

## OEDA Meeting Board Minutes

February 10, 2017

121 N Main Street 2<sup>nd</sup> Floor Albion NY

Boardroom

8:00 a.m.

### **Draft**

#### **Members Present:**

Paul Hendel, Chairman

John Misiti, Vice Chairman

Skip Draper, Treasurer

Ken Rush, Assistant Treasurer

Ken DeRoller, Secretary

#### **Members Absent:**

**Carol D'Agostino, Member**

**John DeFilipps, Assistant Secretary**

#### **Also, Present:**

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Business Development

Diane Church, 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.

**Board Member News----**Jim reported Carol D'Agostino was recognized as outstanding citizen of the year and Ken DeRoller completed the County Government Institute Course.

- **Roll Call**

- **Approval of Previous Board Meeting Minutes January 13, 2017**

The Board meeting minutes from January 13, 2017 were reviewed. A motion was made by John Misiti to accept the meeting minutes as presented, seconded by Skip Draper. Motion Passed.

- **Financial Reports**

**COIDA**—The current agency account balance as of 1/31/17 is \$79,473.64. All of the Agency accounts were discussed.

**ORLF**---The current ORLF account balance as of 1/31/17 is \$613,167.64. ORLF account/statements were reviewed.

**Motion to accept the ORLF and OEDA financials made by John Misiti, seconded by Skip Draper. Motion Passed. M0217-01.**

**PILOT Report**-----Diane Blanchard reported all PILOT's are current but Pride Pak. In addition, Pride Pak owes the 2017 installment of the administrative fee due the IDA.

### **III. Executive Session**

**Motion to go into Executive Session for the discussion of financial matters of a corporation, proposed acquisition, sale or lease of real property and to invite in staff Jim Whipple, and Counsel Diane Church made by Ken DeRoller, seconded by Ken Rush. Motion Passed.**

**Motion to return to regular meeting made by John Misiti, seconded by Ken DeRoller. Motion Passed.**

**No action taken from discussion in Executive Session**

### **IV. Report of Committees/Departments**

#### **Business Development.**

**Take Form**---Gabrielle reported there will be an OCR public hearing in the Village of Medina on February 22<sup>nd</sup> for an expansion project.

**Pride Pak**---Gabrielle reported there is a second public hearing set for March 14<sup>th</sup> at 7am at the Town of Shelby. To date they have 53 employees and working on adding a second shift which will add another 20 employees.

**Bald Eagle Marina**---Gabrielle reported they are working on their business plan for a possible project.

#### **Project Updates**

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

**Associated Brands**---Project moving forward, expansion of packing line and they are hiring.

**Niagara Foods Specialties**----Jim reported they have completed the ORLF application for a \$150,000 loan. Waiting for a closing date.

**Arbre Group Holdings**-----Jim reported they purchased the Holley Cold Storage facility and are working on a cold storage expansion.

**H.H. Dobbins**---Moving forward with their expansion project.

**Heritage Wind**---Jim reported this is a wind turbine project based in the Town of Barre.

**Spec Building on Virtual Site**---Jim reported he is looking at possible sources and uses.

**MBP-Infrastructure Project**---Jim reported cleanup is needed and will be done in the spring.

**Sierra Biological**---Jim reported they closed on their \$90,000 OCR grant/loan on 2/3/17 and are possibly looking into a new project.

#### **Facilities/Sites**

- **Ideas on Development of the Medina Business Park.** A meeting with the engineers is proposed.

**Map-Bridge & Culverts in Orleans County**---Chuck discussed with the Board a Map they presented to the CFO of the Department of Transportation. There are 33 projects that are being constructed, ongoing or plan to be constructed between 2015 and 2019. These projects are funded by Federal, State and Local dollars just under \$33,000,000. Chuck stated this is the result of their infrastructure push. The board discussed the economic importance of the canal bridges, which enable businesses to move products and provide access.

**Legal**—Diane Church reported the Governor and Legislature have extended the effective date on the restriction of the mortgage tax exemption to July 1, 2017.

#### **MAP and LDC Report.**

Diane reported the Spring MAP class starts on April 11 to June 20. The class will be held at the Arnold Gregory Building. Ben will provide the class with a new projector, Wi-Fi and office space for the consultants at his cost.

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. To date \$80,000 has been disbursed. Diane B is working on four grant requests for a total of \$55,000. Tease, \$15,000 Holley Bottle and Can Return, \$15,000 The Missing Peace Holistic Wellness Center \$10,000 and Preston's Farm \$15,000.

The GOSC loan fund account as of 1/31/17 has a balance of \$158,587.90; the HUD administrative account has a balance of \$7714.39; the HUD unrestricted account has a balance of \$1486.18; the LDC money market account has a balance of \$143,353.65 and the LDC Grant loan fund has a balance of \$70,718.44.

**Workforce Development Update---**Jim continues to report on the job order list from Workforce Development. Chuck reported they are looking to hire a new Director for the Workforce Development Board for the GLOW region. Discussions regarding the restructuring of the Board to facilitate additional funding are on-going.

**Marketing Update-Website---**Jim reported on a new marketing map that will be presented in conjunction with a press release on the WNY's largest shovel ready site comprised of the Medina Business Park and the Keppler site.

**V. Unfinished Business---Nothing Presented.**

**VI. New Business**

**Corporate Action-By Laws---For reference only.**

**2017 Election of Officers:**

**Chairman**, Paul Hendel, **Vice Chairman**, John Misiti, **Secretary**, Ken DeRoller, **Treasurer**, Skip Draper, **Assistant Secretary**, John DeFilippo, **Assistant Treasurer**, Ken Rush.

**Motion to approve reappointments of individuals as reflected in the Board materials made by John Misiti, seconded by Ken DeRoller. Motion Passed. M0217-02.**

**Appointment of CEO/CFO---**Jim Whipple was nominated.

**Motion to accept nomination made by Ken Rush, seconded by Ken DeRoller. Motion Passed. M0217-03.**

**Appointment of an Administrative Director-This Position Currently Vacant: Duties Handled by CEO----**No appointment made.

**Motion to accept CEO in this position made by John Misiti, seconded by Skip Draper. Motion Passed M0217-04.**

**2017 Committee Appointments**

**Motion to approve reappointment of individuals to existing committee positions as reflected in the board materials, made by Ken DeRoller, seconded by John Misiti. Motion Passed. M0217-05.**

**2017 Mission Statement and Measurement Report.** Jim Whipple reviewed the measurements and goals for 2017.

**Motion to approve the 2017 Mission Statement and Measurement Report made by John Misiti, seconded by Ken DeRoller. Motion Passed. M0217-06.**

**Policy Updates**

- **Property Disposal Guidelines**
- **Real Property Acquisition Policy**
- **Procurement Policy**
- **Investment Guidelines**

**Motion to approve stated policies and guidelines as presented to the board for 2017 with a change designating KeyBank as a depository replacing First Niagara Bank made by Skip Draper, seconded by John Misiti. Motion Passed. M0217-07.**

**VII. Adjournment**

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

**Respectfully Submitted,  
Diane Blanchard**