

OEDA Board Meeting Minutes

October 13, 2023

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

Members Present:

John Misiti, Chairman
Craig Tuohey, Assistant Secretary
John Fitzak, Treasurer
Skip Draper, Vice Chairman
Jeff Martin, Member

Members Absent:

Carol D'Agostino, Assistant Treasurer
Ed Urbanik, Secretary

Also Present:

Michael Dobell, CEO/CFO OEDA
Gabrielle Barone, Vice President Development
Kevin Zanner, Hurwitz Fine P.C., Legal Counsel

Roll Call---- The meeting was called to order by Chairman John Misiti at 8:02 a.m. Michael called the roll of Board members. John Misiti, Skip Draper, Craig Tuohey, John Fitzak and Jeff Martin were present, constituting a quorum of the Board.

I. Approval of Board Meeting Minutes September 8th 2023 Board Meeting Minutes (Electronic)

The September 8, 2023 Board meeting minutes were reviewed by the Board. A motion was made by Jeff Martin to approve the meeting minutes as presented, seconded by Craig Tuohey. Motion unanimously carried.

II. Financial Reports

COIDA/ORLF Accept Monthly Financials

Michael Dobell presented the COIDA and ORLF financial reports for the month ending September 30, 2023. The Board discussed the finances of the Agency. Michael noted that the quarterly funding from the County is reflected in these reports as well as transferred funds from OLRC. Michael also discussed the current state of health insurance and alternative options. There was discussion regarding plans to update the Agency's Quickbooks accounting software. John Fitzak made a motion to accept the COIDA and

ORLF financial reports. The motion was seconded by Skip Draper and unanimously carried.

PILOT Report – Michael reported that all PILOT payments are current.

III. Report of Committees/Departments/Sites

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

Jennifer Hill-Young and Aaron Hill purchased the former Albion Motors facility. Will be distributing for Paralogic, which will require transitioning the facility to light manufacturing and distribution. OEDA is looking at Empire State Development programs that could assist this transition.

Stockham Railyard- Rail line submitted a \$2 million dollar grant for Orleans County, including Stockham as well as general rail repairs.

Bernz-O-Matic Facility- The DEC advised a cleanup on the Bernz-O-Matic facility, which has started now. This will benefit the facility's future occupants.

Medina Business Park- OEDA is researching the development of a new lot behind the Cobblestone Hotel at the Medina Business Park. There was also discussion of road maintenance with the Village of Medina.

Village of Holley- Up to thirty trailers remain parked adjacent to the OEDA's property. This situation creates an issue in terms of property visibility and optics. There are ongoing conversations with the Village of Holley and WNA on how to resolve this issue.

NY Forward- Discussions about the projects are still ongoing and the NY Forward committee continues to learn about various project details and the overall grant process.

Thrive Foods- There has been a slow start for this project, but communications have resumed. Work on projects is taking longer at the Thrive Foods facilities across the nation.

Project Updates – Michael presented the following project updates:

Lake Ridge Fruit- A public hearing for this project is set for Tuesday, October 17th at the Gaines Town . The OEDA Board will meet on Wednesday, October 18th at 9 a.m. to consider approving the project.

Hart House Hotel- OEDA staff continues to work with Andrew Meier on the Hart House Hotel's project, looking into possible OCR funding. Staff have been attending recent seminars on OCR, giving them an updated understanding of state funding resources.

Facilities/Sites-None

MAP and LDC Report

Michael reported that LDC staff and the LDC Board held a Q&A session with H. Sichernan and Company Inc./ Harrison Studios, to explore programmatic changes and future development. A follow-up meeting will be held by Matt and Michael with the LDC Finance Committee to discuss and establish new guidelines for grant awards, program monitoring, and support for businesses beyond the initial funding period. The LDC is looking at a Fall 2024 program start for the MAP classes. Matt will provide a plan for development at the next OEDA board meeting.

Legal –No report.

Marketing --- No report

IV. Executive Session

A motion to enter into executive session to discuss the financial and credit history of a corporation was made by Skip Draper. The motion was seconded by Craig Tuohey and unanimously carried.

A motion to exit Executive session was made by Jeff Martin, seconded by Craig Tuohey and unanimously carried. No action was taken during the executive session.

V. Unfinished Business – None.

VI. New Business

Consider RFP Response from EFPR Group for Audit Services

Michael and Matt reached out to several accounting firms with an RFP for auditing services for COIDA, OLRC and the LDC. EFPR Group submitted the only response. The firm proposed a fee of \$28,500/year with a \$1,000 annual increase. Michael suggested contracting with EFPR Group for five years of services. A motion to retain EFPR Group as OEDA’s auditing firm for a term of five years was made by Skip Draper, seconded by John Fitzak and unanimously carried.

Adjournment

Motion to adjourn subject to Chairman’s recall made by Skip Draper, seconded by Craig Tuohey and unanimously carried at 8:50 a.m..

Respectfully submitted,

Michael Dobell