

## OEDA Board Meeting Minutes

May 12, 2023

121 N Main Street 2<sup>nd</sup> Floor Albion NY  
Board Room  
8:00 a.m.

### Members Present:

John Misiti, Chairman  
Craig Tuohey, Assistant Treasurer  
John Fitzak, Treasurer  
Skip Draper, Vice Chairman  
Ed Urbanik, Secretary

### Members Absent:

Carol D'Agostino, Assistant Treasurer

### Also Present:

Michael Dobell, CEO/CFO  
Gabrielle Barone, Vice President Development  
Kevin Zanner, OEDA Legal Counsel

**Roll Call----** The meeting was called to order by John Misiti at 8:00 a.m. Diane called the roll. Board members John Misiti, Craig Tuohey, John Fitzak, Skip Draper and Ed Urbanik were present, constituting a quorum of the Board.

### I. Approval of Board Meeting Minutes April 14, 2023 (Electronic)

The Board reviewed the draft minutes from the April 14, 2023 Board meeting. John Fitzak made a motion to approve the meeting minutes as presented. The motion was seconded by Craig Tuohey and unanimously carried (5-0-0).

### II. Financial Reports

#### **COIDA/ORLF Accept Monthly Financials**

Michael Dobell presented the COIDA and ORLF financial reports for the month ending April 30, 2023. There was an extended discussion regarding anticipated revenue and expenses over the next several months. Michael indicated that a portion of the County loan proceeds will likely need to be utilized for operational expenses. In the short-term, project revenues are expected to be limited. Significant administrative fees from the Heritage Wind and Hemlock Ridge renewable energy projects will not be received in the immediate future. COIDA continues to negotiate with Hemlock Ridge developer regarding the amount of the administrative fee. Velocitii may pay off its entire loan which would also generate revenue. At the conclusion of the discussion, Ed Urbanik

made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by Skip Draper and unanimously carried (5-0-0).

**PILOT Report** – Diane reported that all PILOTs are current.

### **III. Report of Committees/Departments/Sites**

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

Gabrielle reported she made some site visits to Winland Foods and Hinspergers. She reported Hinspergers' employment numbers are down which is negatively impacting the company's productivity. She also reported Avanti's in Medina would like to discuss a possible loan.

Gabrielle contacted GRE on their employment count for Orleans County, which appeared to be inaccurate. She is now working with individual companies to compile more current employment numbers.

Gabrielle met with Jim Bensley and the County Planning Board Dept and discussed IDA projects. There is a need to improve the local planning and approval process.

Gabrielle attended a Village of Albion meeting and discussed the Freeze Dry/Thrive Foods project. Thrive Foods is waiting for OCR to approve its application. The company is committing to hire 45 employees for the OCR project.

Gabrielle attended a Finger Lakes Economic Development Council meeting. A new loan fund is being established which will target entrepreneurs and small businesses.

**Project Updates** – Michael presented the following project updates:

**Hemlock Ridge Solar**- Michael presented an update regarding the Hemlock Ridge solar project. There is still no agreement among the affected taxing jurisdictions regarding the allocation of PILOT revenue. The developer has not submitted a final application to COIDA and is seeking to negotiate COIDA's administrative fee for the project.

**OCR Review/Audit of Zambistro, Velocitii and the 2021 Microenterprise Program**- Michael reported that OCR will conduct an in-person review of the Zambistro and Velocitii projects and the 2021 MAP during the month of June. It is anticipated that the review will be completed in two to three days.

**Applegate Manor**-Michael reported on a proposed conversion of Applegate Manor from a senior living facility to a 15-unit market rate apartment building. This project may be an opportunity for COIDA to provide assistance.

**Project Izzo**-Michael reported that Medina Business Park was not selected for this project. The company decided to locate the project in Monroe County. Medina Business Park and the Monroe County location were the two finalists for this project following the company's multi-state site search. Workforce availability was an overriding factor in its decision, as the company will be hiring up to 250 employees. The company was very complimentary of the MDP site. Michael noted the challenge of pursuing large-scale projects that require significant workforce availability and commented that COIDA's niche may be for projects that require less human capital. John Misiti complimented staff on their efforts in pursuing the project.

### **Facilities/Sites**

**Medina Business Park Wetland Areas**- Michael is still working with BME Associates on the wetland delineation near Pride Pak. Some plants that constitute invasive species near the road were sprayed with herbicide.

**Past Project Reports**- Michael reported he is looking at a full list of engineering reports from past projects to enhance applying for future grants.

### **MAP and LDC Report**

Spring MAP Class 2023

- Diane reported the new Spring MAP class started on April 4<sup>th</sup> and runs through June 13<sup>th</sup>. Nine participants are in the class.

Microenterprise Grant Update:

Diane reported she closed on two grants a few weeks ago. Iced & Glazed for \$10,000 and Raven Moon Revival for \$25,000. She is now working on three other grants. To date she will have spent \$210,000 and will have \$45,000 left to spend.

- Loans Status: Printed reports from 05/10/23 are available for review.
  - Total funds in RLF Account as of 04/30/23:
  - \$12,960.16---HUD unrestricted fund
  - \$85,099.69---Unrestricted Money Market Account.

**Legal** --No report.

**Marketing** --- Michael reported he is working with Mindful Media and National Grid for a dollar-for-dollar matching grant.

## **IV. Executive Session**

A motion to enter into Executive Session to discuss the proposed acquisition of real property and matters leading to the hiring of Agency administrative personnel was made by Craig Tuohey, seconded by Skip Draper. The motion was unanimously carried (5-0-0).

A motion to exit Executive Session was made by John Fitzak, seconded by Ed Urbanik. The motion was unanimously carried (5-0-0).

V. **Unfinished Business** – None.

VI. **New Business**

**Consider Recommending a Candidate to the County Legislature to Sit on the COIDA Board**

A motion to recommend that the County appoint Jeffrey Martin to the COIDA Board was made by Skip Draper, seconded by Ed Urbanik and unanimously carried (5-0-0).

**Adjournment**

Skip Draper made a motion to adjourn the meeting subject to Chairman's recall. The motion was seconded by John Fitzak and unanimously carried (5-0-0).

Respectfully Submitted,

Diane Blanchard