

# OEDA Meeting Board Minutes

September 8, 2017

121 N Main Street 2<sup>nd</sup> 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

### **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 (Joined the meeting at 9:00 am)

Tom Rivers, Orleans Hub (Joined the meeting at 9:00 am)

Kelly Kiebala, Director OC Job Development Agency (Joined the meeting at 8:45 am)

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. Carol D'Agostino joined the meeting during the presentation of the financial report.

### **II. Approval of Previous Board Meeting Minutes August 11, 2017 (Electronic)**

The August 11, 2017 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 08/31/17 is \$14,709.54. All of the Agency accounts were discussed.

**ORLF---**The current ORLF account balance as of 08/3/17 is \$663,676.78. ORLF account/statements were reviewed.

**Motion to accept the OEDA and ORLF financials made by Skip Draper, seconded by John DeFilipps. Motion Passed. M0917-01.**

**Discussion on Cash Flow-National Grid---**Jim reported that the reimbursement check from National Grid in the amount of approximately \$32,000 for the shovel ready project at the MBP North is expected to be received next week. He also reported that the first of three installment payments for the \$100,000 owed to the County will not be due until September 1, 2018.

**Consider 2018 COIDA County Budget---**Jim reviewed the proposed 2018 budget with the Board. The request for funding from the County is \$180,000, which is an increase of \$10,000 from last year's budget. A proposed compensation increase of 5% for Agency staff has been reviewed and recommended for Board approval by the Personnel Committee and the Finance Committee. Jim indicated that this is not the final budget, which will be submitted to the Board in December after the County allocation is known, but is being submitted to the County as part of the funding process. The final budget will be approved in December.

**Motion to approve submitting the proposed Budget to the County for approval made by John DeFilipps, seconded by Ken DeRoller. Motion Passed. M0917-02.**

**PILOT Report -** Diane Blanchard reported that all PILOTs 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 Carol D'Agostino. Motion Passed.**

**Motion to exit executive session made by Skip Draper, 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.

**Takeform---**Gabrielle reported that the Village of Medina Planning Board approved an expansion project for Takeform. The company is waiting for a power proceeds allocation before it will move forward with the project.

### **Project Updates**

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

**Niagara Food Specialties---**Jim reported that Niagara Food Specialties project is on hold at this time.

**Yates Wind Farm---**The project is in the investigation phase.

**Holley Gardens-----**The CFA has been submitted. A meeting is scheduled for next week.

**Hotel Project---**Jim reported that the Village of Medina reviewed and accepted the site plan for the project. The site plan will be reviewed next by the County. The Village is seeking designation as lead agency for purposes of SEQRA review and compliance.

The developer is seeking to purchase 5 acres. The hotel will have 58 rooms and will be three stories. The developer is waiting for funding reimbursement from the State of Pennsylvania for a different project before it will proceed with the hotel project.

**Snappy---**Investigation Phase.

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

**Slice---**Jim and Gabrielle are meeting with the developer to discuss this project.

**MBP Infrastructure Project---**Jim reported on a meeting with the Village of Medina regarding this project.

**MBP Strategic Plan Project---**Jim reported that the CFA has been submitted.

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

**3959 Bates Road---**Jim is waiting for the final report and recommendations from the NYSDEC with respect to the ERP.

**Review of Letters of Support---**None.

## **Facilities/Sites**

**Update on Holley Business Park Wetland Work**—Jim reported that he is waiting for the Army Corps of Engineers to schedule a site visit.

**Discussion on New Copier**---Jim received a letter from Ricoh stating that support services for the Agency's current copier is being discontinued and that parts are no longer being made for the copier. Jim proposed leasing a new copier instead of purchasing a copier. He received quotes from Toshiba and Ricoh. The Toshiba quote is at the NYS bid price. Jim will present a recommendation for a new copier at the next meeting in October.

**Review of the Albion Business Park Site**---Jim discussed the wetlands at the Albion Business Park site. The park is zoned light industrial. Jim suggested that the Board consider a potential sale of the property.

**Computer System Update-Sonic Wall**---Jim discussed with the Board purchasing a Sonic Wall system from C&H PC to protect data on the hard drive. The cost of the system is \$1,969.00.

**Motion to authorize the purchase of a Sonic Wall system from C&H PC at a cost of \$1,969.00 made by Skip Draper, seconded by Ken DeRoller. Motion Passed. M0917-03.**

**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. Diane has 12 participants signed up for the next class. Potential businesses are an archery range, dog wash, dog grooming, craft store, Navarra's Farm Market expansion, Navarra's Farm Market food truck, seamstress, IPA beer & wine retail store, and a spa business. Class to 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 08/31/17 has a balance of \$181,619.03; the HUD unrestricted account has a balance of \$1371.65; the LDC money market account has a balance of \$130,101.47 and the LDC Grant loan fund has a balance of \$53,901.26.

Diane reported due to the Bank of America closing its Albion branch she has moved all the public funds to Key Bank.

**Workforce Development**---Kelly Kiebala reported on the workforce development posting list issued by the Department of Labor. She also reported on an eleven-week training program sponsored by CNC Technical Solutions. There is much interest in the program.

Kelly then reported on a program Leadership Orleans Learning Outcomes. She is working with other agencies and GCC to boost training programs so residents can better fill available positions. Kelly noted that Federal funding is down 10%

**Marketing Update** ----Jim reported that OEDA's Facebook page received 51 new full-page views from 8/22-8/28 when local businesses were being promoted. During the same period, 1,801 people engaged with the posts, and page content reached an audience of 6,511 new people that were previously unfamiliar with the OEDA.

## **VI. Unfinished Business**

**Discussion on Contractor/Supplier Data Base**—Jim reported Mindful Media is working on OEDA website.

**Discussion on Procurement Policy**---Kevin Zanner reviewed with the Board the revised approval thresholds for the procurement of goods and services. Jim indicated that at next month's Board meeting, he will submit for the Board's review and approval an updated procurement policy that will include the new approval thresholds.

**Discussion on the Orleans County of Members of the Finger Lakes Regional Economic Development Council**---Jim reported that John DeFilippis is a member of the Finger Lakes Regional Council by virtue of his new position as Chairman of the County Legislature. One Orleans County position on the council remains vacant.

**Renewal of 121 North Main Lease**----Jim presented the proposed extension of the 121 North Main Street lease with the Village of Albion. The extension provides for annual rent increases of 2%, which is consistent with the current lease. Under the terms of the proposed extension, the Agency will have four

successive one-year options to renew the lease. Kevin indicated there were no other changes to the terms of the lease.

**Motion to approve the extension of the 121 North Main Street lease made by Ken DeRoller, seconded by John DeFilipps. Motion Passed. M0917-04.**

**VII. New Business**

**Consider an Orleans Revolving Loan Fund Application for ARG Services of WNY, Inc.**

**A Resolution was presented as follows:**

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING A LOAN IN AN AMOUNT NOT TO EXCEED \$200,000.00 FROM THE ORLEANS REVOLVING LOAN FUND TO ARG SERVICES OF WNY INC. TO FINANCE THE PURCHASE OF MACHINERY AND EQUIPMENT AND WORKING CAPITAL EXPENSES ASSOCIATED WITH THE EXPANSION OF THE OPERATIONS OF ARG SERVICES OF WNY INC. AND CONSTRUCTION OF A NEW 8,000+/- SQUARE FOOT FACILITY TO BE LOCATED IN THE VILLAGE OF ALBION, NEW YORK.**

**Resolution moved by Skip Draper, seconded by Ken DeRoller.**

**Roll Call:**

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

**6 Ayes**  
**0 Nays**

**Resolution Passed; Resolution attached. M0917-05.**

**VIII. 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**