

OEDA Meeting Board Minutes

July 14, 2017

121 N Main Street 2nd Floor Albion NY

Boardroom

8:00 a.m.

Draft

Members Present:

John Misiti, Vice Chairman

Skip Draper, Treasurer

Ken Rush, Assistant Treasurer

Ken DeRoller, Secretary

John DeFilipps, Assistant Secretary

Carol D'Agostino, Member

Members Absent:

Paul Hendel, Chairman

Also Present:

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Business Development

Diane Blanchard, Micro-Enterprise Business Coordinator

Kevin Zanner, OEDA Legal Counsel

Chuck Nesbitt, Orleans County Chief Administrative Officer

Tom Rivers, Orleans Hub (Joined the meeting at 8:30 am)

The meeting was called to order by Vice Chairman John Misiti at 8:00 a.m. Mr. Rush joined the meeting during the report regarding the Takeform expansion project.

I. Roll Call---A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes June 9, 2017 (Electronic)

The June 9, 2017 Board meeting minutes were reviewed. A motion was made by John DeFilipps to accept the meeting minutes as presented, seconded by Carol D'Agostino. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 06/30/17 is \$4,220.42. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 06/30/17 is \$645,664.73. ORLF account/statements were reviewed.

Motion to accept the OEDA financials made by Skip Draper, seconded by Carol D'Agostino. Motion Passed. M0717-01.

Motion to accept the ORLF financials made by Ken DeRoller, seconded by Skip Draper. Motion Passed. M0717-02.

PILOT Report - Diane Blanchard reported that all PILOT's are current.

IV. Executive Session

Motion to go into Executive Session for the discussion of 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 Skip Draper, seconded by John DeFilipps. Motion Passed.

Motion to exit executive session made by Ken DeRoller, seconded by Carol D'Agostino. 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.

Project Updates

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

Niagara Food Specialties---Jim reported that Niagara Food Specialties is moving forward slowly with its project.

Yates Wind Farm---In the investigation phase.

Hotel Project---The developer has retained an architect for the project.

Snappy----Investigation Phase.

ARG Disposal—The company is planning to construct a facility to process construction and demolition debris and has submitted an application for an ORLF loan and IDA project assistance, including a PILOT. The company is working on

obtaining a mortgage commitment from its lender. This project is expected to proceed if the company is successful in obtaining a commitment for mortgage financing.

WNA Warehouse--- This project is located in the Holley Business Park and is in the investigation phase. 45 new jobs are planned.

Takeform---Jim reported on a 15,500+/- square foot expansion of the current Takeform facility and a possible land sale for additional parking. A site plan has been prepared for the project, which includes a new parking lot to be located north of the current parking lot. The project is contingent upon the company obtaining OCR funding and a power proceeds incentive package.

STAMP---Jim reported that the Genesee County EDA approached Jim and Gabrielle and would like to set up a meeting to discuss STAMP.

Spec Building on Virtual Site---Jim reported on discussions involving a developer that is interested in constructing a 40,000+/- building on the site.

MBP Infrastructure Project---Jim reported cleanup is moving forward.

Cloud Document Storage System---Jim reported that he is working with C&H PC on creating a cloud document storage system.

Niagara Food Specialties----Waiting for closing request.

Holly Gardens-Consider Request to Sponsor a CFA Application for Project Funding

Save Holley LLC has requested that COIDA submit a 2017 NYS Consolidated Funding Application for \$500,000 in grant funding that is available through the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage. Kevin Zanner reviewed the proposed resolution, which would authorize the Agency to submit the CFA application, authorize a project agreement with New York State and an agreement with Save Holley LLC to provide matching funds for the grant and complete the project in accordance with the project agreement and all applicable grant requirements. Copies of this resolution will be sent to Governor Andrew M. Cuomo, State Senator, Assembly Member, Finger Lakes Regional Economic Development Council and the Orleans County Legislature and all others deemed necessary and proper.

Resolution moved by John DeFilipps, seconded by Skip Draper.

Roll Call:

Paul Hendel Absent

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

6 **Ayes**

0 **Nays**

Resolution Passed. Resolution Attached. M0717-03.

Facilities/Sites

Discussion on a CFA Application for a Planning Grant for the MBP-- Jim is working with LaBella Associates on a CFA funding application for approximately \$70,000 for a strategic planning grant for the entire MBP. The application deadline is July 28th. A commitment from the County for \$20,000 in 2018 was requested. A public hearing is set for the end of July. All of the documents have been submitted.

Thanks to Town of Shelby for Mowing in the Medina Business Park---Jim thanked the Town of Shelby for the mowing work that was completed at the MBP.

Thanks to Orleans County for Slash Busting in the MBP-N---Jim thanked Orleans County for the slash busting work that was completed at the north end of the MPB.

Update on Holley Business Park Wetland Work---Jim reported he is working with BME and Tony on HBP wetland work.

Update on HBP Sign Project----Jim reported that hundred-pound landscaping blocks and crusher stone will be installed to stabilize the HBP sign.

Legal—Nothing reported by Kevin Zanner.

MAP and LDC Report.

Diane reported the Fall MAP class will start again on September 12 and end on November 14. Sam Campanella one of the program’s consultants has retired from SBDC and will no longer be working with MAP. Jon Costello a SCORE

business consultant will be replacing Sam. The class will be held at the Arnold Gregory Building.

The CFA grant was approved on December 10, 2015 for \$200,000. \$100,000 for the funding of Microenterprise grants, \$60,000 for the funding of Downtown Commercial Rent Subsidy grants, \$30,000 for program delivery costs and \$10,000 for grant administration costs. Diane is working on a grant for Shawn Ramsey/Canalside Tattoo Co. He has requested \$10,000. She is also working with Tara Ashton/Bella Cosa, a furniture refurbishing business for \$5000, Dennis Button/Digital Ink Arts, a screen printing business for \$6,600, Marcell Taylor/Xquisite Cutz, a barber shop for \$5000, Jeff Maier/Buckshot Tannery for \$5000 and Darlene Hartway/Sourced Market Eatery, a farm market for \$5000. Once these have all been submitted the funds will be used up.

The GOSC loan fund account as of 06/30/17 has a balance of \$176,053.75; the HUD administrative account has a balance of \$137.98; the HUD unrestricted account has a balance of \$1345.85; the LDC money market account has a balance of \$133,057.42 and the LDC Grant loan fund has a balance of \$56,971.50.

Diane reported due to the Bank of America closing its Albion branch she will be moving all the public funds to Key Bank.

Workforce Development Update---Jim reported on the Workforce Development Job list. 800 jobs are available. Many are agricultural.

Marketing Update ----Mindful Media is working on a marketing video for the Agency.

VI. Unfinished Business---None.

VII. New Business

Discussion on Spending Limits—Kevin Zanner informed the Board that the recently issued ABO Policy Guidance recommends that agencies review their procurement policies and consider the establishment of approval thresholds. The Board discussed delegating to the CEO the authority to make certain purchases below a threshold dollar amount and the establishment of a higher threshold for purchases that would require audit committee approval. The Board requested that counsel and staff prepare a written document outlining proposed approval thresholds for the next meeting of the Board.

Discussion on County Water---Chuck Nesbitt reported he had some discussions with the Towns and Villages for the County to become involved from a strategic perspective on County water resources.

Discussion on Contractor/Supplier Data Base---Jim reported he would like to include a page on the IDA website for information regarding Orleans County contractors and suppliers. A draft information sheet has been developed by staff for this project.

VIII. Adjournment

Motion to adjourn subject to Chairman's recall was made by Carol D'Agostino, seconded by Skip Draper. Motion Passed.

**Respectfully Submitted,
Diane Blanchard**