		93.00		
~4.207 · Advertising expenses	262.34		262.34		
Total ~4.200 · Non-personnel expenses	1,231.77		1,231.77		

Orleans Economic Development Agency Profit & Loss Budget Performance January 2022

	Jan 22	Budget	Jan 22	YTD Budget	Annual Budget
~4.300 · Occupancy expenses	2,111.00		2,111.00		
~4.301 · Rent, parking, other occupancy	2,111.00		2,111.00		
Total ~4.300 · Occupancy expenses	2,111.00		2,111.00		
~4.700 · Travel & training	286.44		286.44		
~4.701 · Travel	573.56		573.56		
~4.704 · Meals					
Total ~4.700 · Travel & training	860.00		860.00		
~4.800 · Misc expenses	296.63		296.63		
Total 6460.4 · Contractual Expenses	5,691.02		5,691.02		
6460.8 · Employee Benefits	4,658.85		4,658.85		
6460.81 · Health Insurance	4,658.85		4,658.85		
Total 6460.8 · Employee Benefits	4,658.85		4,658.85		
Total 6460 · Administration	32,728.83		32,728.83		
Total 522 · Expenses	32,728.83		32,728.83		
Total Expense	32,728.83		32,728.83		
Net Ordinary Income	-30,688.82	500.00	-30,688.82	500.00	6,000.00
Other Income/Expense					
Other Income	300.00		300.00		
Office Space Rental	300.00		300.00		
Total Other Income	300.00		300.00		
Net Other Income	300.00		300.00		
Net Income	-30,388.82	500.00	-30,388.82	500.00	6,000.00

10:08 AM
 02/09/22
 Cash Basis

Orleans Economic Development Agency
Profit & Loss Budget Performance
 January 2022

	<u>Jan 22</u>	<u>Budget</u>	<u>Jan 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
980 · Revenues	2,040.01	500.00	2,040.01	500.00	6,000.00
Total Income	<u>2,040.01</u>	<u>500.00</u>	<u>2,040.01</u>	<u>500.00</u>	<u>6,000.00</u>
Gross Profit	2,040.01	500.00	2,040.01	500.00	6,000.00
Expense					
522 · Expenses	32,728.83		32,728.83		
Total Expense	<u>32,728.83</u>		<u>32,728.83</u>		
Net Ordinary Income	-30,688.82	500.00	-30,688.82	500.00	6,000.00
Other Income/Expense					
Other Income					
Office Space Rental	300.00		300.00		
Total Other Income	<u>300.00</u>		<u>300.00</u>		
Net Other Income	300.00		300.00		
Net Income	<u><u>-30,388.82</u></u>	<u><u>500.00</u></u>	<u><u>-30,388.82</u></u>	<u><u>500.00</u></u>	<u><u>6,000.00</u></u>

10:09 AM

02/09/22

Accrual Basis

Orleans Economic Development Agency
Transaction Detail by Account
January 2022

Type	Date	Num	Name	Memo	Amount	Balance
200 - Cash Accounts						
200.001 - OEDA Agency Checking						
Deposit	01/03/2022			Deposit	300.00	300.00
Payment	01/03/2022	8149	A. J Piedimonte-Magc Inc...		2,040.00	2,340.00
Check	01/04/2022	2531	Spectrum Enterprise	Inv# 924722901122721 Service for...	-134.98	2,205.02
Check	01/04/2022	2532	Keppler Culligan Water T...	Inv# 0276558 Bottled Water	-13.98	2,191.04
Check	01/05/2022	2530	Lake Country Media	Inv# 2021-5749 and 2021-5750 HU...	-190.00	2,001.04
Paych...	01/07/2022		Gabrielle L Barone		-2,554.37	-553.33
Paych...	01/07/2022		Michael R Dobell		-2,088.85	-2,642.18
Paych...	01/07/2022		James R Whipple		-600.00	-3,242.18
Paych...	01/07/2022		Diane L Blanchard		-1,766.14	-5,008.32
Liabilit...	01/07/2022		Paychex	16-1356958, 9350087 3, 161356958 6	-3,854.11	-8,862.43
Check	01/10/2022		Paychex	Small Business Pkg 1.10.22	-271.12	-9,133.55
Check	01/14/2022	2533	Johnson Newspaper Cor...	RFP'S for COIDA, LDC and OLRC In...	-72.34	-9,205.89
Check	01/14/2022	2534	Key Bank	Credit Card Usage for D Blanhard	-583.94	-9,789.83
Check	01/14/2022	2535	Key Bank	Credit Cards Usage for G Barone	-550.81	-10,340.64
Check	01/14/2022	2536	Michael R Dobell	Mileage Reimbursement and Cell Ph...	-163.79	-10,504.43
Check	01/14/2022	2537	U.S. Bank Equipment Fin...	RICHO Contract Payment Inv# 4616...	-93.00	-10,597.43
Check	01/14/2022	2538	Roush C.P.A. PC	Accounting Services for December 2...	-80.00	-10,677.43
Check	01/14/2022	2539	Gabrielle L Barone	Reimbursement for Mileage/Travel	-122.65	-10,800.08
Deposit	01/14/2022			Deposit	47,500.00	36,699.92
Check	01/19/2022	2542	NYS & Local Retirement ...	IDA Pension Contribution for 2021	-46,983.00	-10,283.08
Check	01/19/2022	2543	Hurwitz & Fine PC	Legal Services for Lease Termination...	-815.50	-11,098.58
Liabilit...	01/19/2022	2544	Health Economics Group...	Claim for J Whipple 2021/2022	-1,020.00	-12,118.58
Check	01/19/2022	2545	Verizon Wireless	Cell Phone Usage for G Barone	-119.17	-12,237.75
Check	01/20/2022	2540	NTT Cloud Communicati...	INV# USINV2112187836 Conferenc...	-43.79	-12,281.54
Check	01/20/2022	2541	Orleans Co. Treasurer	EDA Medical Insurance Billing for J...	-4,658.85	-16,940.39
Paych...	01/21/2022		Michael R Dobell		-2,191.14	-19,131.53
Paych...	01/21/2022		Diane L Blanchard		-1,843.42	-20,974.95
Paych...	01/21/2022		Gabrielle L Barone		-2,670.40	-23,645.35
Liabilit...	01/21/2022		Paychex	16-1356958, 9350087 3, 161356958 6	-4,074.64	-27,719.99
Gener...	01/21/2022	NY...		NYS & Local Retirement Contribution f...	-408.04	-28,128.03
Check	01/27/2022	2546	Print Enterprises Inc.	Inv# 10735 Office Supplies	-299.95	-28,427.98
Check	01/27/2022	2547	Village of Albion (v)	Rent for February 2022	-2,111.00	-30,538.98
Total 200.001 - OEDA Agency Checking					-30,538.98	-30,538.98
Total 200 - Cash Accounts					-30,538.98	-30,538.98
TOTAL					-30,538.98	-30,538.98

10:07 AM
02/09/22
Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.005 · Village of Medina Project Acct	458.10	758.03	-299.93	-39.6%
200.001 · OEDA Agency Checking	43,609.14	211,520.40	-167,911.26	-79.4%
200.003 · OEDA PILOT Checking	-415,254.91	0.00	-415,254.91	-100.0%
Total 200 · Cash Accounts	-371,187.67	212,278.43	-583,466.10	-274.9%
Cash Restricted				
Agency 3rd Party PILOT Account	931,532.51	931,532.51	0.00	0.0%
Total Cash Restricted	931,532.51	931,532.51	0.00	0.0%
Total Checking/Savings	560,344.84	1,143,810.94	-583,466.10	-51.0%
Accounts Receivable				
385 · Interest & Penalties-A/R	3,097.82	3,097.82	0.00	0.0%
380 · Accounts Receivable	-54,441.68	-54,441.68	0.00	0.0%
381 · PILOT Receivable	596,610.45	354,848.01	241,762.44	68.1%
Total Accounts Receivable	545,266.59	303,504.15	241,762.44	79.7%
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	128.45	109.52	18.93	17.3%
Total 480 · Prepaid expenses	128.45	109.52	18.93	17.3%
Total Other Current Assets	72,954.60	72,935.67	18.93	0.0%
Total Current Assets	1,178,566.03	1,520,250.76	-341,684.73	-22.5%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	12,565.50	12,565.50	0.00	0.0%
MBP Sewer System - Other	177,394.00	177,394.00	0.00	0.0%
Total MBP Sewer System	189,959.50	189,959.50	0.00	0.0%
101.002 · Medina Business Park - Other	99,693.65	99,693.65	0.00	0.0%
Total 101.002 · Medina Business Park	289,653.15	289,653.15	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	693,239.74	693,239.74	0.00	0.0%
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	693,239.74	693,239.74	0.00	0.0%
Other Assets				
Payment transfer to OLRC/ORLF	33,772.50	30,772.50	3,000.00	9.8%
399 · Deferred Outflow of Resources	120,995.00	120,995.00	0.00	0.0%
Total Other Assets	154,767.50	151,767.50	3,000.00	2.0%
TOTAL ASSETS	2,026,573.27	2,365,258.00	-338,684.73	-14.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
600 · Accounts payable	-21,199.63	-21,199.63	0.00	0.0%
Total Accounts Payable	-21,199.63	-21,199.63	0.00	0.0%

10:07 AM

02/09/22

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
Other Current Liabilities				
Due to LDC	25,000.00	25,000.00	0.00	0.0%
Note Payable - Current	813.00	813.00	0.00	0.0%
Loan Payable - Current	33,333.34	66,666.67	-33,333.33	-50.0%
Deferred Inflow of Resources	3,170.00	3,170.00	0.00	0.0%
604 · Cash Held on Behalf of Others	986,584.00	986,584.00	0.00	0.0%
Due to OLRC	165,888.67	165,888.67	0.00	0.0%
601 · Accrued Liabilities	0.00	7,342.12	-7,342.12	-100.0%
602 · Payroll Deductions				
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-0.01	-9,873.00	9,872.99	100.0%
602.206 · Cafeteria Plan	1,629.59	4,085.34	-2,455.75	-60.1%
Total 602.200 · Employee Deductions	1,629.58	-5,787.66	7,417.24	128.2%
602 · Payroll Deductions - Other	100.94	1,231.07	-1,130.13	-91.8%
Total 602 · Payroll Deductions	1,730.52	-4,556.59	6,287.11	138.0%
631 · Due to Other Governments				
631.001 · PILOTs payable	125,232.86	298,725.33	-173,492.47	-58.1%
Total 631 · Due to Other Governments	125,232.86	298,725.33	-173,492.47	-58.1%
Total Other Current Liabilities	1,341,752.39	1,549,633.20	-207,880.81	-13.4%
Total Current Liabilities	1,320,552.76	1,528,433.57	-207,880.81	-13.6%
Long Term Liabilities				
680 · Pension Liability	75,393.00	75,393.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	812.83	812.83	0.00	0.0%
Cardone Trust - Contra	-813.00	-813.00	0.00	0.0%
Total Loan Payable - LT	-0.17	-0.17	0.00	0.0%
Total Long Term Liabilities	75,392.83	75,392.83	0.00	0.0%
Total Liabilities	1,395,945.59	1,603,826.40	-207,880.81	-13.0%
Equity				
908 · Transfer from OLRC	547,500.00	500,000.00	47,500.00	9.5%
909.001 · Retained Earnings	113,516.50	304,780.39	-191,263.89	-62.8%
Net Income	-30,388.82	-43,348.79	12,959.97	29.9%
Total Equity	630,627.68	761,431.60	-130,803.92	-17.2%
TOTAL LIABILITIES & EQUITY	2,026,573.27	2,365,258.00	-338,684.73	-14.3%

10:05 AM
02/09/22
Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.005 · Village of Medina Project Acct	458.10	758.03	-299.93	-39.6%
200.001 · OEDA Agency Checking	43,609.14	211,520.40	-167,911.26	-79.4%
Total 200 · Cash Accounts	44,067.24	212,278.43	-168,211.19	-79.2%
Cash Restricted				
Agency 3rd Party PILOT Account	931,532.51	931,532.51	0.00	0.0%
Total Cash Restricted	931,532.51	931,532.51	0.00	0.0%
Total Checking/Savings	975,599.75	1,143,810.94	-168,211.19	-14.7%
Accounts Receivable				
385 · Interest & Penalties-A/R	3,097.82	3,097.82	0.00	0.0%
380 · Accounts Receivable	-54,441.68	-54,441.68	0.00	0.0%
Total Accounts Receivable	-51,343.86	-51,343.86	0.00	0.0%
Other Current Assets				
Interfund Activity				
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	128.45	109.52	18.93	17.3%
Total 480 · Prepaid expenses	128.45	109.52	18.93	17.3%
Total Other Current Assets	72,954.60	72,935.67	18.93	0.0%
Total Current Assets	997,210.49	1,165,402.75	-168,192.26	-14.4%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
MBP Sewer System				
County Interagency Installmnt	12,565.50	12,565.50	0.00	0.0%
MBP Sewer System - Other	177,394.00	177,394.00	0.00	0.0%
Total MBP Sewer System	189,959.50	189,959.50	0.00	0.0%
101.002 · Medina Business Park - Other	99,693.65	99,693.65	0.00	0.0%
Total 101.002 · Medina Business Park	289,653.15	289,653.15	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	693,239.74	693,239.74	0.00	0.0%
104 · Machinery & equip				
114 · Accum deprec- Mach & equip	22,331.05	22,331.05	0.00	0.0%
Total Fixed Assets	693,239.74	693,239.74	0.00	0.0%
Other Assets				
Payment transfer to OLRC/ORLF	33,772.50	30,772.50	3,000.00	9.8%
399 · Deferred Outflow of Resources	120,995.00	120,995.00	0.00	0.0%
Total Other Assets	154,767.50	151,767.50	3,000.00	2.0%
TOTAL ASSETS	1,845,217.73	2,010,409.99	-165,192.26	-8.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
600 · Accounts payable	-21,199.63	-21,199.63	0.00	0.0%
Total Accounts Payable	-21,199.63	-21,199.63	0.00	0.0%

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02/09/22

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
Other Current Liabilities				
Due to LDC	25,000.00	25,000.00	0.00	0.0%
Note Payable - Current	813.00	813.00	0.00	0.0%
Loan Payable - Current	33,333.34	66,666.67	-33,333.33	-50.0%
Deferred Inflow of Resources	3,170.00	3,170.00	0.00	0.0%
604 · Cash Held on Behalf of Others	986,584.00	986,584.00	0.00	0.0%
Due to OLRC	165,888.67	165,888.67	0.00	0.0%
601 · Accrued Liabilities	0.00	7,342.12	-7,342.12	-100.0%
602 · Payroll Deductions				
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-0.01	-9,873.00	9,872.99	100.0%
602.206 · Cafeteria Plan	1,629.59	4,085.34	-2,455.75	-60.1%
Total 602.200 · Employee Deductions	1,629.58	-5,787.66	7,417.24	128.2%
602 · Payroll Deductions - Other	100.94	1,231.07	-1,130.13	-91.8%
Total 602 · Payroll Deductions	1,730.52	-4,556.59	6,287.11	138.0%
Total Other Current Liabilities	1,216,519.53	1,250,907.87	-34,388.34	-2.8%
Total Current Liabilities	1,195,319.90	1,229,708.24	-34,388.34	-2.8%
Long Term Liabilities				
680 · Pension Liability	75,393.00	75,393.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	812.83	812.83	0.00	0.0%
Cardone Trust - Contra	-813.00	-813.00	0.00	0.0%
Total Loan Payable - LT	-0.17	-0.17	0.00	0.0%
Total Long Term Liabilities	75,392.83	75,392.83	0.00	0.0%
Total Liabilities	1,270,712.73	1,305,101.07	-34,388.34	-2.6%
Equity				
908 · Transfer from OLRC	547,500.00	500,000.00	47,500.00	9.5%
909.001 · Retained Earnings	113,516.50	304,780.39	-191,263.89	-62.8%
Net Income	-30,388.82	-43,348.79	12,959.97	29.9%
Total Equity	630,627.68	761,431.60	-130,803.92	-17.2%
TOTAL LIABILITIES & EQUITY	1,901,340.41	2,066,532.67	-165,192.26	-8.0%

Orleans Revolving Loan Fund
Balance Sheet Prev Year Comparison
 As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Orleans Revolving Loan Fund	21,870.18	2,014.85	19,855.33	985.5%
Total Checking/Savings	21,870.18	2,014.85	19,855.33	985.5%
Accounts Receivable				
392 · Loan payments receivable	-1,919.69	0.00	-1,919.69	-100.0%
Total Accounts Receivable	-1,919.69	0.00	-1,919.69	-100.0%
Other Current Assets				
Loan Principal (current yr)				
Medina Hospitality LLC	16,657.39	15,985.39	672.00	4.2%
Total Loan Principal (current yr)	16,657.39	15,985.39	672.00	4.2%
Total Other Current Assets	16,657.39	15,985.39	672.00	4.2%
Total Current Assets	36,607.88	18,000.24	18,607.64	103.4%
Other Assets				
Funds Transf to OEDA/OLRC/ORLF	8,951.82	8,951.82	0.00	0.0%
ORLF Loan Principal -noncurrent				
Medina Hospitality LLC	144,198.13	160,910.47	-16,712.34	-10.4%
Total ORLF Loan Principal -noncurrent	144,198.13	160,910.47	-16,712.34	-10.4%
Total Other Assets	153,149.95	169,862.29	-16,712.34	-9.8%
TOTAL ASSETS	189,757.83	187,862.53	1,895.30	1.0%
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
ORLF Deferred Revenue				
Allowance - Medina Hospitality	61,500.00	61,500.00	0.00	0.0%
Medina Hospitality LLC	-61,500.00	-61,500.00	0.00	0.0%
Total ORLF Deferred Revenue	0.00	0.00	0.00	0.0%
Total Long Term Liabilities	0.00	0.00	0.00	0.0%
Total Liabilities	0.00	0.00	0.00	0.0%
Equity				
3000 · Opening Bal Equity	1,060,322.72	1,060,322.72	0.00	0.0%
3900 · Retained Earnings	-871,073.19	-872,409.32	1,336.13	0.2%
Net Income	508.30	-50.87	559.17	1,099.2%
Total Equity	189,757.83	187,862.53	1,895.30	1.0%
TOTAL LIABILITIES & EQUITY	189,757.83	187,862.53	1,895.30	1.0%

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02/09/22

Accrual Basis

Orleans Revolving Loan Fund
Register QuickReport
January 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount
Medina Hospitality LLC							
Payment	01/01/2022	1034	ORLF Loan Pmt for Januray 2022	200 · Orleans Rev...	X	392 · Loan ...	1,919.69
Payment	01/26/2022	1058	ORLF Pmt for February 2022	200 · Orleans Rev...	X	392 · Loan ...	1,919.69
Total Medina Hospitality LLC							3,839.38
No name							
Check	01/02/2022		Service Charge	200 · Orleans Rev...	X	Misc Expe...	-49.32
Total no name							-49.32
TOTAL							3,790.06

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02/09/22

Orleans Revolving Loan Fund
A/R Aging Summary
As of January 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Medina Hospitality LLC	0.00	-1,919.69	0.00	0.00	0.00	-1,919.69
TOTAL	<u>0.00</u>	<u>-1,919.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-1,919.69</u>

Orleans Economic Development Agency
A/R Aging Summary
As of February 9, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A.J Piedimonte-Magc Inc.PILOT	0.00	0.00	0.00	0.00	0.00	0.00
BOMET Property LLC PILOT	0.00	3,212.47	0.00	0.00	0.00	3,212.47
Brunner International	0.00	6,780.41	0.00	0.00	0.00	6,780.41
Cottages at Troutburg LLC PILOT	0.00	65,395.01	0.00	0.00	0.00	65,395.01
Customer	0.00	0.00	0.00	0.00	0.00	0.00
Falls Railroad PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Holley Cold Storage PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Lake Ridge Fruit	0.00	9,637.29	0.00	0.00	0.00	9,637.29
Medina Hospitality	0.00	0.00	0.00	0.00	67,500.00	67,500.00
Misc. OEDA Customers	0.00	0.00	0.00	0.00	573.84	573.84
Orleans County Treasurer	0.00	47,500.00	0.00	0.00	0.00	47,500.00
Pride Pak Inc PILOT	0.00	6,494.67	0.00	0.00	0.00	6,494.67
Quorum Group LLC. PILOT	0.00	11,731.20	0.00	0.00	0.00	11,731.20
Quorum/Takeform PILOT	0.00	5,701.67	0.00	0.00	0.00	5,701.67
Save Holley High LLC	0.00	3,446.63	0.00	0.00	0.00	3,446.63
Village of Holley (c)	0.00	0.00	0.00	0.00	0.00	0.00
Waddington North America Inc./PPP	0.00	40,493.42	0.00	0.00	0.00	40,493.42
Western New York Energy LLC PILOT	0.00	387,595.00	0.00	0.00	0.00	387,595.00
TOTAL	0.00	587,987.77	0.00	0.00	68,073.84	656,061.61

OEDA Current Project List

Updated:				12-Jan-22		
<u>Industrial/Commercial Projects</u>	<u>Location</u>	<u>Description</u>	<u>Type of Project</u>	<u>Status</u>	<u>Update</u>	<u>Last Update</u>
Velloctifi	Medina	New product line	Increase capacity	Moving	OCR approved funding	1-Nov-21
Hotel Project	Orleans	New Build	New Building	Moving	Punch list items	1-Dec-21
Heritage Wind	Barre	Wind Farm Project	New Build	Moving	Project Agreement signed	5-Nov-21
Brewery/Distillery	Holley	TBD	Redevelopment	No Action	connected with SBA	1-Aug-21
Zambistro Project	Medina	TBD	Redevelopment	Moving	work has started	1-Sep-21
Falls Road-Culvert/Bridge Replacement	Orleans	Northern Boarders Grant	Repair/Replace	Moving	Ready to implement	9-Mar-21
Mid-South Adjustment	Albion	Back Office	Redevelopment	Moving	Starting Hiring Phase	9-Mar-21
Bornet-MBP-N	Medina	Remanufacturer	New Build	Moving	Meeting 11/12	10-Nov-21
Mariachi	Albion	TBD	New Build	No Action	Working on engineering	1-Jul-21
Hemlock Ridge Solar	Barre/Shelby	Solar	New Build	No Action	Scheduling a PILOT Meeting for February	1-Feb-22
<u>Developments Projects</u>	<u>Location</u>	<u>Description</u>	<u>Type of Project</u>	<u>Status</u>	<u>Update</u>	<u>Update</u>
Bates Road Redevelopment	Ridgeway	Brownfield	Development	No Action		6-Nov-20
MBP-Strategic Plan Project	Medina	Planning	Development	On Hold	On hold for COIDA match	9-Sep-20
HBP-Wetland Work	Holley	Eliminate Isolated Wetland	Development	On Hold	Waiting for break in County schedule	9-Sep-20
Medina/Shelby Pedestrian Bridge	Medina	Planning	Development	On Hold	Borings done recently per Medina	10-May-21
Big Guys Camping	Murray	Planning	Development	Planning	Project agreement signed	8-Nov-21
NBRC-Medina Team Track, Holley Spur	Medina/Holley	Planning	Development	Planning	Working with EA on agreement	1-Dec-21
<u>RFP Responded</u>	<u>Partner</u>	<u>Description</u>	<u>Type of Project</u>	<u>Status</u>	<u>Update</u>	<u>Update</u>
<u>Administration</u>	<u>Description</u>	<u>Update</u>				
<u>ORLF-GAIN Loan Fund</u>	<u>Description</u>	<u>Update</u>				
<u>Orleans Land Restoration</u>	<u>Location</u>	<u>Description</u>	<u>Update</u>			
<u>Orleans County LDC</u>	<u>Description</u>	<u>Update</u>				
Micro Training	Training program	Separate Update		On Going		
Micro OCR Grant/Loan	See Report in handout	Separate Update		On Going		

OEDA Board Notes

February 11, 2022

- Master Budget:
- Spring MAP Class 2022
- Diane reported the Spring MAP class starts on April 5th to June 14.

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 Wildflower Deli & Bakery for \$21,000 for a total of \$170,000.

- Revolving Loan Fund:
- Loans Status: Printed reports from 02/10/22 are available for review.
 - Total funds in RLF Account as of 01/31/22
 - \$4908.97---HUD unrestricted fund
 - \$79,285.08---Unrestricted Money Market Account.

2022 COIDA Board

Updated: 02/11/22

<u>Member/Office</u>	<u>Address/Email</u>	<u>Telephone</u>	<u>Term</u>
John Fitzak Assistant Secretary	John.Fitzak@OrleansCountyNY.gov	(585) 589-0377	12/31/23
Open		Open	
Merle Draper Treasurer	210 William Street, Medina, NY 14103 SkipDraper@verizon.net	(585) 798-7055	12/31/23
Paul Hendel Chairman	3145 North Main Street, Holley, NY 14470 Fz1ny@yahoo.com	(585) 638-5085	
Carol D'Agostino Assistant Treasurer	16887 Roosevelt Highway, Kendall, NY 14476 CDagostino@kendallschools.org	(585) 659-2706	
John Misiti Vice Chairman	10894 Ryan Road, Medina, NY 14103 JMisiti@rochester.rr.com	(585) 798-3327	
Edward Urbanik Secretary	12365 Platten Rd, Lyndonville, NY, 14098 ontariothree@gmail.com	(585) 705-0383	
<u>Staff</u>			
Michael Dobell CEO/CFO	121 North Main Street, Albion, NY 14411 MDobell@orleansdevelopment.org	(585) 589-7060	
Gabrielle Barone V-P Development	121 North Main Street, Albion, NY 14411 gbarone@orleansdevelopment.org	(585) 589-7060	
Diane Blanchard Manager Admin	121 North Main Street, Albion, NY 14411 dblanchard@orleansdevelopment.org	(585) 589-7060	
Kevin Zanner COIDA Counsel	1300 Liberty Building, Buffalo, NY 14202 KJZ@hurwitzfine.com	(716) 849-8900	

COIDA 2022

Committee Members

Adopted 02/11/22

Executive Committee

Paul Hendel – Chair
John Misiti
Skip Draper
Ed Urbanik

Audit Committee

Open
John Fitzak
Merle Draper
Carol D’Agostino– Chair
Paul Hendel
John Misiti
Ed Ubanik

Governance Committee

Open
John Fitzak
Merle Draper
Carol D’Agostino
Paul Hendel
John Misiti – Chair
Ed Ubanik

Finance Committee

Open
John Fitzak
Merle Draper– Chair
Carol D’Agostino
Paul Hendel
John Misiti
Ed Ubanik

**COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY
AGREEMENT WITH ORLEANS COUNTY
2022**

THIS AGREEMENT made effective January 1, 2022, by and between the County of Orleans, a municipal corporation organized and existing under and by virtue of the laws of the State of New York and having its principal office at the Legislature Building, Albion, New York, hereinafter called the "County", and the County of Orleans Industrial Development Agency, organized pursuant to Section 892-g of the General Municipal law, with its principal office located at 121 North Main Street, Albion, New York, hereinafter called "Agency".

WITNESSETH:

WHEREAS, it is in the best interest of the County that the many advantages of Orleans County be publicized to those who may be interested in establishing, maintaining or expanding business and industry in the County of Orleans, in order to create new jobs and keep a healthy economy; and

WHEREAS, equally as important is the ability to retain within the county the jobs already located here; and

WHEREAS, among the most important tasks facing New York State are the need to increase jobs and encourage higher levels of private capital investment in business and industry thereby improving the general prosperity and economic welfare of the people of New York State and its constituent municipalities; and

WHEREAS, the County recognizes that the Agency is an community-wide organization with the expertise and capacity to so improve the general prosperity and economic welfare to the people of the County; and

WHEREAS, the purpose of this Agreement is to carry out in a legal and proper manner the provisions of Section 852 of the General Municipal Law of the State of New York, which section does authorize the County to appropriate funds for the purpose of encouraging industrial development within the County; and

WHEREAS, New York State Public Officers Law Section 18 states that a county legislative body may provide for the defense and indemnification of the officers and employees of a public entity and additional indemnification of said Agency may be contracted in return for services; and

NOW THEREFORE, in consideration of the agreements and promises herein contained and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto do hereby agree as follows:

SERVICES

1. The parties understand that the Agency shall hire and employ a professional staff, which shall maintain a continuing program of identifying, locating and contacting industrial prospects who may be interested in establishing or expanding manufacturing or industrial facilities with the County of Orleans. The Agency shall have the right to discharge such staff without the approval of the Legislature. Such staff shall be entitled to participate in all County/State employee benefit programs including but not limited to retirement, compensation, medical insurance, dental insurance and Cafeteria Program.

2. The Agency shall, through its professional staff, conduct an ongoing local economic retention and development program. As part of this program, the agency shall maintain close and frequent contact and communication with local firms. In connection, therewith the Agency agrees that it shall maintain up-to-date factual data on all aspects of the County of Orleans for use in promoting the advantages of the County to such prospects.

3. The Agency shall assist prospective employers in packaging financial assistance from available public and private sources as appropriate for the construction of new or expanded facilities, which shall result in additional employment for residents of Orleans County.

ACCOUNTABILITY

1. The Agency shall keep the County informed, subject to the restraints of law, of its operations through the Orleans County Legislature's representative members of the Agency, by means of joint meetings, which either party might request, and through the submission of its Annual Report. Each public entity shall respect the confidentiality of the others executive sessions and the information disclosed therein.

2. The Agency agrees to establish appropriate accounting and record keeping procedures that comply with generally accepted principles and with appropriate law and regulations in reporting and withholding Federal and New York State Taxes and Social Security contributions and transmitting to the proper authorities.

ADMINISTRATION

1. The Agency understands that its professional staff will cooperate with the Director of Planning and Development in all circumstances that relate to the Planning Department area of influence

2. The parties specifically acknowledge that this Agreement pertains solely to the professional services of the Agency and that any other Agreements between the parties shall be

governed exclusively by the terms and conditions of said Agreements and that additional unrestricted gifts on account of specific projects undertaken by the Agency are permitted by law.

3. The Agency shall comply with all applicable federal, state and local laws, rules and regulations including, but not limited to, those prohibiting discrimination based on race, religion, color, national origin, disability, marital status or status as a disabled veteran.

FINANCES

1. The Agency agrees to report all State and Federal Withholding as well as New York State Retirement contributions in such manner and method as the parties may agree.

INDEMNIFICATION

1. The County shall defend, hold harmless and indemnify the Agency and its members, officers and employees ("claimant") for and against all costs, fees, damages, fines and penalties incurred or imposed by virtue of the performance by the Agency of the terms and conditions of this Agreement in any court, administrative, or other proceeding.

2. The duty to defend, indemnify and hold harmless provided by this Agreement shall be conditioned upon; (i) delivery by the "claimant" to the chief legal officer of the county or to its chief administrative officer of a written request to provide for his defense together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten days after he is served with such document, and (ii) the full cooperation of the "claimant" in the defense of such action or proceeding and in defense of any action or proceeding against the public entity based upon the same act or omission, and in the prosecution of any appeal.

3. It is not the intention of this Agreement to in any way impair, limit, modify or restrict any immunity to liability available to the Agency or any legislator, board member or employee of the Agency or County.

4. This Agreement shall not in any way affect the obligation of any "claimant" to give proper notice to the Agency and the County under the provisions of Section 50-e of the New York State General Municipal Law, or any other applicable provision regarding notice and compromise and settlement. The provisions of said Section 50-e and the procedures therein are incorporated by reference herein to the extent not inconsistent herewith.

TERM OF AGREEMENT

1. This Agreement shall be for a term from the date hereof until December 31, 2022. The Agency agrees to submit its proposed budget for the ensuing budget year to the County no later than September 15th of the preceding year. The County agrees to examine such budgetary requests as a part of its budgetary process in adopting the Annual Budget of the County of

Orleans. Either party upon ninety (90) days prior written notice to the other party may terminate this contract at any time.

NO POWER TO BIND

1. The County, the Agency, and their respective employees are not and shall not be considered as joint ventures, employees, partners or agents of each other and neither shall have the power to bind and obligate the other except as set forth in this Agreement.

TERM OF PAYMENT

1. Orleans County will pay COIDA during their 2022 Agreement the amount of \$190,000 payable in quarterly payments of \$47,500.

IN WITNESS WHEREOF, the undersigned have set their hands and seals this day of _____, 20__.

ORLEANS COUNTY LEGISLATURE

By:
Title:

COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

By: Michael Dobell
Title CEO

ACKNOWLEDGMENT OF SIGNATORY (IES)
STATE OF NEW YORK)

) ss

COUNTY OF ORLEANS)

On the _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said state, personally appeared _____ to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies); and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Signature of Notary Public

Orleans County Legislature
Office or Capacity of signatory (ies)
Notary Stamp:

ACKNOWLEDGMENT OF SIGNATORY (IES)
STATE OF NEW YORK)

) ss

COUNTY OF ORLEANS)

On the _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said state, personally appeared _____ to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies); and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Signature of Notary Public

County of Orleans Industrial Development Agency
Office or Capacity of signatory (ies)
Notary Stamp:



Request for Proposals (RFP) – NYSOCR/CDBG Funding Administration
County of Orleans Industrial Development Agency
December 16, 2021

Background

The County of Orleans Industrial Development Agency (COIDA) implements a variety of economic and community development activities using funding provided through the Federal Community Development Block Grant (CDBG) program. The COIDA is seeking the services of a firm(s) or individual(s) to assist in the planning, administration, management, and implementation of the allocated Economic Development Grants, and assist with the administration, management, and implementation of microenterprise programming.

Scope of Services:

The firm(s) or individual(s) will be expected to provide the following services:

1) Economic Development Grants

- a. The provision of technical assistance necessary for the administration of the OCR/CDBG grants including, but not limited to assisting the COIDA in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
- b. Assistance regarding the financing of an economic development project including assistance in the preparation of grant or deferred loan closing documents, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to companies regarding employment requirements and documentation, monitoring of employment and financial information, and other related assistance as required.
- c. The selected contractor will work in coordination with COIDA staff in completing the grant administration and implementation activities.

2) Microenterprise Program

- a. The provision of technical assistance necessary for the administration of the CBDG program including, but not limited to assisting COIDA in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
- b. Assistance in designing various Program elements related to the provision of CDBG grants to Program clients and the development of formal policy and operating guidelines.

- c. Assistance to COIDA in its development of appropriate forms and systems for implementing the Program consistent with the rules, regulations, and policies of the OCR and CDBG including, but not limited to Program and grant applications forms, grant approval and closing documents, budget controls, and individual project reporting.
- d. Assistance to COIDA in developing an entrepreneurial training program consistent with the rules, regulations, and policies of the OCR and CDBG.
- e. Processing of client grant applications including due diligence associated with the project review, preparation of written credit analyses, and presentation of credit recommendations to COIDA's approving authority.
- f. Drafting of appropriate grant closing documents and technical assistance as required to facilitate grant closings and disbursements.
- g. General technical assistance to COIDA as appropriate to ensure that all Program activities are implemented in an effective and timely manner.
- h. Monitoring of COIDA's activities and recordkeeping to ensure compliance with the rules, regulations, and policies of the OCR and CDBG.

Proposals

Proposals should include the following:

- 1) Background information that describes the nature and history of the firm or individual, including client listings and references.
- 2) Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with CDBG, OCR, and commercial lending programs.
- 3) Identification and resumes of the persons who will provide the services.
- 4) A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The COIDA will award a cost reimbursement rather than a fixed price contract.

Selection

The COIDA will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The COIDA will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

One copy (electronic or paper) of the proposal should be addressed to:

Michael Dobell, CEO
County of Orleans Industrial Development Agency
121 North Main Street
Albion, NY 14411
MDobell@orleansdevelopment.org

Proposals must be received by the COIDA no later than 4:00 p.m., January 28, 2022.

Miscellaneous

- 1) It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the CDBG program. Contracts will therefore be subject to all applicable provisions of the CDBG program.
- 2) The COIDA reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
- 3) The COIDA assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

Procurement Lobbying Restrictions

- 1) Restrictions on Bidder Communications with COIDA

Pursuant to State Finance Law §§139-j and 139-k, this RFP imposes certain restrictions on communications between Bidders and COIDA during the procurement process. Bidders are prohibited from making contacts (whether oral, written or electronic) with any COIDA personnel or COIDA Board member other than the designated COIDA staff member set forth in Section IX.B above (unless the contact is otherwise permitted under State Finance Law §139-j(3)(a)). In addition, Bidders are hereby notified that any contact with any COIDA personnel, COIDA Board member or the designated COIDA staff member which a reasonable person would infer is intended to influence the award of the contract under this RFP is prohibited. These prohibitions apply from the Bidder's earliest notice of COIDA's intent to solicit proposals through the final award and approval of the procurement contract ("Restricted Period").

Bidders are hereby notified that COIDA is required to collect certain information when contacted by a Bidder during the Restricted Period and make a determination of the responsibility of the Bidder pursuant to State Finance Law §§139-j and 139-k. Certain findings of non-responsibility can result in rejection of a contract award, and in the event of two findings within a four (4) year period, the Bidder may be barred from obtaining governmental procurement contracts.

- 2) Bidder's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j and §139-j (6)(b)

COIDA is required to obtain written affirmations from all Bidders as to the Bidder's understanding of and agreement to comply with COIDA's procedures relating to permissible contacts (described in paragraph 1 above). The affirmation must be provided to COIDA when the Bidder submits its proposal. The form of affirmation to be completed and submitted by the Bidder is included herein as Exhibit A.

- 3) Bidder's Certification of Compliance with State Finance Law §139-k(5)

State Finance Law §139-k(5) requires Bidders to provide written certification that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate. The certification must be provided to COIDA when Bidder submits its proposal. The form of certification to be completed and submitted by the Bidder is included herein as Exhibit B.

- 4) Bidder Disclosure of Prior Non-Responsibility Determinations

State Finance Law §139-k(2) obligates COIDA to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, each Bidder must disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State

Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. State Finance Law §139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the Restricted Period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether a Bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with the law, no procurement contract shall be awarded to any Bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the procurement contract to the Bidder is necessary to protect public property or public health and safety, and that the Bidder is the only source capable of supplying the required article of procurement within the necessary timeframe. Exhibit C of this RFP, entitled "Offerer Disclosure of Prior Non-Responsibility Determinations," must be completed by the Bidder and submitted to COIDA at the time of Bidder's submission of its proposal.

5) Contract Termination Provision

New York State Finance Law §139-k (5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing termination of the contract in the event that the certification provided by the Bidder that is awarded the contract is found to be intentionally false or intentionally incomplete. The following provision is hereby incorporated by reference and included in the contract that is awarded (if one is awarded) pursuant to this RFP:

"Pursuant to New York State Finance Law §139-k(5), COIDA reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, COIDA may exercise its termination rights by providing written notification to the Contractor in accordance with the written notification terms of this contract."

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of COIDA relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT B

Offerer/Bidder Certification:

I certify that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Name: _____ Title: _____

H. Sicherman / the Harrison Studio

160 Washburn Street, Suite 200

P.O. Box 473

Lockport, New York 14095

Tel: (716) 462-6600

Fax: (716) 201-1738

January 27, 2022

Michael Dobell, CEO
County of Orleans Industrial Development Agency
121 North Main Street
Albion, New York 14411

Dear Mr. Dobell:

H. Sicherman & Company, Inc. dba The Harrison Studio (*The Harrison Studio*) is pleased to have the opportunity to submit this proposal to provide services to the County of Orleans Industrial Development Agency ("COIDA") in connection with (1) the implementation and administration of the Economic Development Grants awarded by the New York State Office of Community Renewal (the "OCR") through the Community Development Block Grant ("CDBG") program for projects within Orleans County and (2) the administration, management and implementation of microenterprise grant funding and microenterprise programming.

The Harrison Studio currently provides a wide variety of services to municipalities and nonprofit organizations throughout New York State in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. All of our staff have particular experience and expertise in planning and implementing CDBG projects and programs.

Personnel

The following personnel are available to provide services associated with this proposal:

Harry Sicherman, President - Mr. Sicherman has extensive expertise in all facets of community and economic development acquired during a 42-year career that has included positions at the U. S. Department of Housing and Urban Development and as a principal of private consulting firms. Mr. Sicherman has substantial experience in designing, managing, and administering community development programs in both the public and private sectors. He has particular expertise regarding the administration and management of CDBG programs, and currently provides community and economic development services to numerous municipalities and nonprofit development organizations throughout New York State.

R. Charles Bell, Senior Vice President - Mr. Bell joined *The Studio* in 2015 after 12 years managing community and economic development programming for municipalities and local development corporations in three Western New York communities, most recently as the President and CEO of the Greater Lockport Development Corporation. Mr. Bell has extensive experience and expertise in community and economic development and is highly regarded for his ability to take high-profile initiatives from planning through implementation, with a particular emphasis on financing and overall project management.

Michael Zimmerman, Director of Development – Mr. Zimmerman joined *The Harrison Studio* in 2021 after a 10-year tenure at the City of North Tonawanda, New York, most recently as the City's Community Development Director and Executive Director of the Lumber City Development Corporation. Mr. Zimmerman manages a variety of economic and community development initiatives including the underwriting and documentation of commercial grants and loans, grant applications and post-approval administration, and the planning and implementation of commercial, industrial, and real estate projects and programs.

Greg Merriam, Senior Planner - Mr. Merriam joined *The Harrison Studio* in 2015 after nine years supporting community planning, land development, and environmental impact analysis projects for two engineering firms in New York's Capital District. He has a strong academic background and professional experience in leading and supporting project teams in the preparation of community plans, has served as lead author/planner on a variety of environmental impact analysis projects, has a strong working understanding of SEQR, visual impact analysis, and fiscal impact analysis techniques, and has extensive experience in federal environmental review (NEPA) requirements and their applicability to CDBG activities. In addition to providing planning and environmental review services, Mr. Merriam works closely with *The Harrison Studio's* clients during project implementation in addressing cost documentation, funding disbursements, and overall regulatory and institutional compliance.

Diane K. Church, Senior Associate came to *The Harrison Studio* in 2017 after completing a distinguished legal career including 26 years as a senior attorney and partner at Hurwitz & Fine, PC in Buffalo, New York. Ms. Church, who has extensive contract preparation, research, and writing experience and expertise, spent much of her career acting as general counsel to industrial development agencies, local development corporations, and other affiliated not-for-profit entities. Ms. Church assists the firm's clients with a wide variety of community and economic development services including program and project development, regulatory and institutional compliance, commercial and industrial financing, and grant writing.

Michael G. Thomas, Vice President, Commercial Finance – Mr. Thomas joined *The Harrison Studio* in 2021, bringing with him an extensive commercial credit background developed in positions at Northwest Bank and HSBC. Mr. Thomas, who is responsible for the firm's commercial, industrial, and real estate underwriting and financial analysis, also assists small business and microenterprise clients with financial packaging and general business planning decisions.

Karen Burke, Senior Associate – Ms. Burke has extensive administrative experience, including working as the Office Coordinator and Assistant to the Executive Director of the Canisius College Women's Business Center, where she regularly interacted with the Center's clients and assisted with grant reporting, maintained client statistical data, and prepared financial reports. Ms. Burke joined *The Harrison Studio* in 2021 and assists the firm's clients with a variety of technical support services, particularly in the areas of grant management.

Proposed Services

The Harrison Studio proposes to provide all of the services included in the Request for Proposals, summarized as follows:

Economic Development Grants

The Harrison Studio has extensive experience in administering OCR CDBG grants for economic development and small business projects.

Our ability to design the forms and systems used to establish administrative compliance are substantially enhanced by our strong economic development background, which includes over 30 years of experience in commercial credit analysis and loan portfolio management. That technical expertise, combined with an intimate and extensive involvement with CDBG activities that spans six decades, forms the basis for the comprehensive approach we take in implementing, and administering OCR economic development and small business grants.

The Harrison Studio proposes to coordinate with COIDA staff and provide the following technical assistance in connection with the administration, management, and implementation of Economic Development Grants within the categories of grant administration and program delivery:

Grant Administration

- Assistance in the establishment and maintenance of books of account
- Development and implementation of management systems to provide appropriate recordkeeping
- Assistance in procurement and selection and award of contracts
- Assurance of consistency with Federal requirements regarding procurement, labor standards, fair housing, and job creation
- Completion of project federal (NEPA) environmental reviews
- Preparation of required reports and funding draws
- Oversight of audit activities and recordkeeping to ensure compliance with the rules, regulations, and policies of the OCR
- Preparation for and oversight of the OCR monitoring process
- Preparation of grant closeout materials
- Other activities of a general administrative nature as required to implement the OCR grant

Program Delivery

- Preparation of grant or deferred loan closing documents and provision of technical assistance as required to facilitate closing and disbursements of funds
- Procurement of cost documentation and interface with companies as required to verify costs and satisfaction of any equity requirement
- Review of grant or loan disbursement documentation
- Technical assistance to ensure compliance with CDBG regulations regarding low-and-moderate income benefit, including assisting companies regarding employment requirements and documentation
- Monitoring of employment and financial information
- Technical assistance as appropriate to ensure that all project activities are implemented in an effective and timely manner

Microenterprise Program

The Harrison Studio has extensive experience in administering OCR CDBG grants for Microenterprise programs. Our ability to design both program implementation elements and the forms and systems used to establish administrative compliance are substantially enhanced by our strong economic development background, which includes over 30 years of experience in commercial credit analysis and loan portfolio management. That technical expertise, combined with an intimate and extensive involvement with CDBG activities that spans six decades, forms the basis for the comprehensive approach we take in establishing, implementing, and administering OCR Microenterprise programs.

Our approach begins with a program design based on the expressed needs of the community being served and the resources to be used in implementing the program. That includes an analysis of the type of businesses expected to be established, the relative skill levels of the prospective entrepreneurs, and the nature of the community being served.

Based on this analysis, *The Harrison Studio* will help design and implement a Microenterprise Program tailored to the objectives of Orleans County and COIDA. *The Harrison Studio* proposes to provide the following technical assistance in connection with the administration, management, and implementation of microenterprise programming within the categories of grant administration and program delivery:

Grant Administration

- Development of written program guidelines that address eligibility, program standards, application processing, approvals, closings and disbursements, and post-approval monitoring
- Development of forms for program implementation, including a program fact sheet for marketing purposes, an application and income qualification form, and internal application processing and tracking spreadsheets for OCR-required data
- Assistance in the establishment and maintenance of books of account
- Development and implementation of management systems to provide appropriate recordkeeping, including budget and accounting spreadsheets to track grant approvals, grant administration, and program delivery obligations, disbursements, and balances
- Assistance in procurement and selection and award of contracts
- Assurance of consistency with Federal requirements regarding procurement, labor standards, fair housing, and job creation
- Completion of programmatic and individual project federal (NEPA) environmental reviews
- Assistance in developing an entrepreneurial training program consistent with the rules, regulations and policies of the OCR and CDBG program
- Preparation of required reports and funding draws
- Oversight of audit activities and recordkeeping to ensure compliance with the rules, regulations, and policies of the OCR
- Preparation for and oversight of the OCR monitoring process
- Preparation of grant closeout materials
- Other activities of a general administrative nature as required to implement microenterprise programming

Program Delivery

- Assistance in processing client grant applications including due diligence associated with project review, preparation of a written credit analysis, and presentation of recommendations to approving authority
- Preparation of closing documents and provision of technical assistance as required to facilitate closings and disbursements of funds
- Procurement of cost documentation and interface with microenterprises as required to verify costs and satisfaction of equity requirements
- Technical assistance to ensure compliance with CDBG regulations regarding low-and-moderate income benefit
- Technical assistance as appropriate to ensure that all program activities are implemented in an effective and timely manner

Background Information and Client Lists

The Harrison Studio and its staff have a long history of providing economic development services to municipalities, quasi-public agencies and authorities, not-for-profit corporations, and other civic entities throughout upstate New York. Some of our current clients that operate similarly to the COIDA include the following:

Chautauqua Region EDC	Greene County EDC
Niagara County Development Corp	Cattaraugus County ESGC
Livingston County Development Corp	Genesee Gateway LDC
Lumber City Development Corp	Olean Local Development Corp
Finger Lakes Horizon EDC	Hamilton Partnership for Community Dev
Greater Lockport Development Corp	Seneca County EDC
Allegany County IDA	Wyoming County Business Assistance Corp

The Harrison Studio provides a variety of services on behalf of these clients, including the following representative and diverse initiatives:

CDBG Microenterprise Grants

The Harrison Studio routinely plans, structures, applies for, and administers CDBG grants for microenterprise programming and has worked with numerous communities to design and implement microenterprise assistance programs that are responsive to the community's needs. *The Harrison Studio* most recently assisted Wyoming County, the City of Olean, the City of North Tonawanda, Niagara County, and Livingston County in implementing their microenterprise programs. *The Harrison Studio* is currently working with Madison, Chautauqua, Cattaraugus, and Allegany Counties in structuring and administering microenterprise grants and assistance programs.

CDBG Economic Development and Small Business Grants

The Harrison Studio routinely plans, structures, applies for, and administers CDBG grants for small business and large-scale economic development projects for its not-for-profit clients. We have been the leader in this field throughout New York State, having procured and successfully implemented over 100 grants since the State's assumption of the program in 2000. The revenue produced from those grants represents a significant portion of the annual operating budget for many of our clients. OCR grants we have successfully procured and implemented for projects in Orleans County include: Zambistro Restaurant (Village of Medina) (in progress); Velocitii, LLC (Town of Ridgeway) (in progress); Takeform (Village of Medina); and Sierra Biological (Town of Ridgeway).

Business Financing

The Harrison Studio routinely provides a variety of services associated with commercial and industrial financing including the planning and implementation of grant and loan programs, credit analysis and underwriting, loan packaging, and loan management. The firm also has extensive experience in developing, funding, and implementing microenterprise assistance programming.

Experience and Technical Expertise

As noted in the staff biographies, all senior staff have substantial experience in planning, financing, and implementing a wide variety of community and economic development activities including numerous microenterprise programs. The firm and its staff have had a daily involvement in the procurement, implementation, and management of OCR funding.

Mr. Sicherman and Mr. Bell are both highly respected in the community development field.

With respect to CDBG and particularly OCR funding, Mr. Sicherman has maintained an intimate involvement with CDBG funding since his tenure at the U. S. Department of Housing and Urban Development where he had program management responsibilities for \$50+ million in annual CDBG awards. His work in developing and refining the use of CDBG funding for economic development activities served as a foundation for the federal regulations that remain in use to this day. Mr. Sicherman's career in the private sector spans almost 30 years. Mr. Sicherman has a strong technical background in commercial lending including the closing and funding of CDBG loans and grants. The firm has routinely provided commercial credit analysis and loan portfolio management services to a wide range of municipal, quasi-public, and not-for-profit clients throughout New York State since its inception in 1998, and Mr. Sicherman has provided those services throughout his private sector career.

Both Mr. Merriam and Mr. Zimmerman have extensive experience in the implementation of microenterprise assistance grants, including interfacing with grant applicants/recipients and OCR staff; in Mr. Merriam's case on behalf of multiple clients of *The Harrison Studio* and in Mr. Zimmerman's case as the Executive Director of Lumber City Development Corporation, which administered North Tonawanda's microenterprise assistance program. All staff have the ability to participate, as needed, in every aspect of a microenterprise program, from program design and document preparation, to processing of applications and review and processing of draw requests.

Remuneration

Remuneration for all proposed services will be charged as follows:

1. The Harrison Studio labor will be charged at the following rates through December 31, 2022:

Harry Sicherman.....	\$185.00 per hour
R. Charles Bell	\$165.00 per hour
Michael Zimmerman	\$145.00 per hour
Diane Church	\$145.00 per hour
Michael Thomas	\$145.00 per hour
Greg Merriam II.....	\$130.00 per hour
Karen Burke/Admin. Assistant	\$115.00 per hour
Other Professional.....	\$ 98.00 per hour
Rate in travel status	\$ 80.00 per hour (all personnel)

The labor rates for services provided in subsequent calendar years will be computed by multiplying the rates in effect for the prior year by 1.03 and rounding up to the next whole dollar amount. The labor rates are fully loaded and are inclusive of all salaries, fringes, clerical, and related costs. The overhead and profit percentages for all labor rates average approximately 110% and 15% of labor cost respectively.

2. Travel by private automobile will be charged at the maximum Federal reimbursement rate.
3. All other expenses will be charged at cost.

4. Charges for services rendered in connection with microenterprise programming will be consistent with OCR guidelines limiting the total cost of program delivery and administration to 15% of the total CDBG funds awarded, with administration not to exceed 5% of such award. Charges for services rendered in connection with the administration, management, and implementation of Economic Development Grants will be consistent with OCR funding made available for program delivery and grant administration.

Summary

H. Sichernan & Company, Inc. dba *The Harrison Studio* is pleased to have the opportunity to propose services to the County of Orleans Industrial Development Agency. Enclosed are materials regarding the firm including references and staff information. If you require additional information, please contact me directly at (716) 462-6600.

Sincerely,

A handwritten signature in blue ink that reads "Chuck Bell". The signature is written in a cursive, flowing style.

R. Charles Bell
Senior Vice President/Partner

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of COIDA relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: R. Charles Bell Date: 12-27-22

Name: R. Charles Bell Title: Partner/Senior VP

Contractor Name: H. Sacherman & Company, Inc.

Contractor Address: 160 Washburn Street, Suite 200
Lockport, NY 14094

EXHIBIT B

Offerer/Bidder Certification:

I certify that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: *R. Charles Bell* Date: 1-27-22

Name: R. Charles Bell Title: Partner / Senior VP

Contractor Name: H. Sichenman & Company, Inc.

Contractor Address: 160 Washburn Street, Suite 203
Lockport, NY 14094

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

H. Sichenman & Company, Inc.

Address:

160 Washburn Street, Suite 200, Lodport, NY 14094

Name and Title of Person Submitting this Form:

R. Charles Bell / Senior VP

Contract Procurement Number:

NYS OCR/CDBG Funding Administration

Date:

RFP- 12/16/21

Form Completed: 1-27-22

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: R. Charles Bell Date: 1-27-22
Signature

Name: R. Charles Bell Title: Partner / Senior VP

H. Sichenman / the Harrison Studio

160 Washburn Street, Suite 200

P.O. Box 473

Lockport, New York 14095

Tel: (716) 462-6600

Fax: (716) 201-1738

Resumes, Client List, and References

NAME: Harry Sicherman
Title: President
Employer: H. Sicherman & Company, Inc.

EDUCATION

1975 B.A. - Behavioral Sciences (awarded *magna cum laude*) SUNY Institute of Technology, Utica, NY
1976-77 Graduate Studies - SUNY at Buffalo School of Law

MILITARY SERVICE

1971-1975 United States Air Force - active duty

SUMMARY EXPERIENCE

Harry Sicherman has maintained an intimate involvement with community and economic development programs since beginning a career with the United States Department of Housing and Urban Development in 1978 as a Community Planning and Development Representative. For eight years in that capacity, and during a subsequent 34 years as the principal of private consulting firms, Mr. Sicherman has played a leading role in the development and implementation of a variety of federal, state, and local programs for economic development, housing, social services, and municipal infrastructure. His career has been highlighted by numerous significant engagements, including assistance provided in the planning and implementation of programming for the revitalization of Lower Manhattan under Congress' initial \$2.2 billion Emergency Response Act appropriation arising from the September 11, 2001 attacks on the World Trade Center. Mr. Sicherman is a widely recognized expert in the due diligence and regulatory requirements associated with the implementation of the federal Community Development Block Grant program.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	President	1998-present
EastWest Planning & Development, Inc.	President	1991-1997
Sicherman Consulting Services	Proprietor	1987-1991
Don Warren Hall & Associates	Associate	1986-1987
U. S. Dept. of Housing & Urban Development	CPD Rep.	1978-1986
United States Air Force (active duty)		1971-1975

COMMUNITY ACTIVITIES

Treasurer, Erie Canalway National Heritage Corridor Commission
Board Member, Erie Canalway Heritage Fund, Inc.

NAME: R. Charles Bell
Title: Senior Vice President
Employer: H. Sicherman & Company, Inc.

EDUCATION

1993-97 B.S. – Sociology
Ithaca College, Ithaca, NY

2002-03 Graduate Studies – SUNY at Buffalo, NY Department of Urban and Regional
Planning

2007-09 Masters of Business Administration, Canisius College, Buffalo, NY

SUMMARY EXPERIENCE

Chuck Bell joined *H. Sicherman / the Harrison Studio* in 2015 after twelve years managing community and economic development programming for municipalities and local development corporations in three Western New York communities, most recently as the President and CEO of the Greater Lockport Development Corporation. Mr. Bell is highly regarded for his ability take high-profile initiatives from planning through implementation as evidenced by The Remington Lofts and Webster Street Revitalization projects in North Tonawanda, New York and a string of signature projects in Lockport, New York including financing and construction of the Lockport Ice & Sports Arena, Canal Street revitalization, and redevelopment of the 500,000 square foot Harrison Place industrial campus.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Vice President	2015-present
City of Lockport, New York	Director of Planning & Dev.	2011-2015
Greater Lockport Development Corp.	President/CEO	2011-2015
City of North Tonawanda, New York	Planning & Dev. Coordinator	2004-2011
Town of Tonawanda Development Corp.	Empire Zone Coordinator	2002-2004
NVS Interactive Media	Accounts Manager	1999-2002
Thomas Planning Services, Inc.	Junior Planner	1997-1999

COMMUNITY ACTIVITIES

President, Lockport Ice Arena & Sports Center, Inc.
Board Member, Leadership Niagara
Board Member, Lockport YMCA
Member, Lockport Rotary

NAME: Michael Zimmerman

Title: Director of Development

Employer: H. Sicherman & Company, Inc. / The Harrison Studio

EDUCATION

2003-07 B.S. – Political Science
State University of New York at Buffalo

2009-11 Masters of Urban Planning
State University of New York at Buffalo

SUMMARY EXPERIENCE

Michael Zimmerman joined *H. Sicherman / the Harrison Studio* in 2021 after ten years in community and economic development roles within the City of North Tonawanda, New York. Mr.

Zimmerman's professional experience has included commercial lending, grants management, municipal planning, Community Development Block Grant projects, historic preservation, brownfield redevelopment, and concept and site planning. In roles with both the City of North Tonawanda and Lumber City Development Corporation, Mr. Zimmerman administered grant and loan programs as part of a targeted community revitalization effort and oversaw numerous downtown and waterfront redevelopment projects. As Director of Development for *H. Sicherman / the Harrison Studio*, Mr. Zimmerman manages a variety of economic and community development initiatives including the underwriting and documentation of commercial grants and loans, grant applications and post-approval administration, and the planning and implementation of commercial, industrial, and real estate projects and programs.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Director of Development	2021-present
City of North Tonawanda	Community Development Director	2014-2021
Lumber City Development Corporation	Executive Director	2014-2021
	Planner/Developer	2011-2014

PROFESSIONAL AFFILIATIONS/HONORS

The Riviera Theatre & Organ Preservation Society, Board of Directors
Destination Niagara USA, Board of Directors
Niagara USA Chamber of Commerce, Rising Star Award
SBA Buffalo District, Financial Services Champion of the Year Award

NAME: Diane K. Church
Title: Senior Associate
Employer: H. Sicherman & Company, Inc.

EDUCATION

1977-81 B.A. with Honors – History
Harpur College, State University of New York at Binghamton
1981 Program in Social Sciences - Brunel University, Uxbridge, Middlesex, England
1981-84 Juris Doctor Degree with Honors
Duke University School of Law

SUMMARY EXPERIENCE

Diane K. Church joined *H. Sicherman / the Harrison Studio* in 2017 after practicing law for over thirty years. As an attorney, Ms. Church specialized in economic development law and commercial real estate and finance, acting as general and transaction counsel for industrial development agencies, local development corporations and other affiliated not-for-profit corporations throughout Western New York, representing commercial lenders in commercial loan transactions throughout New York State, and handling a variety of real estate transactions. Ms. Church has experience with the administration and closing of Federal and State funded loans and grants and tax-exempt lease transactions, and has assisted economic development clients with corporate and statutory compliance. Since joining *H. Sicherman / the Harrison Studio*, Ms. Church has worked on a variety of economic and community development initiatives, including assisting in the underwriting and documentation of commercial loans, preparing loan fund compliance plans, assisting with grant applications and grant administration and documentation, and providing research and support for redevelopment proposals.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Senior Associate	2017-present
Hurwitz & Fine, P.C.	Attorney/Member	1991-2017
Moot & Sprague	Associate Attorney	1987-1990
Bond, Schoeneck & King	Associate Attorney	1984-1987

PROFESSIONAL ASSOCIATIONS/HONORS

Member, New York State Bar Association
Recognized in Business First's Who's Who in Law, Banking and Finance and Municipal Law Categories, and in The Best Lawyers in America
James S. Bidlake Memorial Award for Superior Achievement in Legal Research and Writing
Phi Beta Kappa

NAME: Michael G. Thomas
Title: Vice President, Commercial Finance
Employer: H. Sicherman & Company, Inc. / The Harrison Studio

EDUCATION

2006 B.S. – Business Administration,
Finance State University of New
York at Buffalo

SUMMARY EXPERIENCE

Michael Thomas joined *H. Sicherman / the Harrison Studio* in 2021 after a 16-year career in commercial lending at two Western New York banking institutions. Mr. Thomas has extensive experience in all aspects of commercial, industrial, and mortgage lending, including credit analysis, loan packaging, and closings. He works closely with the firm's clients in developing and implementing commercial lending programs, assists loan applicants in submissions and debt structuring, advise microenterprise clients in business credit decisions, performs credit analysis and loan portfolio management functions, and assists clients in loan closing activities. Mr. Thomas also assists in-house staff in financial modeling and analysis of commercial, industrial, and mixed-use real estate transactions.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	VP, Commercial Finance	2021-present
Northwest Bank	Commercial Lender	2008-2021
HSBC Mortgage Corporation	Mortgage Lending Specialist	2002-2008

PROFESSIONAL AFFILIATIONS/HONORS

Treasurer, Young Audiences of Western New York Society, Board of Directors

NAME: Greg Merriam II, AICP
Title: Senior Planner
Employer: H. Sicherman & Company, Inc.

EDUCATION

2004 B.A. – Environmental Design
SUNY at Buffalo, Buffalo, NY

2006 Master's Degree – Urban Planning
SUNY at Buffalo, Buffalo, NY
Department of Urban and Regional Planning

SUMMARY EXPERIENCE

Greg Merriam joined *H. Sicherman / the Harrison Studio* in 2015 after nine years supporting community planning, land development, and environmental impact analysis projects for engineering firms in the Capital Region of New York State. Mr. Merriam has a strong academic background and professional experience in leading and supporting project teams in all aspects of community planning and development. His exceptional project management and communication skills make him an extremely valuable asset in implementing the company's community and economic development programming. Mr. Merriam has served as lead author/planner on a variety of environmental impact analysis projects and has a strong working understanding of SEQR, visual impact analysis, and fiscal impact analysis techniques.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Senior Planner	2015-present
The Chazen Companies	Planner	2012-2015
The LA Group	Planner	2007-2011

NAME: Karen Burke
Title: Administrative Assistant
Employer: H. Sicherman & Company, Inc. / The Harrison Studio

EDUCATION

1988 AAS, Legal Office Assistant
Bryant and Stratton College, Buffalo, NY

SUMMARY EXPERIENCE

Karen Burke is an efficient, detail-oriented administrative professional with over 20 years of office experience that has included maintaining client databases, grant reporting, project compliance, and office management. She joined The Harrison Studio in 2021 and assists the firm's clients with a variety of technical support services, particularly in the areas of program and project management and administration.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Administrative Assistant	2021-present
GEICO	Home Closing Agent	2020-2021
Ecology and Environment, Inc.	Human Resources Admin. Assistant	2018-2020
Canisius College Women's Business Center	Office Coordinator and Asst. to Ex. Dir.	2012-2018
Amigone Funeral Home, Inc.	Office Assistant	2000-2006
National Power Grid Corporation	Stenographer Clerk	1988-1995

Current and Recent Client Listing

Public Agencies

New York State Office for Small Cities
Empire State Development Corporation
NYS Div. of Housing and Community Renewal
Niagara County Industrial Dev. Agency
Erie County Industrial Dev. Agency
Salamanca Industrial Dev. Agency
County of Orleans Industrial Dev. Agency
Essex County Industrial Dev. Agency
Chautauqua County Industrial Dev. Agency
Madison County Industrial Dev. Agency
Genesee County Economic Dev. Center
City of Ithaca Urban Renewal Agency
City of Olean Urban Renewal Agency
Schenectady Metroplex Development Authority
Livingston County Industrial Dev. Agency
Seneca County Industrial Dev. Agency
County of Otsego Industrial Dev. Agency
Allegany County Industrial Dev. Agency
Wyoming County Industrial Dev. Agency

Municipalities

Cattaraugus County, NY
Chautauqua County, NY
Erie County, NY
Greene County, NY
Madison County, NY
Ontario County, NY
Wyoming County, NY
City of Salamanca, NY
City of Lockport, NY
City of Olean, NY
City of North Tonawanda, NY
City of Dunkirk
City of Niagara Falls
City of Cortland
Village of Arcade
Village of Wellsville, NY
Town of Hamburg, NY
Town of Amherst, NY
Town of Cheektowaga, NY
Town of Tonawanda, NY
Town of Dunkirk, NY
Town of East Bloomfield, NY
Town of Ellicott, NY
Town of Mina, NY

Private For-Profit Companies & Nonprofit Organizations

Cheektowaga Economic Dev. Corporation
Lumber City Development Corporation
Orleans County Local Dev. Corporation
Livingston County Development Corporation
Greater Lockport Development Corporation
Genesee Gateway Local Development Corp.
Finger Lakes Horizon Economic Dev. Corp.
Wyoming County Business Assistance Corp.
Wayne Economic Development Corporation
Washington County Local Dev. Corp.
Wheatfield Local Development Corporation
Genesee Foundation, Inc.
Cattaraugus Co. Business Development Corp.
Hamburg Development Corporation
Ontario County Economic Development Corp.
Niagara County Development Corporation
West Seneca Development Corporation
Tompkins County Area Development
Nestle Purina PetCare, Inc.
Camoin Associates, Saratoga Springs, NY
Local Initiatives Support Corporation
Enterprise Community Partners, Inc.
Seneca County Economic Dev. Corp.
Seneca Falls Development Corporation
Buffalo Urban Development Corporation
Cazenovia Area Community Dev. Assoc.
Chautauqua Region Economic Dev. Corp.
Schoharie Community Development Corp.
Partnership for Community Dev. (Hamilton, NY)
Farm Credit East
Gebbie Foundation, Inc.
Historic Lockport Millrace, Inc.
Keenan Center, Inc. (Lockport, NY)
Riviera Theatre and Organ Preservation Society, Inc. (North Tonawanda, NY)
Clark Patterson Lee
C&S Companies

References

(Additional references are available upon request)

Steven G. Hyde, President
Genesee County Economic Dev. Corp.
99 MedTech Drive, Suite 106
Batavia, NY 14020
(585) 343-4866, ext. 14
shyde@gcedc.com

Rachel Straker, Director
Town of Cheektowaga Office of
Community Development
275 Alexander Avenue
Cheektowaga, NY 14221
(716) 897-7200
RStraker@tocny.org

Richard Dixon, CFO
Chautauqua County IDA
200 Harrison Street
Jamestown, NY 14701
(716) 661-8900
DixonR@ccida.com

Warren Hart, Deputy County Administrator
Economic Development, Tourism & Planning
411 Main Street
Catskill, NY 12414
(518) 719-3290
whart@discovergreene.com

Susan Langdon, Executive Director
Niagara County Industrial Development Agency
6311 Indicon Corporate Drive, Suite One
Sanborn, NY 14132
(716) 278-8750
Susan.Langdon@niagaracounty.com

Craig Clark, PE, PhD, Executive Director
Allegany County Industrial Development Agency
6087 State Route 19N, Suite 100
Belmont, New York 14813
(607) 968-0214
clarkco@alleganyco.com



Request for Proposals (RFP)-Technical Operational Assistance
County of Orleans Industrial Development Agency
December 16, 2021

Background

The County of Orleans Industrial Development Agency (COIDA) implements a variety of economic and community development activities using multiple funding sources. The COIDA is seeking the services of a firm(s) or individual(s) to assist in the planning, administration, management, and implementation of these activities.

Scope of Services:

The firm(s) or individual(s) will be expected to provide the following services:

1) Technical Operational Assistance

- a. Assistance regarding the financing of economic development projects including the review and analysis of loan applications, assistance in the preparation of loan closing documents, review of loan disbursement documentation, assistance to borrowers regarding employment requirements and documentation, monitoring of employment and financial information, loan portfolio management activities, and other related assistance as required.
- b. Technical assistance regarding commercial and industrial project development, economic development program planning and implementation and other community and economic development activities as required.
- c. Assistance regarding the administration of the Orleans Loan Fund program, using funds obtained through grants, loans or other sources including:
 - i. The review and analysis of loan applications
 - ii. Assistance in the preparation of loan closing documents and review of loan disbursement documentation
 - iii. Assistance to borrowers regarding employment requirements and documentation
 - iv. Monitoring of employment and financial information
 - v. Loan portfolio management activities
 - vi. Preparation of loan status reports
- d. Technical assistance regarding project development including:
 - i. Economic development program planning and implementation
 - ii. Preparation of grant applications and other applications for assistance

Proposals

Proposals should include the following:

- 1) Background information that describes the nature and history of the firm or individual, including client listings and references.
- 2) Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with commercial lending programs.

- 3) Identification and resumes of the persons who will provide the services.
- 4) A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The COIDA will award a cost reimbursement rather than a fixed price contract.

Selection

The COIDA will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The COIDA will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

One copy (electronic or paper) of the proposal should be addressed to:

Michael Dobell, CEO
County of Orleans industrial Development Agency
121 North Main Street
Albion, NY 14411
MDobell@orleansdevelopment.org

Proposals must be received by the COIDA no later than 4:00 p.m., January 28, 2022.

Miscellaneous

- 1) The COIDA reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
- 2) The COIDA assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

Procurement Lobbying Restrictions

- 1) Restrictions on Bidder Communications with COIDA

Pursuant to State Finance Law §§139-j and 139-k, this RFP imposes certain restrictions on communications between Bidders and COIDA during the procurement process. Bidders are prohibited from making contacts (whether oral, written or electronic) with any COIDA personnel or COIDA Board member other than the designated COIDA staff member set forth in Section IX.B above (unless the contact is otherwise permitted under State Finance Law §139-j(3)(a)). In addition, Bidders are hereby notified that any contact with any COIDA personnel, COIDA Board member or the designated COIDA staff member which a reasonable person would infer is intended to influence the award of the contract under this RFP is prohibited. These prohibitions apply from the Bidder's earliest notice of COIDA's intent to solicit proposals through the final award and approval of the procurement contract ("Restricted Period").

Bidders are hereby notified that COIDA is required to collect certain information when contacted by a Bidder during the Restricted Period and make a determination of the responsibility of the Bidder pursuant to State Finance Law §§139-j and 139-k. Certain findings of non-responsibility can result in rejection of a contract award, and in the event of two findings within a four (4) year period, the Bidder may be barred from obtaining governmental procurement contracts.

2) Bidder's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j and §139-j (6)(b)

COIDA is required to obtain written affirmations from all Bidders as to the Bidder's understanding of and agreement to comply with COIDA's procedures relating to permissible contacts (described in paragraph 1 above). The affirmation must be provided to COIDA when the Bidder submits its proposal. The form of affirmation to be completed and submitted by the Bidder is included herein as Exhibit A.

3) Bidder's Certification of Compliance with State Finance Law §139-k(5)

State Finance Law §139-k(5) requires Bidders to provide written certification that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate. The certification must be provided to COIDA when Bidder submits its proposal. The form of certification to be completed and submitted by the Bidder is included herein as Exhibit B.

4) Bidder Disclosure of Prior Non-Responsibility Determinations

State Finance Law §139-k(2) obligates COIDA to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, each Bidder must disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. State Finance Law §139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the Restricted Period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether a Bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with the law, no procurement contract shall be awarded to any Bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the procurement contract to the Bidder is necessary to protect public property or public health and safety, and that the Bidder is the only source capable of supplying the required article of procurement within the necessary timeframe. Exhibit C of this RFP, entitled "Offerer Disclosure of Prior Non-Responsibility Determinations," must be completed by the Bidder and submitted to COIDA at the time of Bidder's submission of its proposal.

5) Contract Termination Provision

New York State Finance Law §139-k (5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing termination of the contract in the event that the certification provided by the Bidder that is awarded the contract is found to be intentionally false or intentionally incomplete. The following provision is hereby incorporated by reference and included in the contract that is awarded (if one is awarded) pursuant to this RFP:

"Pursuant to New York State Finance Law §139-k(5), COIDA reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, COIDA may exercise its termination rights by providing written notification to the Contractor in accordance with the written notification terms of this contract."

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of COIDA relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT B

Offeror/Bidder Certification:

I certify that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Name: _____ Title: _____

H. Sichernan / the Harrison Studio

160 Washburn Street, Suite 200

P.O. Box 473

Lockport, New York 14095

Tel: (716) 462-6600

Fax: (716) 201-1738

January 27, 2022

Michael Dobell, CEO
Orleans County Industrial Development Agency
121 North Main Street
Albion, New York 14411

Dear Mr. Dobell;

H. Sichernan & Company, Inc. dba The Harrison Studio (*"The Harrison Studio"*) is pleased to have the opportunity to submit this proposal to provide services to the County of Orleans Industrial Development Agency ("COIDA") to provide technical services associated with the implementation of the COIDA's economic development programming.

The Harrison Studio currently provides a wide variety of services to municipalities and nonprofit organizations throughout New York State in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. All of our staff have particular experience and expertise in planning and implementing Community Development Block Grant ("CDBG") projects and programs.

Personnel

The following personnel are available to provide services associated with this proposal:

Harry Sichernan, President - Mr. Sichernan has extensive expertise in all facets of community and economic development acquired during a 42-year career that has included positions at the U. S. Department of Housing and Urban Development and as a principal of private consulting firms. Mr. Sichernan has substantial experience in designing, managing, and administering community development programs in both the public and private sectors. He has particular expertise regarding the administration and management of CDBG programs, and currently provides community and economic development services to numerous municipalities and nonprofit development organizations throughout New York State.

R. Charles Bell, Senior Vice President - Mr. Bell joined *The Studio* in 2015 after 12 years managing community and economic development programming for municipalities and local development corporations in three Western New York communities, most recently as the President and CEO of the Hamburg Development Corporation. Mr. Bell has extensive experience and expertise in community and economic development and is highly regarded for his ability to take high-profile initiatives from planning through implementation, with a particular emphasis on financing and overall project management.

Michael Zimmerman, Director of Development – Mr. Zimmerman joined *The Harrison Studio* in 2021 after a 10-year tenure at the City of North Tonawanda, New York, most recently as the City's Community Development Director and Executive Director of the Lumber City

Development Corporation. Mr. Zimmerman manages a variety of economic and community development initiatives including the underwriting and documentation of commercial grants and loans, grant applications and post-approval administration, and the planning and implementation of commercial, industrial, and real estate projects and programs.

Greg Merriam, Senior Planner - Mr. Merriam joined *The Harrison Studio* in 2015 after nine years supporting community planning, land development, and environmental impact analysis projects for two engineering firms in New York's Capital District. He has a strong academic background and professional experience in leading and supporting project teams in the preparation of community plans, has served as lead author/planner on a variety of environmental impact analysis projects, has a strong working understanding of SEQR, visual impact analysis, and fiscal impact analysis techniques, and has extensive experience in federal environmental review (NEPA) requirements and their applicability to CDBG activities. In addition to providing planning and environmental review services, Mr. Merriam works closely with *The Harrison Studio's* clients during project implementation in addressing cost documentation, funding disbursements, and overall regulatory and institutional compliance.

Diane K. Church, Senior Associate came to *The Harrison Studio* in 2017 after completing a distinguished legal career including 26 years as a senior attorney and partner at Hurwitz & Fine, PC in Buffalo, New York. Ms. Church, who has extensive contract preparation, research, and writing experience and expertise, spent much of her career acting as general counsel to industrial development agencies, local development corporations, and other affiliated not-for profit entities. Ms. Church assists the firm's clients with a wide variety of community and economic development services including program and project development, regulatory and institutional compliance, commercial and industrial financing, and grant writing.

Michael G. Thomas, Vice President, Commercial Finance – Mr. Thomas joined *The Harrison Studio* in 2021, bringing with him an extensive commercial credit background developed in positions at Northwest Bank and HSBC. Mr. Thomas, who is responsible for the firm's commercial, industrial, and real estate underwriting and financial analysis, also assists small business and microenterprise clients with financial packaging and general business planning decisions.

Karen Burke, Senior Associate – Ms. Burke has extensive administrative experience, including working as the Office Coordinator and Assistant to the Executive Director of the Canisius College Women's Business Center, where she regularly interacted with the Center's clients and assisted with grant reporting, maintained client statistical data, and prepared financial reports. Ms. Burke joined *The Harrison Studio* in 2021 and assists the firm's clients with a variety of technical support services, particularly in the areas of grant management.

Proposed Services

At the direction of COIDA, *The Harrison Studio* proposes to provide Technical Operational Assistance, summarized as follows:

Technical Operational Assistance

1. Assistance regarding the financing of economic development projects including the review and analysis of loan applications, assistance in the preparation of loan documents, review of loan cost documentation, review of grant and loan disbursement documentation, assistance to the company regarding employment requirements and documentation, monitoring of employment and financial information, loan portfolio management activities, and other related services as required.
2. Technical assistance regarding commercial and industrial project development, economic development program planning and implementation, and other community

and economic development activities as requested.

3. Assistance regarding the administration of the Orleans Loan Fund program, using funds obtained through grants, loans or other sources including: the review and analysis of loan applications, assistance in the preparation of loan closing documents and review of loan disbursement documentation, assistance to borrowers regarding employment requirements and documentation, monitoring of employment and financial information, loan portfolio management activities, and preparation of loan status reports.
4. Technical assistance regarding project development including: economic development program planning and implementation and preparation of grant applications and other applications for assistance.

Background Information and Client Lists

The Harrison Studio and its staff have a long history of providing economic development services to municipalities, quasi-public agencies and authorities, not for-profit corporations, and other civic entities throughout upstate New York. Some of our current clients that operate similarly to COIDA include the following:

Chautauqua Region EDC	Greene County EDC
Niagara County Development Corp	Ontario County EDC
Livingston County Development Corp	Genesee Gateway LDC
Lumber City Development Corp	Olean Local Development Corp
Finger Lakes Horizon EDC	Hamilton Partnership for Community Dev
Greater Lockport Development Corp	Seneca County EDC
Allegany County IDA	Wyoming County Business Assistance Corp

The Harrison Studio provides a variety of services on behalf of these clients, including the following representative and diverse initiatives:

CDBG CARES

The Harrison Studio is currently assisting the City of North Tonawanda, Livingston County, and Ontario County with the implementation and administration of CDBG CARES business assistance programs and has provided application and program design assistance to Genesee County and the City of Lockport.

Business Financing

The Harrison Studio routinely provides a variety of services associated with commercial and industrial financing including the planning and implementation of grant and loan programs, credit analysis and underwriting, loan packaging, and loan management. The firm also has extensive experience in developing, funding, and implementing CDBG funded assistance programming.

Community and Economic Development

The Harrison Studio assists its clients in all facets of community and economic development including strategic planning; commercial, industrial and residential development; organizational development; and administrative compliance. Specialty areas include downtown revitalization,

historic tax credit financing, and access to all municipal, quasi-municipal, and foundation incentives.

Experience and Technical Expertise

As noted in the staff biographies, all senior staff have substantial experience in planning, financing, and implementing a wide variety of community and economic development activities including numerous microenterprise programs. The firm and its staff have had a daily involvement in the procurement, implementation, and management of OCR funding. Mr. Sicherman and Mr. Bell are both highly respected in the community development field.

With respect to CDBG and particularly OCR funding, Mr. Sicherman has maintained an intimate involvement with CDBG funding since his tenure at the U. S. Department of Housing and Urban Development where he had program management responsibilities for \$50+ million in annual CDBG awards. His work in developing and refining the use of CDBG funding for economic development activities served as a foundation for the federal regulations that remain in use to this day. Mr. Sicherman's career in the private sector spans almost 30 years. Mr. Sicherman has a strong technical background in commercial lending including the closing and funding of CDBG loans and grants. The firm has routinely provided commercial credit analysis and loan portfolio management services to a wide range of municipal, quasi-public, and not-for-profit clients throughout New York State since its inception in 1998, and Mr. Sicherman has provided those services throughout his private sector career.

Both Mr. Merriam and Mr. Zimmerman have extensive experience in the implementation of CDBG grants, including interfacing with grant applicants/recipients and OCR staff; in Mr. Merriam's case on behalf of multiple clients of *The Harrison Studio* and in Mr. Zimmerman's case as the Executive Director of Lumber City Development Corporation. OCR grants we have successfully procured and implemented for projects in Orleans County include: Zambistro Restaurant (Village of Medina) (in progress); Velocitii, LLC (Town of Ridgeway) (in progress); Takeform (Village of Medina); and Sierra Biological (Town of Ridgeway). All staff have the ability to participate, as needed, in every aspect of a CDBG program, from program design and document preparation, to processing of applications and review and processing of draw requests.

Remuneration

Remuneration for all proposed services will be charged as follows:

1. The Harrison Studio labor will be charged at the following rates through December 31, 2022:

Harry Sicherman	\$185.00 per hour
R. Charles Bell	\$165.00 per hour
Michael Zimmerman.....	\$145.00 per hour
Diane Church	\$145.00 per hour
Michael Thomas.....	\$145.00 per hour
Greg Merriam II	\$130.00 per hour
Karen Burke/Admin. Assistant	\$115.00 per hour
Other Professional	\$ 98.00 per hour
Rate in travel status	\$ 80.00 per hour (all personnel)

The labor rates for services provided in subsequent calendar years will be computed by multiplying the rates in effect for the prior year by 1.03 and rounding up to the next whole dollar amount. The labor rates are fully loaded and are inclusive of all salaries, fringes,

clerical, and related costs. The overhead and profit percentages for all labor rates average approximately 110% and 15% of labor cost respectively.

2. Travel by private automobile will be charged at the maximum Federal reimbursement rate.
3. All other expenses will be charged at cost.

Summary

H. Sicherman & Company, Inc. dba *The Harrison Studio* is pleased to have the opportunity to propose services to the County of Orleans Industrial Development Agency. Enclosed are materials regarding the firm including references and staff information. If you require additional information, please contact me directly at (716) 462-6600.

Sincerely,

A handwritten signature in blue ink that reads "R. Charles Bell". The signature is written in a cursive, flowing style.

R. Charles Bell
Senior Vice President/Partner

Resumes

NAME: Harry Sicherman
Title: President
Employer: H. Sicherman & Company, Inc.

EDUCATION

1975 B.A. - Behavioral Sciences (awarded *magna cum laude*) SUNY Institute of Technology, Utica, NY
1976-77 Graduate Studies - SUNY at Buffalo School of Law

MILITARY SERVICE

1971-1975 United States Air Force - active duty

SUMMARY EXPERIENCE

Harry Sicherman has maintained an intimate involvement with community and economic development programs since beginning a career with the United States Department of Housing and Urban Development in 1978 as a Community Planning and Development Representative. For eight years in that capacity, and during a subsequent 34 years as the principal of private consulting firms, Mr. Sicherman has played a leading role in the development and implementation of a variety of federal, state, and local programs for economic development, housing, social services, and municipal infrastructure. His career has been highlighted by numerous significant engagements, including assistance provided in the planning and implementation of programming for the revitalization of Lower Manhattan under Congress' initial \$2.2 billion Emergency Response Act appropriation arising from the September 11, 2001 attacks on the World Trade Center. Mr. Sicherman is a widely recognized expert in the due diligence and regulatory requirements associated with the implementation of the federal Community Development Block Grant program.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	President	1998-present
EastWest Planning & Development, Inc.	President	1991-1997
Sicherman Consulting Services	Proprietor	1987-1991
Don Warren Hall & Associates	Associate	1986-1987
U. S. Dept. of Housing & Urban Development	CPD Rep.	1978-1986
United States Air Force (active duty)		1971-1975

COMMUNITY ACTIVITIES

Treasurer, Erie Canalway National Heritage Corridor Commission
Board Member, Erie Canalway Heritage Fund, Inc.

Resume

NAME: R. Charles Bell
Title: Senior Vice President
Employer: H. Sicherman & Company, Inc.

EDUCATION

1993-97 B.S. – Sociology
Ithaca College, Ithaca, NY

2002-03 Graduate Studies – SUNY at Buffalo, NY Department of Urban and Regional
Planning

2007-09 Masters of Business Administration, Canisius College, Buffalo, NY

SUMMARY EXPERIENCE

Chuck Bell joined *H. Sicherman / the Harrison Studio* in 2015 after twelve years managing community and economic development programming for municipalities and local development corporations in three Western New York communities, most recently as the President and CEO of the Greater Lockport Development Corporation. Mr. Bell is highly regarded for his ability take high-profile initiatives from planning through implementation as evidenced by The Remington Lofts and Webster Street Revitalization projects in North Tonawanda, New York and a string of signature projects in Lockport, New York including financing and construction of the Lockport Ice & Sports Arena, Canal Street revitalization, and redevelopment of the 500,000 square foot Harrison Place industrial campus.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Vice President	2015-present
City of Lockport, New York	Director of Planning & Dev.	2011-2015
Greater Lockport Development Corp.	President/CEO	2011-2015
City of North Tonawanda, New York	Planning & Dev. Coordinator	2004-2011
Town of Tonawanda Development Corp.	Empire Zone Coordinator	2002-2004
NVS Interactive Media	Accounts Manager	1999-2002
Thomas Planning Services, Inc.	Junior Planner	1997-1999

COMMUNITY ACTIVITIES

President, Lockport Ice Arena & Sports Center, Inc.
Board Member, Leadership Niagara
Board Member, Lockport YMCA
Member, Lockport Rotary

Resume

NAME: Michael Zimmerman
Title: Director of Development
Employer: H. Sichertman & Company, Inc. / The Harrison Studio

EDUCATION

2003-07 B.S. – Political Science
State University of New York at Buffalo

2009-11 Masters of Urban Planning
State University of New York at Buffalo

SUMMARY EXPERIENCE

Michael Zimmerman joined *H. Sichertman / the Harrison Studio* in 2021 after ten years in community and economic development roles within the City of North Tonawanda, New York. Mr. Zimmerman's professional experience has included commercial lending, grants management, municipal planning, Community Development Block Grant projects, historic preservation, brownfield redevelopment, and concept and site planning. In roles with both the City of North Tonawanda and Lumber City Development Corporation, Mr. Zimmerman administered grant and loan programs as part of a targeted community revitalization effort and oversaw numerous downtown and waterfront redevelopment projects. As Director of Development for *H. Sichertman / the Harrison Studio*, Mr. Zimmerman manages a variety of economic and community development initiatives including the underwriting and documentation of commercial grants and loans, grant applications and post-approval administration, and the planning and implementation of commercial, industrial, and real estate projects and programs.

EMPLOYMENT HISTORY

H. Sichertman & Company, Inc.	Director of Development	2021-present
City of North Tonawanda	Community Development Director	2014-2021
Lumber City Development Corporation	Executive Director	2014-2021
	Planner/Developer	2011-2014

PROFESSIONAL AFFILIATIONS/HONORS

The Riviera Theatre & Organ Preservation Society, Board of Directors
Destination Niagara USA, Board of Directors
Niagara USA Chamber of Commerce, Rising Star Award
SBA Buffalo District, Financial Services Champion of the Year Award

Resume

NAME: Diane K. Church
Title: Senior Associate
Employer: H. Sicherman & Company, Inc.

EDUCATION

1977-81 B.A. with Honors – History
Harpur College, State University of New York at Binghamton

1981 Program in Social Sciences - Brunel University, Uxbridge, Middlesex, England

1981-84 Juris Doctor Degree with Honors
Duke University School of Law

SUMMARY EXPERIENCE

Diane K. Church joined *H. Sicherman / the Harrison Studio* in 2017 after practicing law for over thirty years. As an attorney, Ms. Church specialized in economic development law and commercial real estate and finance, acting as general and transaction counsel for industrial development agencies, local development corporations and other affiliated not-for-profit corporations throughout Western New York, representing commercial lenders in commercial loan transactions throughout New York State, and handling a variety of real estate transactions. Ms. Church has experience with the administration and closing of Federal and State funded loans and grants and tax-exempt lease transactions, and has assisted economic development clients with corporate and statutory compliance. Since joining *H. Sicherman / the Harrison Studio*, Ms. Church has worked on a variety of economic and community development initiatives, including assisting in the underwriting and documentation of commercial loans, preparing loan fund compliance plans, assisting with grant applications and grant administration and documentation, and providing research and support for redevelopment proposals.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Senior Associate	2017-present
Hurwitz & Fine, P.C.	Attorney/Member	1991-2017
Moot & Sprague	Associate Attorney	1987-1990
Bond, Schoeneck & King	Associate Attorney	1984-1987

PROFESSIONAL ASSOCIATIONS/HONORS

Member, New York State Bar Association

Recognized in Business First's Who's Who in Law, Banking and Finance and Municipal Law Categories, and in The Best Lawyers in America

James S. Bidlake Memorial Award for Superior Achievement in Legal Research and Writing

Phi Beta Kappa

Resume

NAME: Michael G. Thomas
Title: Vice President, Commercial Finance
Employer: H. Sicherman & Company, Inc. / The Harrison Studio

EDUCATION

2006 B.S. – Business Administration, Finance
State University of New York at Buffalo

SUMMARY EXPERIENCE

Michael Thomas joined *H. Sicherman / the Harrison Studio* in 2021 after a 16-year career in commercial lending at two Western New York banking institutions. Mr. Thomas has extensive experience in all aspects of commercial, industrial, and mortgage lending, including credit analysis, loan packaging, and closings. He works closely with the firm's clients in developing and implementing commercial lending programs, assists loan applicants in submissions and debt structuring, advise microenterprise clients in business credit decisions, performs credit analysis and loan portfolio management functions, and assists clients in loan closing activities. Mr. Thomas also assists in-house staff in financial modeling and analysis of commercial, industrial, and mixed-use real estate transactions.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	VP, Commercial Finance	2021-present
Northwest Bank	Commercial Lender	2008-2021
HSBC Mortgage Corporation	Mortgage Lending Specialist	2002-2008

PROFESSIONAL AFFILIATIONS/HONORS

Treasurer, Young Audiences of Western New York Society, Board of Directors

Resume

NAME: Greg Merriam II, AICP
Title: Senior Planner
Employer: H. Sicherman & Company, Inc.

EDUCATION

2004 B.A. – Environmental Design
SUNY at Buffalo, Buffalo, NY

2006 Master's Degree – Urban Planning
SUNY at Buffalo, Buffalo, NY
Department of Urban and Regional Planning

SUMMARY EXPERIENCE

Greg Merriam joined *H. Sicherman / the Harrison Studio* in 2015 after nine years supporting community planning, land development, and environmental impact analysis projects for engineering firms in the Capital Region of New York State. Mr. Merriam has a strong academic background and professional experience in leading and supporting project teams in all aspects of community planning and development. His exceptional project management and communication skills make him an extremely valuable asset in implementing the company's community and economic development programming. Mr. Merriam has served as lead author/planner on a variety of environmental impact analysis projects and has a strong working understanding of SEQR, visual impact analysis, and fiscal impact analysis techniques.

EMPLOYMENT HISTORY

H. Sicherman & Company, Inc.	Senior Planner	2015-present
The Chazen Companies	Planner	2012-2015
The LA Group	Planner	2007-2011

H. Sichertman & Company, Inc.

Current and Recent Client Listing

Public Agencies

New York State Office for Small Cities Empire State Development Corporation
NYS Div. of Housing and Community Renewal Niagara County Industrial Dev. Agency
Erie County Industrial Dev. Agency Salamanca Industrial Dev. Agency County of Orleans
Industrial Dev. Agency Essex County Industrial Dev. Agency
Chautauqua County Industrial Dev. Agency Madison County Industrial Dev. Agency Genesee
County Economic Dev. Center City of Ithaca Urban Renewal Agency
City of Olean Urban Renewal Agency Schenectady Metroplex Development Authority Livingston
County Industrial Dev. Agency Seneca County Industrial Dev. Agency
County of Otsego Industrial Dev. Agency Allegany County Industrial Dev. Agency Wyoming
County Industrial Dev. Agency

Municipalities

Cattaraugus County, NY Chautauqua County, NY Erie County, NY
Greene County, NY Madison County, NY Ontario County, NY Wyoming
County, NY City of Salamanca, NY City of Lockport, NY City of Olean, NY
City of North Tonawanda, NY City of Dunkirk
City of Niagara Falls City of Cortland Village of Arcade
Village of Wellsville, NY Town of Hamburg, NY Town of Amherst, NY Town of
Cheektowaga, NY Town of Tonawanda, NY Town of Dunkirk, NY
Town of East Bloomfield, NY Town of Ellicott, NY
Town of Mina, NY

Private For-Profit Companies & Nonprofit Organizations

Cheektowaga Economic Dev. Corporation Lumber City Development Corporation Orleans
County Local Dev. Corporation Livingston County Development Corporation Greater Lockport
Development Corporation Genesee Gateway Local Development Corp. Finger Lakes Horizon
Economic Dev. Corp. Wyoming County Business Assistance Corp. Wayne Economic
Development Corporation Washington County Local Dev. Corp.
Wheatfield Local Development Corporation Genesee Foundation, Inc.
Cattaraugus Co. Business Development Corp. Hamburg Development Corporation
Ontario County Economic Development Corp. Niagara County Development Corporation West
Seneca Development Corporation Tompkins County Area Development
Nestle Purina PetCare, Inc.
Camoin Associates, Saratoga Springs, NY Local Initiatives Support Corporation Enterprise
Community Partners, Inc.
Seneca County Economic Dev. Corp. Seneca Falls Development Corporation Buffalo Urban
Development Corporation Cazenovia Area Community Dev. Assoc. Chautauqua Region
Economic Dev. Corp. Schoharie Community Development Corp.
Partnership for Community Dev. (Hamilton, NY) Farm Credit East
Gebbie Foundation, Inc. Historic Lockport Millrace, Inc.
Keenan Center, Inc. (Lockport, NY) Riviera Theatre and Organ Preservation
Society, Inc. (North Tonawanda, NY) Clark Patterson Lee
C&S Companies

AFFIDAVIT OF PUBLICATION

Batavia Daily News

State of New York,

County of, Orleans

The undersigned is the authorized designee of **Batavia Daily News**, a **Daily Newspaper** published in **Orleans** County, New York. I certify that the public notice, a printed copy of which is attached hereto, was printed and published in this newspaper on the following dates:

December 28, 2021

This newspaper has been designated by the County Clerk of **Orleans** County, as a newspaper of record in this county, and as such, is eligible to publish such notices.



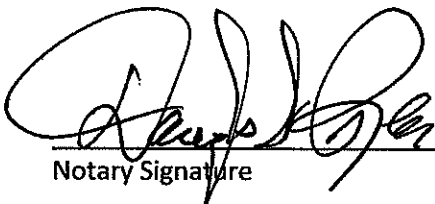
Signature

Elliot T. Putnam

Printed Name

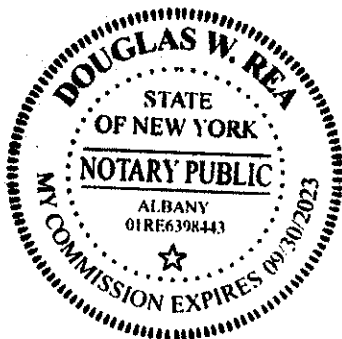
Subscribed and sworn to before me,

This 06 day of January 2022



Notary Signature

Notary Public Stamp



AFFIDAVIT OF PUBLICATION*Batavia Daily News*

LEGAL NOTICE

The County of Orleans Industrial Development Agency (COIDA), the Orleans County Local Development Corporation (OCLDC) and the Orleans Land Restoration Corporation (OLRC) each separately and independently implement a variety of economic and community development activities using funding provided through the Federal Community Development Block Grant (CDBG) program. The COIDA, the OCLDC and the OLRC anticipate receiving CDBG funding originating from grants awarded by the New York State Office of Community Renewal (OCR). Under three autonomous CDBG Services RFPs, the COIDA, the OCLDC and the OLRC are separately and independently seeking the services of a firm(s) or individual(s) to assist in the planning, administration, management, and implementation of current and future OCR awarded CDBG grants.

The COIDA, the OCLDC and the OLRC separately and independently implement a variety of non CDBG funded economic and community development activities.

AFFIDAVIT OF PUBLICATION

Batavia Daily News

Under three autonomous Technical Services RFPs, the COIDA, the OCLDC and the OLRC are separately and independently seeking the services of a firm(s) or individual(s) to assist in the general planning, administration, management, and implementation of these activities and the general operation of the COIDA, the OCLDC and the OLRC.

Six separate formal "Request for Proposals" are available on the Orleans Economic Development Agency's website at:
<https://www.orleansdevelopment.org/rfps>

or may be obtained by contacting Michael Dobell, CEO, at (585) 589-7060 ext. 3, or by e-mail to MDobell@OrleansDevelopment.org. Proposals should be received no later than 4:00 p.m., Friday January 28, 2022. Minority and Woman owned Business Enterprises are encouraged to respond to any or all of the RFPs, either as prime or subcontractors.

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH H. SICHERMAN & COMPANY, INC. FOR THE PROVISION OF TECHNICAL SERVICES IN CONNECTION WITH THE AGENCY'S ECONOMIC DEVELOPMENT ACTIVITIES

WHEREAS, the County of Orleans Industrial Development Agency ("COIDA") is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

WHEREAS, COIDA, in furtherance of its corporate purposes, undertakes a variety of economic development and community development activities which are funded from various sources, including the Federal Community Development Block Grant (CDBG) program; and

WHEREAS, COIDA also provides administrative services under contract to the Orleans County Local Development Corporation (LDC) and the Orleans Land Restoration Corporation (OLRC), both of which are New York not-for-profit corporations, in support of their economic development and community development activities; and

WHEREAS, on December 16, 2021, COIDA issued a request for proposals ("Request for Proposals") for the provision of technical assistance for the administration of OCR grant programs, CDBG microenterprise programs, the financing of economic development projects through loan transactions and the development and implementation of commercial and industrial projects and programs, microenterprise assistance and other community and economic development activities as required, all as more particularly described in the Request for Proposals; and

WHEREAS, H. Sicherman & Company, Inc. d/b/a The Harrison Studio ("H. Sicherman") submitted a proposal dated January 27, 2022 for the provision of professional services consistent with the Request for Proposals and on terms acceptable to COIDA.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

1. The execution and delivery by COIDA of an agreement with H. Sicherman for the provision of technical services for a term of three (3) years commencing effective January 1, 2022 and otherwise consistent with the Request for Proposals and the consultant's proposal, and with such other terms and conditions as may be agreed to by COIDA and H. Sicherman which are not inconsistent therewith, is hereby authorized.

2. The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the CEO/CFO of COIDA are each individually authorized to execute and deliver such agreement and to take such other actions as may be necessary to effectuate the transactions contemplated by this resolution.

3. This resolution shall take effect immediately.

The above resolution was moved for adoption by _____ and seconded by _____.

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Carol D'Agostino	[]	[]	[]	[]
John Fitzak	[]	[]	[]	[]
Merle Draper	[]	[]	[]	[]
Paul Hendel	[]	[]	[]	[]
John Misiti	[]	[]	[]	[]
Ed Urbanik	[]	[]	[]	[]

ADOPTED: February 11, 2022

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING AN ADMINISTRATIVE SERVICES AGREEMENT WITH THE ORLEANS LAND RESTORATION CORPORATION

WHEREAS, the County of Orleans Industrial Development Agency (“COIDA”) is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

WHEREAS, COIDA is authorized to enter into contracts in furtherance of its corporate purposes of advancing the job opportunities, general prosperity and economic welfare of the people of the State of New York and improving their prosperity and standard of living and has the personnel and expertise to provide administrative and technical services in the areas of economic development, community development and CDBG program administration; and

WHEREAS, Orleans Land Restoration Corporation (“OLRC”) is a not-for-profit corporation formed for the purpose of combating community deterioration and blight within Orleans County and is authorized, among other things, to acquire and improve real property to facilitate the development or use and operation of the properties in order to encourage economic development within Orleans County and, in furtherance of its corporate purposes has undertaken a variety of economic development and community development initiatives, including activities funded with Community Development Block Grant (CDBG) funds, as administered by the United States Department of Housing and Urban Development (HUD) and the New York State Office of Community Renewal (OCR), which activities are consistent with the mission and purpose of COIDA; and

WHEREAS, on December 16, 2021, the OLRC issued a Request for Proposal seeking the services of firms or individuals to assist in the implementation and administration of its programs; and

WHEREAS, COIDA submitted a proposal to the OLRC dated January 28, 2022 (the “Proposal”) in response to the OLRC Request for Proposal; and

WHEREAS, in the event that the OLRC accepts COIDA’s proposal, COIDA wishes to authorize an agreement regarding the provision by COIDA of administrative services to the OLRC in accordance with the Proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1: Subject to acceptance by the OLRC of its Proposal, COIDA is hereby authorized to contract with the OLRC for the provision of administrative services consistent with the Proposal for a term commencing effective as of January 1, 2022 and expiring December 31, 2024 and the execution and delivery of an agreement with OLRC is hereby authorized.

Section 2: The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the Chief Executive Officer or Chief Financial Officer are each individually authorized to execute all necessary agreements and documents to effectuate the actions authorized by this resolution.

Section 3: These resolutions shall take effect immediately.

The above resolution was moved for adoption by _____ and seconded by _____.

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Carol D'Agostino	[]	[]	[]	[]
John Fitzak	[]	[]	[]	[]
Merle Draper	[]	[]	[]	[]
Paul Hendel	[]	[]	[]	[]
John Misiti	[]	[]	[]	[]
Ed Urbanik	[]	[]	[]	[]

ADOPTED: February 11, 2022

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING AN ADMINISTRATIVE SERVICES AGREEMENT WITH THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION

WHEREAS, the County of Orleans Industrial Development Agency (“COIDA”) is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

WHEREAS, COIDA is authorized to enter into contracts in furtherance of its corporate purposes of advancing the job opportunities, general prosperity and economic welfare of the people of the State of New York and improving their prosperity and standard of living and has the personnel and expertise to provide administrative and technical services in the areas of economic development, community development and CDBG program administration; and

WHEREAS, The Orleans County Local Development Corporation (the “LDC”) has undertaken a variety of economic development and community development initiatives, including the operation of a microenterprise loan fund and other activities which are funded with Community Development Block Grant (CDBG) funds, all for the purpose of relieving and reducing unemployment, promoting employment and job opportunities, attracting businesses to Orleans County and encouraging the development and retention of businesses in Orleans County and lessening the burdens on government, which activities are consistent with the mission and purpose of COIDA; and

WHEREAS, on December 16, 2021, the LDC issued a Request for Proposals seeking the services of firms or individuals to assist in the implementation and administration of its programs; and

WHEREAS, COIDA submitted a proposal to the LDC dated January 28, 2022 (the “Proposal”) in response to the LDC Request for Proposals; and

WHEREAS, in the event that the LDC accepts COIDA’s Proposal, COIDA wishes to authorize an agreement regarding the provision by COIDA of administrative services to the LDC in accordance with the Proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1: Subject to acceptance by the LDC of its Proposal, COIDA is hereby authorized to contract with the LDC for the provision of administrative services consistent with the Proposal for a term commencing effective as of January 1, 2022 and expiring December 31, 2024, and the execution and delivery of an agreement with LDC is hereby authorized.

Section 2: The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the Chief Executive Officer or Chief Financial Officer are each individually authorized to execute all necessary agreements and documents to effectuate the actions authorized by this resolution.

Section 3: These resolutions shall take effect immediately.

The above resolution was moved for adoption by _____ and seconded by _____.

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Carol D'Agostino	[]	[]	[]	[]
John Fitzak	[]	[]	[]	[]
Merle Draper	[]	[]	[]	[]
Paul Hendel	[]	[]	[]	[]
John Misiti	[]	[]	[]	[]
Ed Urbanik	[]	[]	[]	[]

ADOPTED: February 11, 2022