

OEDA Board Meeting Minutes

January 8, 2021

121 N Main Street 2nd Floor Albion NY

Board Room

8:20 a.m.

Draft

Members Present:

Paul Hendel, Chairman

Ken DeRoller, Secretary

John DeFilipps, Assistant Secretary

Skip Draper, Treasurer

John Misiti, Vice Chairman

Carol D'Agostino, Member

Ed Urbanik, Member

Members Absent: None.

Also Present:

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Development

Diane Blanchard, Micro-Enterprise Business Coordinator

Kevin Zanner, OEDA Legal Counsel

Pursuant to Executive Order 202, as amended, suspending certain provisions of the Open Meetings Law, this meeting was held via video conference call with a live video stream made available at the OEDA website to facilitate public access. The meeting was recorded, and a transcript of the meeting will be posted at the website at a later time. A roll vote was conducted for each item for which a Board vote was taken in order to assure that Board member votes were correctly recorded.

- I. **Roll Call**---- The meeting was called to order by Chairman Paul Hendel at 8:20 a.m. Diane called the roll. Board members Paul Hendel, Ken DeRoller, John DeFilipps, Skip Draper, John Misiti, Carol D'Agostino and Ed Urbanik were present, constituting a quorum of the Board.

II. **Approval of Previous Board Meeting Minutes December 11, 2020 (Electronic)**

The Board reviewed the draft minutes from the December 11, 2020 Board meeting. John Misiti made a motion to accept the meeting minutes as presented, seconded by Skip Draper. The motion carried by a vote of 7-0-0.

III. Financial Reports

COIDA/ORLF Accept Monthly Financials— Jim stated that the Finance Committee reviewed the COIDA and ORLF monthly financial reports and is recommending that the Board approve the reports. Skip Draper made a motion to accept the COIDA and ORLF financial reports, seconded by John Misiti. Motion Passed. (7-0-0) **M0121-01.**

IV. Report of Committees/Departments/Sites

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

Federal Stimulus Package—Gabrielle reported on the new federal stimulus package. Tronconi Segarra & Associates, the SBA and other professional service providers are setting up seminars and online forums to help businesses work through this new package.

Project “Cage”- Gabrielle reported on Project Cage, a potential expansion project involving an additional 30,000 square feet of space. The Agency identified two potential locations in Orleans County for this project.

La Maison Albion---Gabrielle reported that she is working with La Maison Albion regarding OCR financing for this project. The Town of Albion is to be the municipal pass-through of the OCR funds for the project. The H. Sicherman Group is also providing technical assistance for this project.

Hotel Project----Gabrielle reported on road work that is underway at the rear portion of the hotel building. The work is needed so that National Grid make modifications to the electrical power set-up for the hotel.

Project Updates--- Jim reviewed the current project list report with the Board, a copy of which was included in the Board meeting materials.

BMP America--- Jim reported that BMP America has expanded its manufacturing to include reusable, machine washable face masks.

Niagara Food Specialties----Jim reported that Hurwitz & Fine continues to work with NFS attorneys to close on the sales tax exemption project.

Kyle Brent---Jim reported that Kyle Brent is working on a rail project to service the Bernzomatic site. Kyle is working on acquiring 525 East Avenue for the project. The County, with assistance from the Agency, is working through the foreclosure process for 523 East Avenue. A court hearing is scheduled in February for the County to obtain temporary incidents of ownership of 523 East Avenue property in order to access the site and perform an environmental evaluation of the property.

Facilities/Sites---No Report.

MAP and LDC Report

Diane reported that the Spring MAP Class starts on April 6th and runs through June 15th. A few people have called showing interest in the next class. The instructor Dorothy Daniels and mentor Jon Costello continue to work with the past participants to complete their business plans. Harry Sicherman informed us of CDBG funding opportunities. Applications for Open Round Economic Development and Microenterprise applications will be accepted throughout 2021 with rolling awards.

Loans Status: Printed reports from 12/10/20 are available for review.

Total Funds in RLF account as of 12/31/20:

HUD unrestricted funds---\$11,651.22

Five Star Money Market Account-Unrestricted Funds---\$72,722.45.

Legal---No report.

Marketing—No report.

Workforce Development---No report.

Leadership Orleans—Ken DeRoller, a participant in this year’s Leadership Orleans program, reported that classes have been suspended until April. The next class is full.

Personnel-CEO Search-Update---Paul Hendel updated the Board on the CEO search. Two candidates will be interviewed on January 28th. Kevin clarified that the interviews on January 28th are subject to Open Meetings Law requirements as a quorum of the Board is expected to be present. He also confirmed that the Board may enter into executive session to conduct the interviews.

V. **Unfinished Business**--- None.

VI. **New Business**

2021 Mission Statement and Measurement Report ---Jim reviewed the 2021 Mission Statement and Measurement report with the Board.

Ed Urbanik made a motion to adopt the 2021 Mission Statement and Measurement report. The motion was seconded by Skip Draper and unanimously carried (7-0-0).

2020 Board Evaluation Form-Return by February 12, 2021—Jim asked Board members to complete the evaluations and return them on or before February 12th.

County of Orleans Planner---Ken DeRoller reported that County planner Tom Lampro is relocating to New Mexico.

Executive Session—None.

VII. Adjournment

Ed Urbanik made a motion to adjourn the meeting subject to Chairman’s recall, seconded by John Misiti. Motion Passed (7-0-0).

Respectfully Submitted,

Diane Blanchard