

# OEDA Board Meeting Minutes

September 11, 2020

121 N Main Street 2<sup>nd</sup> Floor Albion NY  
Board Room  
8:29 a.m.

## Draft

### Members Present:

Paul Hendel, Chairman  
Ken DeRoller, Secretary  
John DeFilipps, Assistant Secretary  
Skip Draper, Treasurer  
Ed Urbanik, Member

### Members Absent:

John Misiti, Vice Chairman  
Carol D'Agostino, Member

### 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 202.1 suspending certain provisions of the Open Meetings Law, this meeting was held via telephonic 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 8:29 a.m. Diane called the roll. Board members Hendel, DeRoller, DeFilipps, Draper and Urbanik were present, constituting a quorum of the Board.

## II. **Approval of Previous Board Meeting Minutes August 13, 2020 (Electronic)**

The Board reviewed the draft minutes from the August 13, 2020 Board meeting. Ken DeRoller made a motion to accept the meeting minutes as presented, seconded by John DeFilipps. The motion carried by a vote of 5-0-0.

### **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. Ed Urbanik made a motion to accept the COIDA and ORLF financial reports, seconded by Skip Draper. Motion Passed. (5-0-0) **M0920-01.**

### **IV. Report of Committees/Departments/Sites**

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

**BMP**—Gabrielle reported that BMP has submitted an application to Empire State Development.

Gabrielle reported on two projects that are pursuing OCR funding, with assistance from H. Sicherman & Co. Velocitii is one of the projects interested in applying for the funding.

**WNYE**---WNYE is evaluating a revised incentive proposal that the company recently received from ESD. Jim reported that a new PILOT for the company's expansion project will be presented to the Board at the next meeting.

**Hotel Project**----Gabrielle reported that Medina Hospitality representatives recently visited the hotel site. There is no updates as to when work will resume on the project. Communications are open with all parties.

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

**Heritage Wind-Update/Action**---Jim reported that a proposal for the split of the PILOT payments was circulated to the affected taxing jurisdictions and he is waiting for their response. Jim met with the new Apex project manager via Zoom conference. Discussions on the administrative fee to be charged to Apex have begun.

**Falls Road-Culvert/Bridge Replacement**—Ready to implement.

**Land Sale to BOMET**---Jim reported that the land sale is moving forward.

**Falls Road-Medina & Holley Track Upgrade**---Jim reported that this project was not funded.

**Albion Business Park Land Sale**----Waiting for GCASA.

**CARES Regional Tourism Project**---Working with regional team.

**Facilities/Sites**

**Albion Business Park Update**----This item was discussed during Project Updates.

**MAP and LDC Report**

Diane reported the Fall class started on September 1<sup>st</sup> and ends on November 10<sup>th</sup>. The participants in the class are: Jenna Chevier, an Event Planner-dba Eventageous Media & Marketing; Jeremiah James, dba Blue Groove Coffee Cart/Blue Groove Cold Brew; Tyrone Newsome (wants to start a Pole Barn Construction Business); Cynthia Roberts, Financial Partner for the Blue Groove Coffee Cart; Dawn Manchester, dba Travel Trailer Center; Megan Davenport (wants to start a high end Pet Supply Store); Debbie Kluth, a Freelance Paralegal business; Thom Jennings dba Papa Thom’s Rockin Bagels; Christine Fancher, Pet Care/Dog Walking business; and Ryan Wilkins, a Retail Beverage/Beer Center in Medina.

**Loans Status:** Printed reports from 09/10/20 are available for review.

**Total Funds in RLF account as of 08/31/20:**

HUD unrestricted funds---\$9,224.18

Five Star Money Market Account-Unrestricted Funds---\$72,638.03.

**Legal**— No report.

**Marketing**—Jim reported on the website activity. He reported the website activity is up 336% for the number of users for August, is up 277% on the number of sessions and the bounce rate went down 60%.

**Workforce Development**— Jim reinforced that Kelly Kiebala is doing a great job and appreciates having her as a partner. Gabrielle added that Kelly has been able to spend some one-on-one time with some of the businesses and the feedback has been very helpful. Ken DeRoller noted that Kelly has a full staff and is on the project design team for Leadership Orleans.

**V. Unfinished Business---Nothing Reported.**

**VI. New Business**

**COIDA Proposed Budget for 2021 County Budget**---The COIDA proposed Budget for 2021 was recommended by the Finance Committee. Ed Urbanik made a motion to accept the COIDA proposed budget for 2021-County budget. The motion was seconded by Skip Draper and unanimously carried. M0920-02.

**Consider an Extension of Sales Tax Benefits for an Ongoing Project**

Jim reported on a request from Niagara Food Specialties USA Inc. for an increase in its sales tax exemption for purchases up to \$750,000.00 and an extension of time in which to use the sales tax exemption. A resolution was presented as follows:

**AMENDATORY RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE ACQUISITION, RENOVATION AND EQUIPPING A 55,000+/- SQ. FT. FACILITY BY NIAGARA FOOD SPECIALTIES USA INC FOR SALE OR LEASE TO THE AGENCY AND SUBSEQUENT LEASE OR RECONVEYANCE PURSUANT TO A LEASE OR AN INSTALLMENT SALE CONTRACT TO NIAGARA FOOD SPECIALTIES USA INC. THE EXECUTION OF A MORTGAGE AGREEMENT, LEASE AGREEMENT AND/OR INSTALLMENT SALE CONTRACT AND THE TAKING OF OTHER ACTIONS.**

**The Resolution was moved for adoption by Ed Urbanik, seconded by John DeFilipps.**

**Roll Call Vote:**

<b>Paul Hendel</b>	<b>Aye</b>
<b>John DeFilipps</b>	<b>Aye</b>
<b>Ken DeRoller</b>	<b>Aye</b>
<b>Skip Draper</b>	<b>Aye</b>
<b>John Misiti</b>	<b>Absent</b>
<b>Carol D'Agostino</b>	<b>Absent</b>
<b>Ed Urbanik</b>	<b>Aye</b>

**5 Ayes**  
**0 Nays**

**Resolution Passed; Resolution attached. M0920-03.**

**Discussion on the Change to Zoom---**Jim discussed with the Board using Zoom videoconferencing for future meetings.

**VII. Executive Session**

Motion to enter into Executive Session to discuss a personnel matter involving an Agency employee made by John DeFilipps, seconded by Ed Urbanik. Motion unanimously carried (5-0-0).

At the conclusion of the executive session discussion, Ken DeRoller made a motion to exit Executive Session, seconded by Skip Draper. Motion Passed (5-0-0). No votes were taken during Executive Session.

### **VIII. Adjournment**

John DeFilipps made a motion to adjourn the meeting subject to Chairman's recall, seconded by Ed Urbanik. Motion Passed (5-0-0).

Respectfully Submitted,  
Diane Blanchard