

OEDA Meeting Board Minutes

March 9, 2018

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

Draft

Members Present:

Paul Hendel, Chairman
Skip Draper, Treasurer
Ken Rush, Assistant Treasurer
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary
Carol D'Agostino, Member (Carol left meeting at 9:30 am)

Members Absent:

John Misiti, Vice 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

The meeting was called to order by Chairman Paul Hendel at 8:00 a.m.

- I. Roll Call----**A quorum of the Board was present.
- II. Approval of Previous Board Meeting Minutes February 9, 2018 (Electronic)**

The February 9, 2018 Board meeting minutes were reviewed. A motion was made by Ken DeRoller to accept the meeting minutes as presented, seconded by Skip Draper. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 02/28/2018 is \$59,851.35. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 02/28/2018 is \$640,754.12. ORLF account/statements were reviewed.

Motion to accept the OEDA and ORLF financials made by Carol D’Agostino, seconded by John DeFilipps. Motion Passed. M0318-01.

PILOT Report---Diane reported that all PILOTs are current.

IV. Executive Session

Motion to go into Executive Session to discuss 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 Ken Rush, seconded by Carol D’Agostino. Motion Passed.

Motion to exit Executive Session made by Skip Draper, 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

Hotel Project---The hotel project was discussed. Chuck commented that the new County tourism director Dawn Borchert would be interested in visiting the St. Mary’s hotel. Dawn has 27 years of experience in the tourism industry, including 5 years as tourism marketing director for the Genesee County Chamber of Commerce.

Project Updates

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

Town of Yates Lighthouse Wind Resolution---Jim reviewed the Town of Yates Resolution No. 38-2/18, which reaffirmed the Town’s formal opposition to the APEX Clean Energy Lighthouse Wind LLC project. This resolution was adopted at the February 8th meeting of the Yates Town Board.

Niagara Food Specialties—Jim reported that it is likely OCR will be pulling the project by April.

Yates Wind Farm---Jim reported that this project is in a stipulation/investigation phase and has been for more than a year.

ARG of WNY---This project is under construction. The ORLF loan and the lease-leaseback transaction both closed on 2/28/18. Loan proceeds have been disbursed to purchase a scale, a truck and provide working capital.

Takeform---Jim reported that Takeform has signed a contract to purchase the .75+/- acre parcel from COIDA and OLRC. Materials to construct the expansion are on site.

Heritage Wind----Jim reported that the PSS (preliminary scoping statement) was released. This project would be located in the Town of Barre.

STAMP- 1366 Technologies has decided not to build its new facility at STAMP.

MBP-Spec Building on Virtual Site--- The Krog Group is showing interest in developing the site.

MBP-Infrastructure Project--- Counsel is working with the Village to dedicate the roads and sewer at MBP.

Sanderson Road---Asbestos abatement work is required before the building can be demolished.

Infrastructure Work Group---The Village of Medina has established an infrastructure working group regarding sewer upgrades and the sewer capacity in Medina.

PARIS Reports---PARIS reports are due on 3/31/18.

Facilities/Sites

3959 Bates Road-ERP---- Jim reported that the NYSDEC is close to finalizing the remedial work plan for the Environmental Restoration Program (ERP) project at 3959 Bates Road. Once the NYSDEC issues a Record of Decision, the Agency will be able to move forward with the \$60,000 land sale of the Brunner property and release the land for the rail spur.

Consideration of the 2017 COIDA Property Report--- Jim presented the 2017 COIDA property report. This report is reviewed with the Board and submitted to the Authorities Budget Office on an annual basis.

Motion to accept the 2017 COIDA Property Report made by Skip Draper, seconded by John DeFilipps. Motion Passed. M0318-02.

Legal – Kevin reviewed the results of the 2017 Board Self-Evaluation of Board Performance. The summary results will be submitted on a confidential basis to the Authorities Budget Office.

MAP and LDC Report.

Diane reported the Spring MAP class starts on April 3 and ends on June 19. Fourteen possible participants are showing interest in the next class. Interviews have begun.

The GOSC loan fund account as of 02/28/18 has a balance of \$190,556.32; the HUD unrestricted account has a balance of \$1040.40; the LDC money market account has a balance of \$115,721.94 and the LDC Grant loan fund has a balance of \$47,566.02.

Workforce Information---- Jim referred the Board to the March 5, 2018 Hot Jobs list provided by Kelly Kiebala, which is included as pages 26-27 of the Board materials.

InBN- Regional Workforce Study---Gay reported that Invest Buffalo Niagara contacted the Agency regarding a regional workforce study that will involve nine counties. The plan is to work with each county's major employers regarding workforce development issues. This will be part of an ongoing regional effort to address workforce issues.

Marketing Update—Jim reviewed the Agency's monthly website snapshot for February. This report provides information regarding the number of users who visited the Agency's website.

Support Letters---Jim reported that the Agency submitted letters in support of the IDA loans and grants bill and in opposition to the budget bill relating to the deferment of business tax credits. Copies of the letters were included in the Board materials.

VI. Unfinished Business

COIDA Adaptive Reuse Policy Discussion---Kevin presented the proposed Adaptive Reuse Policy. This policy is intended to promote redevelopment and reuse of existing but underutilized buildings and sites. Jim asked the Board to review the policy and provide any comments prior to next month's Board meeting.

COIDA Administrative Fee Policy Discussion---Jim presented proposed revisions to the Agency's Administrative Fee Schedule. He asked the Board to review the revised schedule and provide any comments prior to next month's Board meeting.

VII. New Business

2018 IEDC Economic Future Forum Sponsorship----Jim reported that the International Economic Development Council is hosting a conference in Buffalo

June 24-26. Invest Buffalo Niagara has requested that the Agency help sponsor the conference at the Bronze Sponsor level of \$1500.00.

Motion to sponsor the IEDC conference at a cost of \$1500.00 made by Ken Rush, seconded by John DeFilipps. Motion Passed. M0318-03.

VIII. Adjournment

Motion to adjourn subject to Chairman's recall was made by Ken DeRoller, seconded by John DeFilipps. Motion Passed.

Respectfully Submitted,
Diane Blanchard