



COIDA Board Meeting Agenda

Friday August 11, 2023 8:00 AM

Updated 8/07/23

- **Call COIDA Board meeting to order-Chair**
- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of Previous Board Meeting Minutes**
 - *July 14, 2023 Board Meeting Minutes(Electronic) – Motion*
 - *July 14, 2023 Executive Session Minutes (Electronic) - Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
 - *PILOT Report- Diane*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC Report - Diane
 - Legal – Kevin Zanner
 - Marketing – Michael
- **Executive Session – If Required – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 -
- **New Business**
 - **Consider the approval of the 2022 PARIS Report – Motion**
 - *Consider a consultant agreement with Diane Blanchard -Motion*
- **Adjournment**



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
 July 31, 2023
 page 1 of 3

852011750

20 X 968 00020 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

OEDA

Public Transaction Basic 852011750
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 6-30-23	\$46,696.06
6 Additions	+55,693.00
26 Subtractions	-46,150.53
Ending balance 7-31-23	\$56,238.53

Additions

Deposits	Date	Serial #	Source	
	7-3		Deposit Branch 0290 New York	\$300.00
	7-5		Deposit Branch 0290 New York	50,000.00
	7-14		Deposit Branch 0290 New York	2,500.00
	7-17		Deposit Branch 0290 New York	93.00
	7-31		Deposit Branch 0290 New York	2,500.00
	7-31		Deposit Branch 0290 New York	300.00
Total additions				\$55,693.00

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
2922	7-5	\$499.95	2931	7-10	99.91	2938	7-17	0.03
2923	7-3	283.40	2932	7-5	1,407.50	2939	7-19	5.00
2924	7-3	1,084.25	2933	7-5	181.99	2940	7-20	85.00
*2927	7-10	4,000.00	2934	7-5	190.89	2941	7-20	85.00
2928	7-7	25.36	2935	7-12	199.70	*2943	7-25	128.85
2929	7-10	181.89	2936	7-14	5,232.18	*2946	7-31	2,893.21
2930	7-5	170.10	2937	7-19	139.98			

Paper Checks Paid \$16,894.19

Withdrawals	Date	Serial #	Location	
	7-6		Direct Withdrawal, Paychex-Rcx Payroll	\$10,625.55
	7-7		Direct Withdrawal, Paychex Tps Taxes	4,352.96

Reconciled
 Matt Holland
 8/17/23



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
July 31, 2023
 page 1 of 2

329681401777

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COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
OEDA COUNTY FUNDS ACCOUNT
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Public Transaction Basic 329681401777
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT

Beginning balance 6-30-23	\$465,999.99
Ending balance 7-31-23	\$465,999.99

*Reconciled
 8/2/23
 Matt Hollan*

9:14 AM

08/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.006 · OEDA County Fund Acct	465,999.99	0.00	465,999.99	100.0%
200.005 · Village of Medina Proj Closed	0.00	308.12	-308.12	-100.0%
200.001 · OEDA Agency Checking	51,922.28	46,631.46	5,290.82	11.4%
Total 200 · Cash Accounts	517,922.27	46,939.58	470,982.69	1,003.4%
Cash Restricted				
Agency 3rd Party PILOT Account	465,946.54	465,946.54	0.00	0.0%
Total Cash Restricted	465,946.54	465,946.54	0.00	0.0%
Total Checking/Savings	983,868.81	512,886.12	470,982.69	91.8%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	2,976.02	-2,000.00	-67.2%
Total Accounts Receivable	976.02	6,073.84	-5,097.82	-83.9%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	131.15	129.40	1.75	1.4%
Total 480 · Prepaid expenses	131.15	129.40	1.75	1.4%
Total Other Current Assets	72,957.30	72,955.55	1.75	0.0%
Total Current Assets	1,057,802.13	591,915.51	465,886.62	78.7%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	657,956.16	657,956.16	0.00	0.0%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	657,956.16	657,956.16	0.00	0.0%
Other Assets				
Payment transfer to OLRC/OEDA/	-31,227.50	-6,227.50	-25,000.00	-401.5%
399 · Deferred Outflow of Resources	135,803.00	135,803.00	0.00	0.0%
Total Other Assets	104,575.50	129,575.50	-25,000.00	-19.3%
TOTAL ASSETS	1,820,333.79	1,379,447.17	440,886.62	32.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Loan Payable - Current	0.00	33,333.34	-33,333.34	-100.0%
Deferred Inflow of Resources	75,785.00	75,785.00	0.00	0.0%
604 · Cash Held on Behalf of Others	520,998.03	520,998.03	0.00	0.0%
Due to OLRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	9,637.12	9,637.12	0.00	0.0%

9:14 AM

08/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change	% Change
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.105 · Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 · Company Liabilities	-48.72	0.00	-48.72	-100.0%
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-42,642.03	-11,746.01	-30,896.02	-263.0%
602.206 · Cafeteria Plan	3,680.53	2,618.07	1,062.46	40.6%
Total 602.200 · Employee Deductions	-38,961.50	-9,127.94	-29,833.56	-326.8%
602 · Payroll Deductions - Other	1,954.61	789.72	1,164.89	147.5%
Total 602 · Payroll Deductions	-37,055.61	-8,338.22	-28,717.39	-344.4%
Total Other Current Liabilities	736,068.93	798,119.66	-62,050.73	-7.8%
Total Current Liabilities	736,068.93	798,119.66	-62,050.73	-7.8%
Long Term Liabilities				
680 · Pension Liability	245.00	245.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	-0.18	-0.18	0.00	0.0%
Total Loan Payable - LT	-0.18	-0.18	0.00	0.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	0.00	500,000.00	100.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	0.00	500,000.00	100.0%
Total Long Term Liabilities	500,244.82	244.82	500,000.00	204,231.7%
Total Liabilities	1,236,313.75	798,364.48	437,949.27	54.9%
Equity				
908 · Transfer from OLRC	667,500.00	547,500.00	120,000.00	21.9%
909.001 · Retained Earnings	27,713.28	99,315.48	-71,602.20	-72.1%
Net Income	-113,693.23	-68,232.79	-45,460.44	-66.6%
Total Equity	581,520.05	578,582.69	2,937.36	0.5%
TOTAL LIABILITIES & EQUITY	1,817,833.80	1,376,947.17	440,886.63	32.0%

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of July 31, 2023

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200.001 · OEDA Agency Checking	51,922.28	46,631.46	5,290.82	11.4%
200.003 · OEDA PILOT Checking	0.01	0.00	0.01	100.0%
Total 200 · Cash Accounts	517,922.28	46,939.58	470,982.70	1,003.4%
Cash Restricted				
Agency 3rd Party PILOT Account	465,946.54	465,946.54	0.00	0.0%
Total Cash Restricted	465,946.54	465,946.54	0.00	0.0%
Total Checking/Savings	983,868.82	512,886.12	470,982.70	91.8%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	2,976.02	-2,000.00	-67.2%
381 · PILOT Receivable	2,543.05	1,918.95	624.10	32.5%
Total Accounts Receivable	3,519.07	7,992.79	-4,473.72	-56.0%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	131.15	129.40	1.75	1.4%
Total 480 · Prepaid expenses	131.15	129.40	1.75	1.4%
Total Other Current Assets	72,957.30	72,955.55	1.75	0.0%
Total Current Assets	1,060,345.19	593,834.46	466,510.73	78.6%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
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Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	657,956.16	657,956.16	0.00	0.0%
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114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
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399 · Deferred Outflow of Resources	135,803.00	135,803.00	0.00	0.0%
Total Other Assets	104,575.50	129,575.50	-25,000.00	-19.3%
TOTAL ASSETS	1,822,876.85	1,381,366.12	441,510.73	32.0%

9:15 AM

08/02/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Loan Payable - Current	0.00	33,333.34	-33,333.34	-100.0%
Deferred Inflow of Resources	75,785.00	75,785.00	0.00	0.0%
604 · Cash Held on Behalf of Others	520,998.03	520,998.03	0.00	0.0%
Due to OLRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	9,637.12	9,637.12	0.00	0.0%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.105 · Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 · Company Liabilities	-48.72	0.00	-48.72	-100.0%
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-42,642.03	-11,746.01	-30,896.02	-263.0%
602.206 · Cafeteria Plan	3,680.53	2,618.07	1,062.46	40.6%
Total 602.200 · Employee Deductions	-38,961.50	-9,127.94	-29,833.56	-326.8%
602 · Payroll Deductions - Other	1,954.61	789.72	1,164.89	147.5%
Total 602 · Payroll Deductions	-37,055.61	-8,338.22	-28,717.39	-344.4%
631 · Due to Other Governments				
631.001 · PILOTs payable	5,043.05	4,418.95	624.10	14.1%
Total 631 · Due to Other Governments	5,043.05	4,418.95	624.10	14.1%
Total Other Current Liabilities	741,111.98	802,538.61	-61,426.63	-7.7%
Total Current Liabilities	741,111.98	802,538.61	-61,426.63	-7.7%
Long Term Liabilities				
680 · Pension Liability	245.00	245.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	-0.18	-0.18	0.00	0.0%
Total Loan Payable - LT	-0.18	-0.18	0.00	0.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	0.00	500,000.00	100.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	0.00	500,000.00	100.0%
Total Long Term Liabilities	500,244.82	244.82	500,000.00	204,231.7%
Total Liabilities	1,241,356.80	802,783.43	438,573.37	54.6%
Equity				
908 · Transfer from OLRC	667,500.00	547,500.00	120,000.00	21.9%
909.001 · Retained Earnings	27,713.28	99,315.48	-71,602.20	-72.1%
Net Income	-113,693.23	-68,232.79	-45,460.44	-66.6%
Total Equity	581,520.05	578,582.69	2,937.36	0.5%
TOTAL LIABILITIES & EQUITY	1,822,876.85	1,381,366.12	441,510.73	32.0%

Orleans Economic Development Agency Profit & Loss Budget Performance

July 2023

	Jul 23	Budget	Jan - Jul 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
980 · Revenues					
2116 · Fees (specify)					
2116.02 · PILOT Fees & Penalties	0.00		0.00		
2116.03 · Economic Development Fees	0.00		15,068.24		
2116.04 · Consulting	0.00		5,867.13		
Total 2116 · Fees (specify)	<u>0.00</u>		<u>20,935.37</u>		
2401 · Interest & Earnings	0.00		0.01		
2706 · Grants from Local Governments					
2706.02 · Grants from Local Govts - Other	55,000.00		160,500.00		
Total 2706 · Grants from Local Governments	<u>55,000.00</u>		<u>160,500.00</u>		
2770 · Other Unclassified Revenue					
2770.1 · Misc. Reimbursements	0.00		3,000.00		
2770.2 · Misc. Income	93.00		127.07		
Total 2770 · Other Unclassified Revenue	<u>93.00</u>		<u>3,127.07</u>		
Total 980 · Revenues	<u>55,093.00</u>		<u>184,562.45</u>		
Total Income	<u>55,093.00</u>		<u>184,562.45</u>		
Gross Profit	55,093.00		184,562.45		
Expense					
522 · Expenses					
6460 · Administration					
6460.1 · Salaries & related expenses					
6460.11 · Salaries & wages	27,190.60		167,835.46		
6460.12 · Other Payroll Expenses	48.72		529.70		
6460.13 · Social Security Expense	1,600.44		10,284.75		
6460.14 · Fed Unemp Tax Exp	76.56		228.32		
6460.15 · Medicare Exp.	374.30		2,405.33		
6460.16 · NYS Re-Employment	0.00		0.00		
6460.17 · NYS Unemploy. Ins.	0.00		749.14		
6460.18 · Disability Cnty Self-Ins	0.00		4,986.12		
Total 6460.1 · Salaries & related expenses	<u>29,290.62</u>		<u>187,018.82</u>		
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.101 · Legal fees	2,893.21		26,025.01		
~4.102 · Accounting fees	170.00		595.00		
~4.103 · Consultant Services	0.00		4,347.90		
~4.105 · Payroll Services	160.44		1,385.70		
~4.107 · Professional fees - other	5.00		9,527.24		
Total ~4.100 · Other personnel expenses	<u>3,228.65</u>		<u>41,880.85</u>		
~4.200 · Non-personnel expenses					
~4.201 · Supplies	14.71		1,256.64		
~4.202 · Telephone & telecommunications	556.39		4,984.76		
~4.203 · Postage, shipping, delivery	0.00		443.92		
~4.204 · Equip rental & maintenance	99.91		2,487.50		
~4.205 · Printing & copying	181.99		869.88		
~4.206 · Books, subscriptions, reference	125.00		393.94		
~4.207 · Advertising expenses	0.00		1,011.68		
~4.208 · Marketing	1,000.00		9,458.88		
Total ~4.200 · Non-personnel expenses	<u>1,978.00</u>		<u>20,907.20</u>		
~4.300 · Occupancy expenses					
~4.301 · Rent, parking, other occupancy	2,196.00		15,329.00		
Total ~4.300 · Occupancy expenses	<u>2,196.00</u>		<u>15,329.00</u>		
~4.700 · Travel & training					
~4.701 · Travel	1,692.45		2,956.67		
~4.704 · Meals	0.00		871.94		
~4.700 · Travel & training - Other	0.00		555.00		
Total ~4.700 · Travel & training	<u>1,692.45</u>		<u>4,383.61</u>		

9:15 AM

08/02/23

Accrual Basis

**Orleans Economic Development Agency
Profit & Loss Budget Performance**

July 2023

	<u>Jul 23</u>	<u>Budget</u>	<u>Jan - Jul 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
~4.800 · Misc expenses					
~4.802 · Insurance - non-employee	0.00		0.00		
~4.803 · Membership dues - organization	0.00		25.00		
~4.805 · Outside computer services	0.00		415.97		
~4.800 · Misc expenses - Other	1,000.00		3,043.63		
Total ~4.800 · Misc expenses	<u>1,000.00</u>		<u>3,484.60</u>		
Total 6460.4 · Contractual Expenses	10,095.10		85,985.26		
6460.8 · Employee Benefits					
6460.81 · Health Insurance	5,402.28		27,351.60		
Total 6460.8 · Employee Benefits	<u>5,402.28</u>		<u>27,351.60</u>		
Total 6460 · Administration	<u>44,788.00</u>		<u>300,355.68</u>		
Total 522 · Expenses	<u>44,788.00</u>		<u>300,355.68</u>		
Total Expense	<u>44,788.00</u>		<u>300,355.68</u>		
Net Ordinary Income	10,305.00		-115,793.23		
Other Income/Expense					
Other Income					
Office Space Rental	600.00		2,100.00		
Total Other Income	<u>600.00</u>		<u>2,100.00</u>		
Net Other Income	<u>600.00</u>		<u>2,100.00</u>		
Net Income	<u>10,905.00</u>		<u>-113,693.23</u>		

**Orleans Economic Development Agency
Transaction Detail by Account
July 2023**

Type	Date	Num	Name	Memo	Amount	Balance
200 · Cash Accounts						
200.001 · OEDA Agency Checking						
Paych...	07/03/2023		Diane L Blanchard		-1,956.69	-1,956.69
Paych...	07/03/2023		James R Whipple		-1,300.00	-3,256.69
Paych...	07/03/2023		Michael R Dobell		-2,605.20	-5,861.89
Paych...	07/03/2023		Gabrielle L Barone		-2,870.95	-8,732.84
Paych...	07/03/2023		Mathew R Holland		-1,892.71	-10,625.55
Deposit	07/03/2023			Deposit	300.00	-10,325.55
Check	07/05/2023	2929	Gabrielle L Barone	Reimbursement for travel	-181.89	-10,507.44
Check	07/05/2023	2930	Diane L Blanchard	Reimbursement for medical insur...	-170.10	-10,677.54
Check	07/05/2023	2931	U.S. Bank Equipment Fin...	Ricoh copier rental fee Invoice # 5...	-99.91	-10,777.45
Check	07/05/2023	2932	Key Bank	M Dobell CC usage	-1,407.50	-12,184.95
Check	07/05/2023	2933	Key Bank	CC usage for G Barone	-181.99	-12,366.94
Check	07/05/2023	2934	Key Bank	CC usage for D Blanchard	-190.89	-12,557.83
Payment	07/05/2023	798	Orleans County Treasurer		50,000.00	37,442.17
Liabilit...	07/07/2023		Paychex	16-1356958, 161356958 6	-4,352.96	33,089.21
Check	07/10/2023		Paychex	For small package payroll autodebit	-160.44	32,928.77
Check	07/12/2023	2935	Michael R Dobell	Reimbursement for travel and cell...	-199.70	32,729.07
Check	07/12/2023	2936	Orleans Co. Treasurer	EDA Medical insurance billing for...	-5,232.18	27,496.89
Check	07/12/2023	2937	Spectrum Enterprise	Service plan charges for July 2023	-139.98	27,356.91
Check	07/12/2023	2938	AT&T (800#)	Charges for 800 numbers	-0.03	27,356.88
Check	07/12/2023	2939	Health Economics Group...	Admin fee for June 2023	-5.00	27,351.88
Check	07/12/2023	2940	Roush C.P.A. PC	Accounting services for the month ...	-85.00	27,266.88
Check	07/12/2023	2941	Roush C.P.A. PC	Accounting services for the month of...	-85.00	27,181.88
Payment	07/14/2023	017...	Village of Albion	Municipal Marketing Pmt for 2023	2,500.00	29,681.88
Deposit	07/17/2023			Deposit	93.00	29,774.88
Liabilit...	07/18/2023	2916	Orleans Co. Treasurer		-48.72	29,726.16
Check	07/19/2023	2942	Village of Albion (v)	Rent for the Month of August 2023	-2,196.00	27,530.16
Check	07/19/2023	2943	Verizon Wireless	Cell Phone Usage for G Barone and...	-128.85	27,401.31
Paych...	07/21/2023		Michael R Dobell		-2,605.22	24,796.09
Paych...	07/21/2023		Diane L Blanchard		-1,956.70	22,839.39
Paych...	07/21/2023		Gabrielle L Barone		-2,870.94	19,968.45
Paych...	07/21/2023		Mathew R Holland		-1,708.96	18,259.49
Liabilit...	07/21/2023		Paychex	16-1356958, 161356958 6	-4,327.89	13,931.60
Check	07/24/2023	2944	Donald & Dana Quacken...	IDA Project Easements	-1,000.00	12,931.60
Check	07/26/2023	2945	Brennen O'Connor	Purchase of easement	-1,000.00	11,931.60
Check	07/26/2023	2946	HurwitzFine PC	General matters legal servicves r...	-2,893.21	9,038.39
Check	07/26/2023	2947	Orleans County Chamber...	2023 Chamber of Commerce Membe...	-125.00	8,913.39
Check	07/26/2023	2948	Indoff Incorporated	Invoice #3663217 office supplies	-14.71	8,898.68
Check	07/27/2023		NYS & Local Retirement ...	NYS and Local Retirement Cont...	-647.68	8,251.00
Payment	07/31/2023	027...	Village of Medina (c)	Municipal marketing payment for 2023	2,500.00	10,751.00
Deposit	07/31/2023			Deposit	300.00	11,051.00
Total 200.001 · OEDA Agency Checking					11,051.00	11,051.00
Total 200 · Cash Accounts					11,051.00	11,051.00
TOTAL					11,051.00	11,051.00



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

852348282

3 X 968 00003 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Pilot

Public Transaction 852348282
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 6-30-23	\$4,354.66
2 Additions	+36,838.93
3 Subtractions	-36,838.93
Ending balance 7-31-23	\$4,354.66

Additions

Deposits	Date	Serial #	Source	
	7-3		Deposit Branch 0290 New York	\$26,365.42
	7-12		Deposit Branch 0290 New York	10,473.51
Total additions				\$36,838.93

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
886	7-18	\$8,807.18	887	7-18	17,558.24	888	7-25	10,473.51
Paper Checks Paid								\$36,838.93

Fees and charges

See your Account Analysis statement for details.

*Reconciled
 Mutt Hollan D
 8/2/23*



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

852331428

1 X 968 00001 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
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 ALBION NY 14411-1237

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ORRF

Public Transaction 852331428
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 6-30-23	\$46,409.32
1 Addition	+1,919.69
1 Subtraction	-4,000.00
Net fees and charges	-110.27
Ending balance 7-31-23	\$44,218.74

Additions

Deposits	Date	Serial #	Source	
	7-20		Deposit Branch 0290 New York	\$1,919.69
Total additions				\$1,919.69

Subtractions

*Paper Checks * check missing from sequence*

Check	Date	Amount
258	7-10	\$4,000.00

Paper Checks Paid \$4,000.00

Fees and charges

Date		Quantity	Unit Charge	
7-11-23	Jun Analysis Service Chg	1	110.27	-\$110.27
Fees and charges assessed this period				-\$110.27

*Reconciled
 8/2/23
 Matt Holland*

Orleans Revolving Loan Fund
Balance Sheet Prev Year Comparison
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Orleans Revolving Loan Fund	44,218.74	25,050.82	19,167.92	76.5%
Total Checking/Savings	44,218.74	25,050.82	19,167.92	76.5%
Accounts Receivable				
392 · Loan payments receivable	-1,919.69	0.00	-1,919.69	-100.0%
Total Accounts Receivable	-1,919.69	0.00	-1,919.69	-100.0%
Other Current Assets				
Loan Principal (current yr)				
Medina Hospitality LLC	17,357.65	16,657.39	700.26	4.2%
Total Loan Principal (current yr)	17,357.65	16,657.39	700.26	4.2%
Total Other Current Assets	17,357.65	16,657.39	700.26	4.2%
Total Current Assets	59,656.70	41,708.21	17,948.49	43.0%
Other Assets				
Funds Transf to OEDA/OLRC/ORLF	8,951.82	8,951.82	0.00	0.0%
ORLF Loan Principal -noncurrent				
Medina Hospitality LLC	118,164.22	135,926.84	-17,762.62	-13.1%
Total ORLF Loan Principal -noncurrent	118,164.22	135,926.84	-17,762.62	-13.1%
Total Other Assets	127,116.04	144,878.66	-17,762.62	-12.3%
TOTAL ASSETS	186,772.74	186,586.87	185.87	0.1%
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
ORLF Deferred Revenue				
Allowance - Medina Hospitality	61,500.00	61,500.00	0.00	0.0%
Medina Hospitality LLC	-61,500.00	-61,500.00	0.00	0.0%
Total ORLF Deferred Revenue	0.00	0.00	0.00	0.0%
Total Long Term Liabilities	0.00	0.00	0.00	0.0%
Total Liabilities	0.00	0.00	0.00	0.0%
Equity				
3000 · Opening Bal Equity	1,060,322.72	1,060,322.72	0.00	0.0%
3900 · Retained Earnings	-872,323.02	-870,564.89	-1,758.13	-0.2%
Net Income	-1,226.96	-3,170.96	1,944.00	61.3%
Total Equity	186,772.74	186,586.87	185.87	0.1%
TOTAL LIABILITIES & EQUITY	186,772.74	186,586.87	185.87	0.1%

Orleans Economic Development Agency
A/R Aging Summary
As of August 2, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A.J Piedimonte-Magc Inc.PILOT	0.00	0.00	0.00	0.00	0.00	0.00
BOMET Property LLC PILOT	0.00	0.00	5,043.05	0.00	0.00	5,043.05
Customer	0.00	0.00	0.00	0.00	-3,097.82	-3,097.82
Falls Railroad PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Holley Cold Storage PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Misc. OEDA Customers	0.00	0.00	0.00	0.00	573.84	573.84
Orleans County Treasurer	0.00	0.00	0.00	0.00	0.00	0.00
Quorum Group LLC. PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Quorum/Takeform PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Town of Albion	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Town of Ridgeway (c)	2,500.00	0.00	0.00	0.00	0.00	2,500.00
Town of Yates	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Village of Holley (c)	0.00	0.00	0.00	0.00	0.00	0.00
Waddington North America Inc./PPP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	4,000.00	0.00	5,043.05	0.00	-1,523.98	7,519.07

OEDA Board Notes

August 11, 2023

- Master Budget:
- Spring MAP Class 2024
- Matt reported we will not be having a Fall MAP class due to training but will have one in the Spring of 2024.

Microenterprise Grant Update:

Matt reported the LDC Finance Committee approved DUBY's Tailgate grant for \$35,000 on May 17th. We closed on a grant for \$25,000 for Home Town Care on June 6th. To date Diane has disbursed \$150,000 of the grant funds. We are looking to approve Call Charlie's grant for \$25,000.00. We have submitted two more grants one for Leading Ladies Cleaning Service and Reborn Fitness Beauty and Spa to Mike Zimmerman to do a write up.

- Revolving Loan Fund:
- Loans Status: Printed reports from 07/10/23 are available for review.
 - Total funds in RLF Account as of 07/31/2023
 - \$36,298.48---HUD unrestricted fund
 - \$85,174.07---Unrestricted Money Market Account.

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT ("Agreement") is effective as of the 5th day of September, 2023 ("Effective Date"), by and between COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY a New York public benefit corporation with an address at 121 North Main Street, Albion, New York 14411 ("COIDA") and Diane Blanchard, an individual with an address at _____ ("Consultant").

RECITALS:

WHEREAS, COIDA desires to engage Consultant to provide the Services (as defined herein) to COIDA and its affiliated entities as an independent contractor, and Consultant desires to provide the Services as an independent contractor, pursuant to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, COIDA and Consultant agree as follows:

1. Retention of Consultant.

The Company hereby engages Consultant to render the services described in Section 2 below, and Consultant accepts such engagement and agrees to perform such services on the terms and conditions set forth in this Agreement. Consultant shall be an independent contractor and shall not be considered or hold itself out as an employee, agent, partner or joint venturer of COIDA.

2. Consultant Services.

2.1 The Consultant will assist and support COIDA staff with various economic development projects on behalf of COIDA and its affiliated entities, including Orleans Land Restoration Corporation (the "Services") and Orleans County Local Development Corporation.

2.2 The Consultant agrees to devote best efforts to the performance of the Services, to be reasonably available from time to time for counseling, advice and analysis, and to represent the interests of COIDA in its dealings with others.

2.3 Subject to compliance by the Consultant with the provisions of this Agreement and the right of COIDA to determine and direct the objectives to be pursued with the assistance of the Consultant, the Consultant will be solely responsible for determining the means and methods to be utilized in the performance of the Services. The Consultant will determine the time, place and manner in which Consultant will perform the Services in order to realize the objectives established by COIDA, within an overall time frame to be agreed upon by COIDA and the Consultant.

3. Term; Termination.

The term of this Agreement will commence as of the Effective Date and will continue for a period of one (1) year. Either party shall have the right to terminate this Agreement at any time by giving written notice of termination at least ten (10) days in advance of the effective termination date specified in such notice. Upon termination of this Agreement, Consultant shall immediately return to COIDA (i) any and all Confidential Information of COIDA and its affiliates and other documents and information of COIDA and its affiliates; and (ii) all equipment, tools, computers, tablets, cell phones, computer software, drawings, files, documents, promotional materials, and any and all other items and data that are the property of COIDA or its affiliates and in the possession or control of Consultant.

4. Consultant Fees.

Consultant will charge for services at a rate of Sixty Five Dollars (\$65.00) per hour. Consultant will issue invoices for Services rendered on a monthly basis with reasonable detail and specificity as to the Services provided. Invoices so presented will be paid within thirty (30) days of receipt, unless there is an error in the invoice or COIDA promptly objects to the invoice, in which case COIDA shall detail its objections in writing. As an independent contractor,

Consultant is solely responsible and liable for payment of all state, federal, or local taxes, including income tax, withholding tax, and/or social security tax, on the fees paid to Consultant pursuant to this Agreement. The maximum amount of fees payable to Consultant under this Agreement shall not exceed Thirty-Five Hundred Dollars (\$3,500.00).

5. **Reimbursement of Expenses.**

The Company will reimburse the Consultant for expenses which the Consultant may from time to time reasonably incur on behalf of COIDA in the performance of the Services, subject to written pre-approval of COIDA and Consultant's compliance with COIDA's expense reporting requirements then in effect.

6. **Insurance.**

COIDA reserves the right to require the Consultant, at its sole expense, to procure and maintain a commercial general liability policy, including automobile liability, in such form and with such policy limits as reasonably required by COIDA.

7. **Indemnification.**

To the fullest extent permitted by law, Consultant will indemnify, defend and hold harmless COIDA, its principals, members, officers and employees from and against any claims, actions, causes of actions, liabilities, costs, expenses (including reasonable attorneys' fees and other legal expenses), damages or other losses arising directly or indirectly from or in connection with: (i) any negligent, reckless or intentionally wrongful act of Consultant; (ii) any breach by Consultant of any of the covenants or agreements contained in this Agreement; or (iii) any failure of Consultant to perform the Services substantially in accordance with all applicable laws, rules and regulations.

8. **Confidentiality.**

As consultant to COIDA, Consultant will have access to, and will gain knowledge with respect to, COIDA, its processes and techniques, technical and cost data, design information, methods of doing business and information concerning business partners, vendors and customers, and other valuable and confidential information of a proprietary nature that is not generally known to the public (the "Confidential Information"). Consultant agrees that, except as required for the performance of the Services hereunder, Consultant shall keep confidential and shall not disclose to any third party any Confidential Information of COIDA at any time during the term of this Agreement or after this Agreement has been terminated.

9. **Miscellaneous.**

9.1 **Binding Effect.** This Agreement shall be binding upon COIDA and Consultant, their respective legal representatives, successors, heirs, assigns and transferees; provided, however, that the duties of Consultant hereunder are personal to Consultant and may not be delegated or assigned unless COIDA shall agree to such delegation or assignment in writing. The Company shall have the right to assign this Agreement to any affiliate of COIDA upon notice to Consultant.

9.2 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New York without regard to its principles of conflicts of laws.

9.3 **Waiver of Breach.** Failure to insist upon strict compliance with any of the terms, conditions or covenants hereof shall not be deemed a waiver of such term, condition or covenant.

9.4 **Entire Agreement; Amendment.** This Agreement represents the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior discussions, negotiations and agreements by and between COIDA and Consultant existing as of the date of this Agreement. This Agreement may not be amended, modified or waived, in whole or in part, except in writing and signed by Consultant and COIDA.

9.5 **Headings; Construction.** The section headings of this Agreement are inserted for convenience only and shall not in any way affect the meaning or construction of any provision of this Agreement. In the event of any

ambiguity in any of the terms or conditions of this Agreement, such ambiguity shall not be construed for or against any party hereto on the basis that such party did or did not author same.

9.6 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument. The parties may deliver executed counterparts of this Agreement by electronic copy or via facsimile, and such electronic copy or facsimile signature(s) shall be binding as if original documents were delivered.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY**

By: _____
Michael Dobell, CEO/CFO

CONSULTANT:

By: _____
Diane Blanchard