

OEDA Meeting Board Minutes

January 12, 2018

**121 N Main Street 2nd Floor Albion NY
Boardroom
8:00 a.m.**

Draft

Members Present:

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

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Diane Blanchard, Micro-Enterprise Business Coordinator
Kevin Zanner, OEDA Legal Counsel
Tom Rivers, Orleans Hub (joined the meeting at 9:05 am)
Kelly Kiebala, Workforce Development (joined the meeting at 9:30 am)

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

- I. Roll Call----**A quorum of the Board was present.
- II. Approval of Previous Board Meeting Minutes December 8, 2017 (Electronic)**

The December 8, 2017 Board meeting minutes were reviewed. A motion was made by Skip Draper to accept the meeting minutes as presented, seconded by John DeFilipps. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 12/31/17 is \$5,153.76. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 12/31/17 is \$675,504.37. ORLF account/statements were reviewed.

Motion to accept the OEDA and ORLF financials made by Skip Draper, seconded by John Misiti. Motion Passed. M0118-01.

PILOT Report---Diane reported that all PILOTs are current.

Consideration of an Agreement with EFPR Group, CPAs, PLLC to Provide Auditing Services for the 2017 Fiscal Year----Jim presented the November 11, 2017 proposal from EFPR Group, CPAs, PLLC to provide auditing services for the 2017 fiscal year for the Agency and its affiliates. The cost is \$11,200 which is shared by the Agency and its affiliates.

Motion to approve the proposal of EFPR Group CPAs, PLLC to provide auditing services for the 2017 Fiscal Year made by Ken DeRoller, seconded by Skip Draper. Motion Passed. M0118-02.

IV. Executive Session

Motion to go into Executive Session to discuss the financial and credit history of a corporation and the proposed acquisition, sale or lease of real property, and to invite in staff, Jim Whipple and Counsel Kevin Zanner made by Carol D'Agostino, seconded by Skip Draper. Motion Passed.

Motion to exit Executive Session made by Ken Rush, seconded by John Misiti. Motion Passed.

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

V. Report of Committees/Departments

Business Development

Gabrielle presented an update to the Board regarding business development projects.

Bernzomatic----Gabrielle reported that the environmental review & due diligence is still in progress at Bernzomatic. A fall 2018 completion and transfer of ownership is expected.

Snappy---Gabrielle reported that Snappy continues to pursue a location that will accommodate their complete operation including manufacturing, distribution and storage. They are working with a prospective building developer.

Niagara Food Specialties-USA – Gabrielle reported that Diane Church is working closely with Niagara Food Specialties to help move this project forward. While the company's OLRF loan commitment has expired, the Board may be asked to renew the loan commitment, as the company now appears to be moving forward with the project again.

Project Slice---Gabrielle reported that the company is working with a different consultant. It is not clear whether this project will move forward in Orleans County.

Project Updates

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

Discussion on Only In Orleans Contractor/Supplier Data Base--- Jim reported that the initial registration from contractors and suppliers was good, with 20 businesses having already registered.

WNYE-Gas Main Project--- Jim reported that a meeting with NYSEG is scheduled for next week regarding a possible new gas source supply for WNYE.

Holley Gardens----Jim reported the CFA application for this project was not approved.

ARG Disposal----Jim reported that the project is under construction. The Agency forwarded documentation to the company for the sales tax exemption and is waiting for the company to complete and return the documentation so that the Agency can issue a sales tax letter. Kevin updated the Board regarding the ORLF loan commitment, which will expire February 28th.

MBP Infrastructure Project---Jim reported the project is complete. The roads and sewers are being dedicated to the Village.

MBP Sanderson Road---Jim reported that the Asbestos Survey was completed, and asbestos was found in the building. He is getting quotes for the removal.

OLRC-3959 Bates Rd—Jim reported that the NYSDEC will hold a public hearing in February regarding this project.

Review of Letters of Support---None reviewed.

Facilities/Sites

Medina Business Park Development Plan Project-No CFA Funding in 2018
Jim reported that CFA funding was not awarded for the Medina Business Park Development Plan. Jim and Gabrielle will review the CFA application as the CFA funding was not approved.

Legal—Kevin provided a further update regarding the impact on economic development projects of the federal tax reform bill that went into effect as of January 1, 2018.

MAP and LDC Report.

Diane reported the Spring MAP class starts on April 3 and ends on June 18. Ten possible participants are showing interest in the next class.

The GOSC loan fund account as of 12/31/17 has a balance of \$184,227.69; the HUD unrestricted account has a balance of \$362.67; the LDC money market account has a balance of \$115,862.64 and the LDC Grant loan fund has a balance of \$49,046.86.

Workforce Information---- Kelly Kiebal reported on the 2018 inaugural class of Leadership Orleans. The opening retreat is next Wednesday and Thursday at Tillman’s Village Inn. Board members are welcome to attend. Kelly also updated the Board regarding a site visit at CNC Technical Solutions and other workforce development activities.

Marketing Update—Jim reported on targeting brewery and distillery businesses to locate in Orleans County. Jim wants to work with the municipalities to identify properties that would be available for these types of projects. Mindful Media is putting together a marketing/financial package to send to these industries.

VI. Unfinished Business

Consideration of a New Copier Contract—Jim presented a proposal for the Agency to lease a new Ricoh copier with a larger document feed capability and quality scanner. The maintenance package will be reduced from \$149 to \$75.83 per month. The five-year monthly lease payment will be \$102.00.

Motion to approve the lease of a new Ricoh copier made by John DeFilipps, seconded by Skip Draper. Motion Passed. M0118-03.

VII. New Business

Consideration of Incentives Including a PILOT, Sales Tax Exemption and Mortgage Tax Exemption for the Takeform Project.

A Resolution was presented as follows:

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE CONSTRUCTION AND EQUIPPING OF A 15,500 +/- SQUARE FOOT ADDITION TO AN EXISTING 32,000 +/- SQUARE FOOT

FACILITY BY QUORUM GROUP LLC FOR SALE OR LEASE TO THE AGENCY AND SUBSEQUENT LEASE OR RECONVEYANCE PURSUANT TO A LEASE AGREEMENT OR AN INSTALLMENT SALE CONTRACT TO QUORUM GROUP LLC THE EXECUTION OF A MORTGAGE AGREEMENT, LEASE AGREEMENT AND/OR INSTALLMENT SALE CONTRACT, PILOT AGREEMENT, AND THE TAKING OF OTHER ACTIONS.

Resolution moved by John Misiti, seconded by Carol D'Agostino.

Roll Call:

Paul Hendel	Aye
Ken DeRoller	Aye
Ken Rush	Aye
John DeFilipps	Aye
Carol D'Agostino	Aye
Skip Draper	Aye
John Misiti	Aye

7 Ayes

0 Nays

Resolution Passed; Resolution attached. M0118-04.

Consideration of a Land Sale in the Medina Business Park to Takeform for use as a Parking Lot in Support of a New Construction Project.

A Resolution was presented as follows:

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE SALE OF A .75+/- ACRE PARCEL OF LAND LOCATED WITHIN THE MEDINA BUSINESS PARK, MEDINA, NEW YORK TO QUORUM GROUP LLC AND THE EXECUTION AND DELIVERY OF A CONTRACT OF SALE AND OTHER ACTIONS NEEDED TO EFFECTUATE THE CONVEYANCE OF THE PROPERTY.

Resolution moved by Skip Draper, seconded by Ken DeRoller.

Roll Call:

Paul Hendel	Aye
Ken DeRoller	Aye
Ken Rush	Aye
John DeFilipps	Aye

Carol D’Agostino **Aye**
Skip Draper **Aye**
John Misiti **Absent**

6 **Ayes**
0 **Nays**

Resolution Passed; Resolution attached. M0118-05.

Consideration of a \$120,000 Loan from the Orleans Revolving Loan Fund to Takeform in Support of a New Construction Project.

A Resolution was presented as follows:

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING A LOAN IN AN AMOUNT NOT TO EXCEED \$120,000 FROM THE ORLEANS REVOLVING LOAN FUND TO QUORUM GROUP LLC TO FINANCE THE PURCHASE OF EQUIPMENT AND FURNISHINGS IN CONNECTION WITH THE EXPANSION OF THE OPERATIONS OF QUORUM GROUP LLC AT 11601 MAPLE RIDGE ROAD, MEDINA NEW YORK.

Resolution moved by Ken Rush, seconded by Skip Draper.

Roll Call:

Paul Hendel **Aye**
Ken DeRoller **Aye**
Ken Rush **Aye**
John DeFilipps **Aye**
Carol D’Agostino **Aye**
Skip Draper **Aye**
John Misiti **Absent**

6 **Ayes**
0 **Nays**

Resolution Passed; Resolution attached. M0118-06.

Consider a Change in the Personal Time Benefit for Staff—Jim presented a proposed change to the Personal/Sick (P/S) time benefit for Agency employees as set forth in the 11/21/2017 memorandum included in the Board meeting materials. Jim explained that the proposed changes do not to mirror the Orleans County policy but bring the COIDA policy more in line with the County policy. The Board discussed the proposed policy change.

Carol D'Agostino made a motion to approve the policy as presented, with an amendment to the length of service schedule for 1-2 years to 5 P/S days and for 3-6 years to 6 P/S days. The motion was seconded by Ken DeRoller. Motion Passed. M0118-07.

2017 Board Evaluation Form- Jim requested that Board members return the Board evaluation form by February 9, 2018.

VIII. Adjournment

Motion to adjourn subject to Chairman's recall was made by John DeFilipps, seconded by Ken DeRoller. Motion Passed.

**Respectfully Submitted,
Diane Blanchard**