



COIDA Board Meeting Agenda

Friday June 9, 2023 8:00 AM

Updated 4/07/23

- **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**
 - *May 12, 2023 (Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
 - *PILOT Report- Diane*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC 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**
 - *Consider the approval of the 2022 Investment Report – Motion*
 - *Consider the approval of the Audit Committee Charter - Motion*
 - *Consider the approval of the 2022 Audit Report – Motion*
 - *Consider agreement with H. Sicherman & Company, Inc for services on Freeze Dry, LLC Project - Motion*
 -
- **Adjournment**



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

Public Sector Statement
May 31, 2023
 page 1 of 3

852011750

23 X 968 00023 R EM T1
 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)

- O E W A -

Public Transaction Basic 852011750
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 4-30-23	\$46,502.35
4 Additions	+56,100.00
29 Subtractions	-37,238.15
Ending balance 5-31-23	\$65,364.20

Additions

Deposits	Date	Serial #	Source	
	5-9		Deposit Branch 0290 New York	\$300.00
	5-10		Deposit Branch 0290 New York	50,000.00
	5-22		Deposit Branch 0290 New York	5,500.00
	5-30		Deposit Branch 0290 New York	300.00
Total additions				\$56,100.00

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
2879	5-17	\$84.29	2887	5-10	325.56	2895	5-17	139.98
2880	5-1	25.30	2888	5-3	10.00	2896	5-16	137.37
2881	5-5	2,196.00	2889	5-8	38.83	2897	5-15	25.35
2882	5-1	25.36	2890	5-8	210.30	2898	5-26	285.49
2883	5-3	160.00	2891	5-8	93.00	2899	5-16	100.00
2884	5-8	239.80	2892	5-4	3,488.12	2900	5-18	133.77
2885	5-8	5,004.98	2893	5-10	170.10	2901	5-24	128.84
2886	5-3	62.89	2894	5-17	5.00			

Paper Checks Paid \$13,090.33

Withdrawals	Date	Serial #	Location	
	5-10		Direct Withdrawal, Paychex Eib Invoice	\$170.24
	5-11		Direct Withdrawal, Paychex - Rcx Payroll	7,817.56
	5-12		Direct Withdrawal, Paychex Tps Taxes	3,951.79

Revenue 6/1/23
[Signature]



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Public Sector Statement
May 31, 2023
 page 1 of 2

329681401777

X 809 00000 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

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Public Transaction Basic 329681401777
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT

Beginning balance 4-30-23	\$465,999.99
Ending balance 5-31-23	\$465,999.99

Revised 6/1/23




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

Public Sector Statement
May 31, 2023
 page 1 of 2

852348282

X 968 00000 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
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 1-888-KEY4BIZ (1-888-539-4249)

Pilot

Public Transaction 852348282
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 4-30-23	\$0.01
Ending balance 5-31-23	\$0.01

Fees and charges

See your Account Analysis statement for details.

*Forwarded on 6/1/23
 D. Blanche*

7:33 AM

06/05/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.006 · OEDA County Fund Acct	465,999.99	0.00	465,999.99	100.0%
200.005 · Village of Medina Proj Closed	0.00	358.11	-358.11	-100.0%
200.001 · OEDA Agency Checking	58,762.16	41,926.11	16,836.05	40.2%
Total 200 · Cash Accounts	524,762.15	42,284.22	482,477.93	1,141.0%
Cash Restricted				
Agency 3rd Party PILOT Account	465,946.54	465,946.54	0.00	0.0%
Total Cash Restricted	465,946.54	465,946.54	0.00	0.0%
Total Checking/Savings	990,708.69	508,230.76	482,477.93	94.9%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	476.02	500.00	105.0%
Total Accounts Receivable	976.02	3,573.84	-2,597.82	-72.7%
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	105.80	104.95	0.85	0.8%
Total 480 · Prepaid expenses	105.80	104.95	0.85	0.8%
Total Other Current Assets	72,931.95	72,931.10	0.85	0.0%
Total Current Assets	1,064,616.66	584,735.70	479,880.96	82.1%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	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	657,956.16	657,956.16	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	657,956.16	657,956.16	0.00	0.0%
Other Assets				
Payment transfer to OLRC/OEDA/	-6,227.50	3,772.50	-10,000.00	-265.1%
399 · Deferred Outflow of Resources	135,803.00	135,803.00	0.00	0.0%
Total Other Assets	129,575.50	139,575.50	-10,000.00	-7.2%
TOTAL ASSETS	1,852,148.32	1,382,267.36	469,880.96	34.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Loan Payable - Current	0.00	33,333.34	-33,333.34	-100.0%
Deferred Inflow of Resources	75,785.00	75,785.00	0.00	0.0%
604 · Cash Held on Behalf of Others	520,998.03	520,998.03	0.00	0.0%
Due to OLRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	9,637.12	9,637.12	0.00	0.0%

7:33 AM
 06/05/23
 Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
602 · Payroll Deductions				
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-42,642.03	-11,746.01	-30,896.02	-263.0%
602.206 · Cafeteria Plan	3,526.69	2,171.92	1,354.77	62.4%
Total 602.200 · Employee Deductions	-39,115.34	-9,574.09	-29,541.25	-308.6%
602 · Payroll Deductions - Other	1,735.60	579.12	1,156.48	199.7%
Total 602 · Payroll Deductions	-37,379.74	-8,994.97	-28,384.77	-315.6%
Total Other Current Liabilities	735,744.80	797,462.91	-61,718.11	-7.7%
Total Current Liabilities	735,744.80	797,462.91	-61,718.11	-7.7%
Long Term Liabilities				
680 · Pension Liability	245.00	245.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	-0.18	-0.18	0.00	0.0%
Total Loan Payable - LT	-0.18	-0.18	0.00	0.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	0.00	500,000.00	100.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	0.00	500,000.00	100.0%
Total Long Term Liabilities	500,244.82	244.82	500,000.00	204,231.7%
Total Liabilities	1,235,989.62	797,707.73	438,281.89	54.9%
Equity				
908 · Transfer from OLRC	667,500.00	547,500.00	120,000.00	21.9%
909.001 · Retained Earnings	27,713.28	99,315.48	-71,602.20	-72.1%
Net Income	-81,554.57	-64,755.85	-16,798.72	-25.9%
Total Equity	613,658.71	582,059.63	31,599.08	5.4%
TOTAL LIABILITIES & EQUITY	1,849,648.33	1,379,767.36	469,880.97	34.1%

7:33 AM

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380 · Accounts Receivable	976.02	476.02	500.00	105.0%
381 · PILOT Receivable	-2,500.00	-2,500.00	0.00	0.0%
Total Accounts Receivable	-1,523.98	1,073.84	-2,597.82	-241.9%
Other Current Assets				
Interfund Activity				
205 · Due From OLRC	359.35	359.35	0.00	0.0%
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Total Current Assets	1,062,116.67	582,235.70	479,880.97	82.4%
Fixed Assets				
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Other Current Liabilities				
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7:33 AM
 06/05/23
 Accrual Basis

Orleans Economic Development Agency
 Profit & Loss Budget Performance
 May 2023

	May 23	Budget	Jan - May 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
980 · Revenues					
2116 · Fees (specify)					
2116.02 · PILOT Fees & Penalties	0.00		0.00		
2116.03 · Economic Development Fees	0.00		15,068.24		
2116.04 · Consulting	0.00		5,015.74		
Total 2116 · Fees (specify)	0.00		20,083.98		
2401 · Interest & Earnings	0.00		0.01		
2706 · Grants from Local Governments					
2706.02 · Grants from Local Govts - Other	0.00		105,500.00		
Total 2706 · Grants from Local Governments	0.00		105,500.00		
2770 · Other Unclassified Revenue					
2770.1 · Misc. Reimbursements	0.00		3,000.00		
2770.2 · Misc. Income	0.00		34.07		
Total 2770 · Other Unclassified Revenue	0.00		3,034.07		
Total 980 · Revenues	0.00		128,618.06		
Total Income	0.00		128,618.06		
Gross Profit	0.00		128,618.06		
Expense					
522 · Expenses					
6460 · Administration					
6460.1 · Salaries & related expenses					
6460.11 · Salaries & wages	22,445.44		118,398.56		
6460.12 · Other Payroll Expenses	0.00		480.98		
6460.13 · Social Security Expense	1,386.84		7,309.81		
6460.14 · Fed Unemp Tax Exp	0.00		151.76		
6460.15 · Medicare Exp.	324.34		1,709.57		
6460.17 · NYS Unemploy. Ins.	0.00		749.14		
6460.18 · Disability Cnty Self-ins	0.00		4,986.12		
Total 6460.1 · Salaries & related expenses	24,156.62		133,785.94		
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.101 · Legal fees	7,413.58		21,764.15		
~4.102 · Accounting fees	0.00		340.00		
~4.103 · Consultant Services	0.00		4,347.90		
~4.105 · Payroll Services	170.24		1,073.02		
~4.107 · Professional fees - other	290.49		477.24		
Total ~4.100 · Other personnel expenses	7,874.31		28,002.31		
~4.200 · Non-personnel expenses					
~4.201 · Supplies	380.45		1,216.57		
~4.202 · Telephone & telecommunications	758.68		4,072.92		
~4.203 · Postage, shipping, delivery	174.60		469.27		
~4.204 · Equip rental & maintenance	230.37		2,294.59		
~4.205 · Printing & copying	0.00		187.94		
~4.206 · Books, subscriptions, reference	123.98		268.94		
~4.207 · Advertising expenses	751.68		1,011.68		
~4.208 · Marketing	284.78		8,458.88		
Total ~4.200 · Non-personnel expenses	2,704.54		17,980.79		
~4.300 · Occupancy expenses					
~4.301 · Rent, parking, other occupancy	2,196.00		10,937.00		
Total ~4.300 · Occupancy expenses	2,196.00		10,937.00		
~4.700 · Travel & training					
~4.701 · Travel	257.45		513.51		
~4.704 · Meals	193.92		871.94		
~4.700 · Travel & training - Other	555.00		555.00		
Total ~4.700 · Travel & training	1,006.37		1,940.45		
~4.800 · Misc expenses					
~4.803 · Membership dues - organization	0.00		25.00		
~4.805 · Outside computer services	0.00		415.97		
~4.800 · Misc expenses - Other	0.00		294.07		
Total ~4.800 · Misc expenses	0.00		735.04		
Total 6460.4 · Contractual Expenses	13,781.22		59,595.59		

7:33 AM
 06/05/23
 Accrual Basis

Orleans Economic Development Agency
Profit & Loss Budget Performance
 May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6460.8 · Employee Benefits					
6460.81 · Health Insurance	3,658.22		18,291.10		
Total 6460.8 · Employee Benefits	<u>3,658.22</u>		<u>18,291.10</u>		
Total 6460 · Administration	<u>41,596.06</u>		<u>211,672.63</u>		
Total 522 · Expenses	<u>41,596.06</u>		<u>211,672.63</u>		
Total Expense	<u>41,596.06</u>		<u>211,672.63</u>		
Net Ordinary Income	-41,596.06		-83,054.57		
Other Income/Expense					
Other Income					
Office Space Rental	600.00		1,500.00		
Total Other Income	<u>600.00</u>		<u>1,500.00</u>		
Net Other income	<u>600.00</u>		<u>1,500.00</u>		
Net Income	<u><u>-40,996.06</u></u>		<u><u>-81,554.57</u></u>		

7:33 AM

06/05/23

Accrual Basis

Orleans Economic Development Agency Transaction Detail by Account May 2023

Type	Date	Num	Name	Memo	Amount	Balance
200 - Cash Accounts						
200.001 - OEDA Agency Checking						
Check	05/03/2023	2884	HurwitzFine PC	Inv# 2043181 Legal Serv through 3/...	-239.80	-239.80
Check	05/03/2023	2885	HurwitzFine PC	Inv# 2043180 Legal Serv through ...	-5,004.98	-5,244.78
Check	05/03/2023	2886	Key Bank	Credit Card Usage for G Barone	-62.89	-5,307.67
Check	05/03/2023	2887	Key Bank	Credit Card Usage for D Blanchard	-325.56	-5,633.23
Check	05/03/2023	2888	Key Bank	Credit Card Usage for M Dobell	-10.00	-5,643.23
Check	05/03/2023	2889	Indoff Incorporated	Inv# 3646808 Office Supplies	-38.83	-5,682.06
Check	05/03/2023	2890	Gabrielle L Barone	Reimbursement for Travel 3/6/23 to 5...	-210.30	-5,892.36
Check	05/03/2023	2891	U.S. Bank Equipment Fin...	Inv# 500360466 RICOH Copier Re...	-93.00	-5,985.36
Check	05/03/2023	2892	Orleans Co. Treasurer	EDA Medical Insurance Billing for M...	-3,488.12	-9,473.48
Deposit	05/08/2023			Deposit	300.00	-9,173.48
Deposit	05/09/2023			Deposit	50,000.00	40,826.52
Check	05/10/2023		Paychex	Small Business Pkg 05.10.23	-170.24	40,656.28
Check	05/10/2023	2893	Diane L Blanchard	Reimbursement for Medical Insuranc...	-170.10	40,486.18
Check	05/10/2023	2894	Health Economics Group...	Acct 7301 Admin Fees G Barone C...	-5.00	40,481.18
Check	05/10/2023	2895	Spectrum Enterprise	Inv# 142502701050123 Internet for...	-139.98	40,341.20
Check	05/10/2023	2896	Pitney Bowes Global Fin...	Inv# 3317392011 Mail Station	-137.37	40,203.83
Check	05/10/2023	2897	USPS/Express Mail	Postage	-25.35	40,178.48
Check	05/10/2023	2898	Village of Medina	CDBG Program Income Portion Co...	-285.49	39,892.99
Check	05/10/2023	2899	Reserve Account/Pitney ...	Postage for Stamp Meter	-100.00	39,792.99
Paych...	05/12/2023		Michael R Dobell		-2,605.21	37,187.78
Paych...	05/12/2023		Diane L Blanchard		-2,341.41	34,846.37
Paych...	05/12/2023		Gabrielle L Barone		-2,870.94	31,975.43
Liabilit...	05/12/2023		Paychex	16-1356958, 161356958 6	-3,951.79	28,023.64
Check	05/17/2023	2900	Michael R Dobell	Reimbursement for Travel and Cell...	-133.77	27,889.87
Check	05/17/2023	2901	Verizon Wireless	Inv# 9934295366 Cell Phone Usage...	-128.84	27,761.03
Payment	05/22/2023	110...	Freeze-Dried Intermediat...	OCR Project Fee	5,500.00	33,261.03
Check	05/24/2023	2902	Village of Albion (v)	Rent for June 2023	-2,196.00	31,065.03
Paych...	05/26/2023		Michael R Dobell		-2,605.21	28,459.82
Paych...	05/26/2023		Diane L Blanchard		-2,341.41	26,118.41
Paych...	05/26/2023		Gabrielle L Barone		-2,870.94	23,247.47
Liabilit...	05/26/2023		Paychex	16-1356958, 161356958 6	-3,951.79	19,295.68
Check	05/26/2023		NYS & Local Retirement ...	NYS&Local Retirement report for Ma...	-438.88	18,856.80
Check	05/31/2023	2903	HurwitzFine PC	Inv# 2044445 Legal Services throug...	-1,907.20	16,949.60
Check	05/31/2023	2904	HurwitzFine PC	Inv# 2044446 Services through 4/3...	-261.60	16,688.00
Check	05/31/2023	2905	Key Bank	Credit Card Usage for D Blanchard	-243.51	16,444.49
Check	05/31/2023	2906	Key Bank	Credit Card Usage for G Barone	-111.99	16,332.50
Check	05/31/2023	2907	Key Bank	Credit Card Usage for M Dobell	-1,497.37	14,835.13
Check	05/31/2023	2908	Print Enterprises Inc.	Inv# 12687 Tent Cards/Meeting Pac...	-284.78	14,550.35
Check	05/31/2023	2909	Indoff Incorporated	Inv# 3653421 Office Supplies	-167.77	14,382.58
Deposit	05/31/2023			Deposit	300.00	14,682.58
Total 200.001 - OEDA Agency Checking					14,682.58	14,682.58
Total 200 - Cash Accounts					14,682.58	14,682.58
TOTAL					14,682.58	14,682.58



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

Public Sector Statement
May 31, 2023
 page 1 of 2

852331428

X 968 00000 R EM T1

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)

-ORNA-

Public Transaction 852331428
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 4-30-23	\$40,909.04
2 Additions	+3,839.38
Net fees and charges	-148.62
Ending balance 5-31-23	\$44,599.80

Additions

Deposits	Date	Serial #	Source	
	5-8		Deposit Branch 0290 New York	\$1,919.69
	5-26		Deposit Branch 0290 New York	1,919.69
Total additions				\$3,839.38

Fees and charges

Date		Quantity	Unit Charge	
5-8-23	Apr Analysis Service Chg	1	148.62	-\$148.62
Fees and charges assessed this period				-\$148.62

See your Account Analysis statement for details.

Received on 6/1/23
[Signature]

Orleans Revolving Loan Fund
Balance Sheet Prev Year Comparison
 As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Orleans Revolving Loan Fund	44,599.80	23,217.30	21,382.50	92.1%
Total Checking/Savings	44,599.80	23,217.30	21,382.50	92.1%
Accounts Receivable				
392 · Loan payments receivable	-1,919.69	-1,919.69	0.00	0.0%
Total Accounts Receivable	-1,919.69	-1,919.69	0.00	0.0%
Other Current Assets				
Loan Principal (current yr)				
Medina Hospitality LLC	17,357.65	16,657.39	700.26	4.2%
Total Loan Principal (current yr)	17,357.65	16,657.39	700.26	4.2%
Total Other Current Assets	17,357.65	16,657.39	700.26	4.2%
Total Current Assets	60,037.76	37,955.00	22,082.76	58.2%
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	121,056.96	138,702.88	-17,645.92	-12.7%
Total ORLF Loan Principal -noncurrent	121,056.96	138,702.88	-17,645.92	-12.7%
Total Other Assets	130,008.78	147,654.70	-17,645.92	-12.0%
TOTAL ASSETS	190,046.54	185,609.70	4,436.84	2.4%
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	-872,323.02	-870,564.89	-1,758.13	-0.2%
Net Income	2,046.84	-4,148.13	6,194.97	149.3%
Total Equity	190,046.54	185,609.70	4,436.84	2.4%
TOTAL LIABILITIES & EQUITY	190,046.54	185,609.70	4,436.84	2.4%

7:39 AM
 06/05/23
 Accrual Basis

Orleans Revolving Loan Fund
Register QuickReport
 May 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
Medina Hospitality LLC							
Payment	05/03/2023	1495	ORLF Pmt for May 2023	200 · Orleans Rev...	X	392 · Loan ...	1,919.69
Payment	05/26/2023	1510	ORLF Payment for June 2023	200 · Orleans Rev...	X	392 · Loan ...	1,919.69
Total Medina Hospitality LLC							3,839.38
No name							
Check	05/31/2023		Service Charge	200 · Orleans Rev...	X	Misc Expe...	-148.62
Total no name							-148.62
TOTAL							3,690.76

OEDA Board Notes

June 9, 2023

- Master Budget:
- Spring MAP Class 2023
- Diane reported the Spring MAP class started on April 4th and runs through June 13th. Nine participants will be graduating on June 13th.

Microenterprise Grant Update:

Diane Reported the LDC Finance Committee approved Duby's Tailgate grant for \$35,000 on May 17th. Diane closed on a grant for \$25,000 for Home Town Care on June 6th. To date Diane has disbursed \$150,000 of the grant funds.

- Revolving Loan Fund:
- Loans Status: Printed reports from 05/10/23 are available for review.
 - Total funds in RLF Account as of 05/31/23
 - \$11,536.21---HUD unrestricted fund
 - \$88,272.36---Unrestricted Money Market Account.

AGREEMENT

Made as of the 16th day of May, 2023 by and between the **COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation organized and existing under the laws of the State of New York with offices at 121 North Main Street, Albion, New York 14411 (hereinafter "COIDA"), and **H. SICHERMAN & COMPANY, INC.**, a New York Corporation doing business as The Harrison Studio with offices at 160 Washburn Street, Lockport, New York 14094 (hereinafter "Contractor")

WITNESSETH:

WHEREAS, COIDA issued a Request for Proposals on December 16, 2021 seeking technical services 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; and

WHEREAS, the Contractor submitted a proposal to COIDA dated January 27, 2022 which is attached hereto as Exhibit A; and

WHEREAS, OCR has awarded a CDBG grant to Orleans County to assist Freeze-Dry Foods LLC, doing business as Thrive Foods, in upgrading machinery and equipment at its production facility in the Village of Albion (the "Project"); and

WHEREAS, the parties hereto are desirous of entering into an agreement for the provision of services in connection with the Project by Contractor consistent with Contractor's proposal.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SCOPE OF SERVICES

Contractor shall provide the following services as requested by COIDA:

1. The provision of technical assistance necessary for the administration of the OCR grant including, but not limited to assisting Orleans County and 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, and job creation., 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 OCR monitoring process, preparation of grant closeout materials, and all other activities of a general administrative nature.
2. Assistance regarding the financing of the Project including the preparation of loan and deferred loan documents and provision of technical assistance as required to facilitate

closing and disbursement of funds, procurement of project cost documentation and interface with companies as required to verify costs and satisfaction of any equity requirement, review of loan or grant disbursement documentation, technical assistance to ensure compliance with CDBG regulations regarding low-and-moderate income benefit, including assistance to the company regarding employment requirements and documentation, monitoring of employment and financial information, and other related services as required to ensure that all project activities are implemented in an effective and timely manner.

REMUNERATION

1. Contractor labor shall be charged at the following rates through December 31, 2022:

Harry Sicherman	\$185.00 per hour
R. Charles Bell	\$165.00 per hour
Michael Thomas	\$145.00 per hour
Diane Church	\$145.00 per hour
Michael Zimmerman	\$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.

2. Travel by private automobile shall be charged at the maximum Federal reimbursement rate.
3. All other expenses shall be charged at cost.
4. Requisitions for payment shall be presented to COIDA by Contractor in a standard invoice format and shall include a reasonable description of labor charges and expenses, including copies of receipts where appropriate. Payment shall be made by COIDA within sixty (60) days of receipt of such requisition. For any delinquent payments due Contractor pursuant to this agreement, COIDA shall pay to Contractor a late fee equal to one percent (.01) per month of the overdue amount.
5. The total remuneration due Contractor under this Agreement shall not exceed the sum of sixteen thousand dollars (\$16,000.00).

MISCELLANEOUS

1. COIDA and any of its duly authorized representatives shall have access to any books, papers, documents, and records of Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

2. Contractor shall retain all required records that are directly pertinent to this Agreement for four years after COIDA has made final payment under this Agreement and all other pending matters are closed.
3. Contractor agrees that none of its officers or employees will hold themselves out as, or claim to be, an officer or employee of COIDA or its agents, and that neither Contractor, nor any of its officers or employees will by reason therefore, make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of COIDA.
4. Contractor acknowledges and agrees that neither Contractor nor its agents, officers, or employees shall be covered by any Worker's Compensation Insurance policy or Disability Insurance policy maintained by COIDA, and that Contractor shall be solely responsible for maintaining such coverage to the extent required by law.
5. To the extent Contractor undertakes the performance of experimental, developmental, or research work pursuant to this Agreement, the Federal Government and Orleans County, as the recipient of the OCR CDBG grant, shall have patent rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the United States Department of Housing and Urban Development.
6. The parties to this Agreement shall be bound by, and comply with, all applicable Federal, State, and local laws and regulations, including, but not limited to, 2 CFR Part 200 and 24 CFR Part 570.
7. Contractor hereby indemnifies the Housing Trust Fund Corporation, its agents, and its employees from and against any and all claims, actions, damages, losses, expenses and costs of every nature, including reasonable attorney's fees, incurred by or assessed or imposed against the Housing Trust Fund Corporation, to the fullest extent permitted by law, arising out of any services provided by Contractor pursuant to this Agreement that are being funded in whole or in part with New York State CDBG funds.
8. To the fullest extent allowed by law, Contractor shall defend, indemnify and hold harmless COIDA, its employees, officers, directors and agents, against claims arising from work relative to this agreement. Contractor shall name COIDA as Additional Insured on a primary basis with waiver of subrogation on Contractor's General and Professional Liability policies as well as the Contractor's Auto Liability policies. Contractor shall provide proof of these insurance coverages and their Workers Compensation coverage to COIDA prior to commencing work for COIDA.
9. Contractor states it has complied with the New York State mandatory annual sexual harassment training requirements, and has provided each of its employees with a copy of its sexual harassment policy and the information presented at the training in English and, if different, the primary language of each employee.
10. Contractor represents that this Agreement will not result in the relocation of any industrial or commercial plant, facility or operation from one Labor Market Area (LMA) to another and that funding under this Agreement will not be used to assist directly the relocation of any industrial or commercial plant, facility, or operation, from one area to another area, if

the relocation is likely to result in a significant loss of employment in the labor market area (LMA) from which the relocation occurs.

11. The OCR, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcriptions.
12. This Agreement may be amended or otherwise modified only upon the written agreement of the parties.

TERM OF AGREEMENT

1. This Agreement shall become effective as of the date first above written.
2. This Agreement may be terminated by either party at any time without cause to be effected by written notification.
3. This Agreement shall terminate no later than December 31, 2024.
4. Contractor shall be entitled to be reimbursed by COIDA for the cost of services provided on or after May 16, 2023, being the effective date of this Agreement.

AGREED TO:

COUNTY OF OLRANS INDUSTRIAL DEVELOPMENT AGENCY

By: _____
Michael Dobell, CEO/CFO

H. SICHERMAN & COMPANY, INC.

By: _____
R. Charles Bell, Senior Vice President

EXHIBIT A

Contractor's Proposal