

OEDA Board Meeting Minutes

May 8, 2020

121 N Main Street 2nd Floor Albion NY
Board Room
8:25 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 220.1 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 8:25 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.

The Board welcomed Ed Urbanik.

- II. **Approval of Previous Board Meeting Minutes April 10, 2020 (Electronic)**

The Board reviewed the draft minutes from the April 10, 2020 Board meeting. John Misiti made a motion to accept the meeting minutes as presented, seconded by Ken DeRoller. The motion carried by a vote of 6-0-1, with Ed Urbanik abstaining.

III. Financial Reports

COIDA/ORLF— Jim stated that the Finance Committee reviewed the COIDA and ORLF monthly financial reports and is recommending that the Board approve the reports. John DeFilipps made a motion to accept the COIDA and ORLF financial reports, seconded by John Misiti. Motion Passed. (7-0-0) M0520-01.

IV. Report of Committees/Departments/Sites

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

Gabrielle reported between 20 and 25 businesses have received loans through the federal Paycheck Protection Program and the Economic Injury Disaster Loan Program. She also reported that these businesses are working with a reduced work force.

Takeform---Gabrielle reported that Takeform is now producing protective shields to help slow the spread of the coronavirus to other individuals.

Zambistro---Continuing with its take-out service.

Snappy---Gabrielle reported that Snappy is producing metal nose guards for the N95 mask.

WNYE---Gabrielle reported that WNYE continues to supply ethanol for sanitizers to fight COVID-19.

St. Gobain---Gabrielle reported that St. Gobain is continuing with its construction activities.

Gabrielle stated that the business community understands that there will be many challenges when it comes time to reopen their businesses and that the Agency will continue to assist these businesses.

RS Automation & Hydro Grow NY Inc---Jim reported Rick Stacey is manufacturing a remote temperature thermometer.

Project Updates - Jim informed the Board that most projects are on hold due to the COVID-19 shutdown.

Facilities/Sites

Sale of Albion Business Park Update---**GCASA**—Jim stated that closing is being targeted for the end of June 2020.

RFQ for MBP Feasibility/Development Study Update— No update.

MAP and LDC Report

Diane reported that the Spring MAP class was cancelled due to COVID-19. Twelve candidates had signed up and hopefully will want to participate in the fall class.

Diane has been contacting downtown businesses to see if they needed any type of help. Sam Campanella has been working with these businesses on the SBA grant/loans. Overstock in Medina is selling hand sanitizers and masks. Laura Loxley in Albion is also selling masks.

Loans Status: Printed reports from 04/10/2020 are available for review.

Total Funds in RLF account as of 04/30/20:

HUD unrestricted funds---\$11,255.63

Five Star Money Market Account-Unrestricted Funds---\$97,494.93.

Legal—No report.

Marketing—No report.

Workforce Development— No report.

OEDA Coronavirus Readiness----Jim reported he and Gabrielle continue to work from home with phones and tablets, which allow them access to the Agency's computers. Jim and Diane take turns coming into the office to work on paper-based jobs.

- V. **Unfinished Business**—None.
- VI. **New Business**----None.
- VII **Executive Session---If Required**—None Required.
- IX. **Adjournment**

John DeFilipps 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

