

OEDA Board Meeting Minutes

January 11, 2019

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

Draft

Members Present:

Paul Hendel, Chairman
John Misiti, Vice Chairman
Skip Draper, Treasurer
Ken Rush, Assistant Treasurer
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary
Carol D'Agostino, Member

Members Absent:

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Diane Blanchard, Micro-Enterprise Business Coordinator
Nick Pusateri, OEDA Legal Counsel

I. Roll Call---- The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes December 14, 2018 (Electronic)

The December 14, 2018 Board meeting minutes were reviewed. A motion was made by John Misiti to accept the meeting minutes as presented, seconded by Skip Draper. Ken DeRoller abstained. Motion Passed.

III. Financial Reports

COIDA—The Agency account balance as of 12/31/2018 is 49,868.50. All of the Agency accounts were discussed.

ORLF---The ORLF account balance as of 12/31/2018 is \$442,247.40. ORLF account/statements were reviewed.

Motion to accept the OEDA and ORLF financials made by Carol D'Agostino, seconded by John DeFilipps. Motion Passed. M0119-01.

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

IV. Executive Session

Motion to go into Executive Session for the discussion of financial matters of a corporation and the proposed sale or lease of real property, and to invite in staff, Jim Whipple, and Counsel Nick Pusateri made by Skip Draper, seconded by John Misiti. Motion Passed.

Motion to exit Executive Session made by John Misiti, seconded by Ken DeRoller, 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 the Business Development update on the following matters:

Niagara Food Specialties---Gabrielle reported she met with Mario Pingue, owner of Niagara Food Specialties and introduced David Zorne, representing the Finger Lakes Regional Loan Fund to Mario as a potential loan partner. The project is moving forward and demolition on the building has begun. The project is in the Town of Yates.

Zambito Project 200 Seat Event Center-Gabrielle reported the project was approved by the Medina Planning Board and is underway. Zambito is discussing possible Economic Development incentives with National Grid and the Fingerlakes Revolving Loan Fund. Michael Zambito, owner of Zambistro, will be providing kitchen facilities for the event center.

Project Safety-Gabrielle reported that the project will be a data processing and scanning facility.

National Grid---- Gabrielle reported National Grid will discuss possible Economic Development incentives with Niagara Food Specialties, Zambito and Bernzomatic.

Project Updates

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

Hotel Project---The project developer is working on sources of financing for the project. Jim reported he is working with Hurwitz & Fine on drafting the land purchase contract, and an ORLF loan for the project. Jim also reported that the

project engineers must determine where the water and sewer service laterals will be located on the property before the land is sold.

Takeform----The PILOT closing is scheduled for Friday, January 18, 2018.

Heritage Wind-Town of Barre Letter—Jim reported that the Town of Barre Town Board voted to make no changes to the Town’s wind energy law.

Sanderson Road----The building is ready to be demolished.

Maple Ridge Corridor Study---Jim reported that project discussions are underway. The project entails the development of a pedestrian bridge and walkway.

Facilities/Sites

3959 Bates Road-ERP--- Jim reported that Hurwitz & Fine is working with Brunner International, Inc. on a land purchase contract for the property.

Albion Business Park-RFP---Jim reported that the Agency did not receive any responses to the RFP, and no site tours have been requested by potential respondents to date. The Board discussed potential uses of the property and formed a committee consisting of John DeFilipps, Ken DeRoller, Skip Draper and Jim Whipple to discuss hiring realtors to market and sell the park.

Medina Business Park

MBP Development Strategy Project-Update--- Jim reported a CFA award in the amount of \$20,000.

Legal – Nick reported that the ABO released a report of its audit of IDA projects that received sales and use tax exemptions. The purpose of the audit was to determine whether IDAs were effectively monitoring projects’ use of exemptions and recapturing sales tax exemption claims in excess of approved amounts. The report found that some IDAs were not adequately monitoring the exemptions and that some projects were using more sales tax exemptions than were originally approved.

Correspondence—None.

MAP and LDC Report.

Diane reported the Spring MAP class starts on April 2 and ends on June 4. To date 495 participants have gone through the program.

Diane closed on two loans, Gallo's Hauling for \$40,000, and DC Hauling for \$35,000. Diane is working on two other loans which have been approved by the LDC finance committee: Loxley Vintage Inspired Goods for \$15,000, and Milk & Honey Boutique for \$10,000. Both businesses are located in downtown Albion.

The GOSC loan fund account as of 12/31/18 has a balance of \$131,504.60; the HUD unrestricted account has a balance of \$3,167.61; the LDC money market account has a balance of \$109,368.13; and the LDC Grant loan fund has a balance of \$26,564.82.

Marketing Update—Jim reported on the marketing snapshot for November 2018. The analytics show that, in 2018, OEDA marketing had been most effective impacting decision-makers looking to invest in Orleans County, while in 2017 the marketing was more news-based. 2018 was a year of cultivation and development.

Support Letters---None.

VI. Unfinished Business---Nothing Reported.

VIII. New Business

Consider Retaining Consultant to Advise on General Project and CDBG Administration-----Jim reported that the Agency's use of Federal and State funds requires the Agency to issue RFPs for consultants every two years. The Agency issued RFPs for Technical Operational Assistance and NYSOCR/CDBG Funding Administration dated December 11, 2018. COIDA submitted the only response.

Motion to approve retaining the COIDA as the corporation consultant made by Skip Draper, seconded by John Misiti. Motion Passed. M0119-02.

2019 Mission Statement and Measurement Report--- Jim reviewed the Agency's mission statement and the proposed performance measurements for 2019.

Motion to approve the 2019 Mission Statement and Measurement Report made by Ken DeRoller, seconded by John Misiti. Motion Passed. M0119-03.

2018 Board Evaluation Form-Return by February 8, 2019---The form must be completed by all Board Members

IX. Adjournment

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

Respectfully Submitted,
Diane Blanchard