

**The Orleans County Local Development Corporation
Board Meeting**

November 15, 2018

**121 N Main St 2nd Floor Albion NY Board Room
8:30 a.m.**

Draft

Members Present:

Paul Hendel, Chairman
Tom Kuryla, Member
Kathy Blackburn, Member
Michael Bonnewell, Member
Bill Eick, Member
Karen Sawicz, Vice Chairman
Jeffrey Martin, Member

Members Absent:

Ed Urbanik, Treasurer
Laura Olinger (Bentley), Member
Skip Draper, Member
Fred Miller, Member

Also Present:

Jim Whipple, CEO/CFO OEDA
Diane Blanchard, OEDA Admin/MAP Manager
Kevin Zanner, Legal Counsel

The meeting was called to order by Chairman Paul Hendel at 8:30 a.m.

I. Roll Call

Diane Blanchard called the roll of Board Members. A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes October 4, 2018.

The October 4, 2018 Board meeting minutes were reviewed. A motion was made to accept the meeting minutes as presented, by Karen Sawicz, seconded by Tom Kuryla. Motion Passed.

III. Financials

LDC Account Balance & Financial Statements

Jim Whipple and Diane Blanchard reported on the LDC financials. The GOSC loan fund account as of 10/31/18 has a balance of \$198,870.62, the HUD unrestricted account has a balance of \$3,166.21, the LDC account has a balance of \$32,627.46 and the savings account has a balance of \$109,185.07. Jim discussed the Balance Sheet and Profit & Loss reports.

Motion to accept financial report made by Jeff Martin, seconded by Tom Kuryla. Motion Passed.

Consideration of 2019 Operating Budget----- Jim reviewed with the Board the proposed 2019 operating budget. He noted that the professional fees will be reduced due to loans not being available in 2019. He also reported that the operating budget shows a positive cash flow for 2019.

Motion to approve the 2019 Operating Budget made by Kathy Blackburn, seconded by Jeff Martin. Motion Passed.

IV. Legal---Nothing reported.

V. Loans/Grants

Executive Session

Motion to go into Executive Session for the discussion of financial and credit matters of a person or corporation and to invite Diane Blanchard, Jim Whipple and legal counsel to be present in Executive Session made by Kathy Blackburn, seconded by Karen Sawicz. Motion Passed.

Motion to exit Executive Session made by Bill Eick, seconded by Jeff Martin. Motion Passed.

No action was taken during Executive Session or from the discussion in Executive Session.

Loans---- Diane is working on 3 loan applications. Gallo's Hauling (\$40,000), DC Hauling (\$35,000) and Herbalty Cottage (\$15,000). All the loans have been approved by the LDC Board. DC Hauling has also requested a bridge loan of \$10,000 which still needs to be approved.

Loan Aging Report----Diane Blanchard reviewed the loan report with the Board.

VI. Operations Report

Diane Blanchard reported the graduation for the Fall MAP class was on November 6 and 10 participants graduated and received their certificates of completion. To date 495 participants have gone through the program.

Discussion on the Future of the Board's Makeup (By-Laws) –Jim reported that Clark Godshall resigned from the Board. He then opened for discussion the possible restructuring of the LDC Board. Karen explained that when the Chambers merged, representatives from the eastern, central and western part of the County were appointed to the LDC Board. Karen also explained that Board seats for the Social Services Department and educational services were added due to the departments wanting to be involved in the LDC's community activities. Mike Bonnewell suggested that the LDC should first consider whether it should change its mission, and then consider whether there is a need to restructure the Board to fit the mission. After some discussion, Jim indicated that he would send the Board the purpose clause of the LDC's Certificate of Incorporation to review the LDC's current purposes for a future Board discussion.

VII. Projects---Nothing discussed.

VIII Old Business-----Nothing discussed.

IX. New Business

Consider a Bridge Loan to DC Hauling to be Offset by OCR Funds in 2019---Jim reviewed with the Board the written loan analysis prepared by Elizabeth Kraus from H Sicherman & Company for the \$35,000 loan to DC Hauling. The \$35,000 loan, which was previously approved by the Board, requires OCR approval before loan funds can be disbursed. Jim and Diane reported that DC Hauling is requesting a bridge loan in the amount of \$10,000 for working capital. The company has two large water main jobs in Monroe County and needs to hire an employee to do the work. The company will be hiring an Orleans County resident. The \$10,000 bridge loan would be provided from the LDC's unrestricted funds and would be repaid at the time of the closing of the \$35,000 loan. A motion was needed to approve.

Motion to approve the bridge loan of \$10,000 for working capital to DC Hauling made by Kathy Blackburn, seconded by Tom Kuryla. Motion Passed.

Consider Meeting Schedule for 2019----Jim reviewed the 2019 Meeting Schedule for 2019.

Motion to approve the 2019 meeting schedule made by Mike Bonnewell, seconded by Jeff Martin. Motion Passed.

X. Motion to Adjourn

Motion to adjourn subject to Chairman's recall made by Kathy Blackburn, seconded by Jeff Martin. Motion Passed.

Next meeting scheduled for February 7, 2019.

**Respectfully Submitted,
Diane Blanchard**