

OEDA Board Meeting Minutes

July 10, 2020

121 N Main Street 2nd Floor Albion NY

Board Room

8:16 a.m.

Draft

Members Present:

Paul Hendel, Chairman

John Misiti, Vice Chairman

Ken DeRoller, Secretary

John DeFilipps, Assistant Secretary

Skip Draper, Treasurer

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 202.1 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 8:16 a.m. Diane called the roll. Board members Hendel, Misiti, DeRoller, DeFilipps, D'Agostino, Draper and Urbanik were present, constituting a quorum of the Board.

II. Approval of Previous Board Meeting Minutes June 12, 2020 (Electronic)

The Board reviewed the draft minutes from the June 12, 2020 Board meeting. Ed Urbanik made a motion to accept the meeting minutes as presented, seconded by John Misiti. 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 Carol D’Agostino. Motion Passed. (7-0-0) **M0720-01**.

IV. Report of Committees/Departments/Sites

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

WNYE---Gabrielle reported that WNYE is pursuing an expansion of its business to include the manufacture of disinfectants. WNYE has submitted applications to ESD for project funding and an application to the New York Power Authority for one (1) megawatt of power. The project cost is estimated to be seventeen million dollars.

Takeform--- Gabrielle reported that most of Takeform’s personnel is back on site and working and that there has been an uptick in business.

Teacher Geek---Gabrielle reported that this company is pursuing a new line of business.

Bernzomatic Site---Gabrielle reported on a \$50,000 National Grid grant relating to the demolition of the front building.

CRFS continues to work remotely.

Baxter---Ken DeRoller reported he met with Leadership Orleans and three representatives from Baxter. Baxter is adding a second shift.

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

Niagara Food Specialties---Jim reported that the code enforcement inspection of the facility went very well.

Sierra Biological---Jim reported that the company is interested in a loan from the GAIN loan fund for an expansion project.

COVID-19/CARES Act Regional Project---Jim reported on a nine-county regional marketing initiative for which funding under the federal CARES Act has been requested.

Re-Open Orleans Business Discussion---Jim commented on recent restaurant closures and how some businesses are rebounding fairly well, and others are struggling.

Clean Energy Resources---Ken DeRoller reported on discussions with Haylee Ferrington, who is the Clean Energy Coordinator for the Genesee/Finger Lakes Regional Planning Council. She asked Ken to give her the names of communities with pending renewable energy projects so she can offer technical assistance to communities for these projects.

Facilities/Sites

Albion Business Park Sale---This item was discussed in Executive Session (see VII below).

MAP and LDC Report

Diane reported on Sam Campanella's retirement from SBDC. He was the primary instructor for the Microenterprise Course. Dorothy Daniels is now working for the SBDC and will be replace Sam. Dorothy went through the Microenterprise course in 2019. She started On Point Bookkeeper on West Avenue in Albion. On Point Bookkeeper provides individuals, families and small businesses financial clarity through her bookkeeping services, workshops and online courses. Dorothy also provides online training for QuickBooks.

Loans Status: Printed reports from 06/10/2020 are available for review.

Total Funds in RLF account as of 06/30/20:

HUD unrestricted funds---\$6,889.18

Five Star Money Market Account-Unrestricted Funds---\$72,575.38.

Legal—ABO Guidance on IDA Loans/Grants---Kevin reported on new NYS legislation that allows IDAs to utilize their own funds to provide grants and loans to small businesses or not-for-profit organizations for the purchase of personal protective equipment (PPE). The limits are \$10,000 for grants and up to \$25,000 for loans.

Kevin also reported on the extension through August 5th of the Executive Order authorizing municipalities and governmental authorities to conduct virtual public meetings and hearings. This order has been extended several times.

Marketing—No report.

Workforce Development— No report.

V. **Unfinished Business**—None.

VI. New Business

Approve a \$35,000 Line of Credit from M&T Bank----Jim presented a resolution to authorize the Agency to approve a \$35,000 Line of Credit from M&T Bank. He noted that the Finance Committee had reviewed this item and recommended Board approval. Jim, Paul and Skip will be the signers.

Motion made to approve the \$35,000 Line of Credit with M&T Bank and execute all documents required by the bank made by Ken DeRoller, seconded by Carol D'Agostino. Motion unanimously carried. (7-0-0)

VII. Executive Session---Motion to go into Executive Session for the discussion of sale of real property relating to the Albion Business Park made by Skip Draper, seconded by John Misiti. Motion unanimously carried (7-0-0).

Motion made to exit of Executive Session made by John Misiti, seconded by Ken DeRoller. Motion unanimously carried (7-0-0). The Chairman reported that no action was taken during executive session.

VIII. Adjournment

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

Respectfully Submitted,

Diane Blanchard