

OEDA Board Meeting Minutes

October 12, 2018

**121 N Main Street 2nd Floor Albion NY
Boardroom
8:00 a.m.**

Draft

Members Present:

Paul Hendel, Chairman
Skip Draper, Treasurer
Ken Rush, Assistant Treasurer
Carol D'Agostino, Member

Members Absent:

Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary
John Misiti, Vice Chairman

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Diane Blanchard, Micro-Enterprise Business Coordinator
Kevin Zanner, OEDA Legal Counsel
Chuck Nesbitt, Orleans County Chief Administrative Officer

I. Roll Call---- The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. A quorum of the Board was present.

II. Approval of Previous Board Meeting Minutes September 14, 2018 (Electronic)

The September 14, 2018 Board meeting minutes were reviewed. A motion was made by Carol D'Agostino to accept the meeting minutes as presented, seconded by Skip Draper. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 09/30/18 is \$42,335.62. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 09/30/18 is \$504,793.75. ORLF account/statements were reviewed.

Motion to accept the OEDA and ORLF financials made by Carol D’Agostino, seconded by Skip Draper. Motion Passed. M1018-01.

PILOT Report----Diane reported that all PILOT’s are current.

IV. Executive Session

Motion to go into Executive Session for the discussion of financial matters of a corporation and the proposed acquisition, sale or lease of real property, and to invite in staff, Jim Whipple, Counsel Kevin Zanner, and Chuck Nesbitt made by Skip Draper, seconded by Carol D’Agostino. Motion Passed.

Motion to exit Executive Session made by Skip Draper, seconded by Carol D’Agostino, Motion Passed.

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

V. Report of Committees/Departments

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

YWCA in Niagara--- Gabrielle continues to work with Kelly Kiebala and the YWCA in Niagara to identify workforce opportunities in Orleans County for women receiving services through the YWCA.

Niagara Food Specialties---Gabrielle reported OCR withdrew their offer but will re-consider once the project is further along. The company is revising the project scope and working with its lender to obtain a financing commitment.

Gabrielle reported she is working on a project with the Zambito family.

Project Updates

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

Yates Wind Farm---- Jim reported that the locations for the wind turbines have been identified.

Holley Gardens ---Jim reported that the closing of the lease-leaseback and PILOT for the Holley Gardens project is scheduled for today, October 12th.

Takeform---The building is nearly completed. Equipment purchases will start soon.

Hotel Project---In the financing phase.

MBP-Spec Building on Virtual Site---Jim reported looking at alternatives for this site.

Facilities/Sites

3959 Bates Road-ERP--- Jim reported that the Agency recently negotiated a six-month extension of the Rail Spur Lease Agreement with Western New York Energy, LLC. Kevin indicated that NYSDEC counsel is preparing an environmental easement for the property.

MBP Development Strategy Project-Update----Waiting for funding.

New Sign Installation---Jim reported the sign is on order as well as the solar lighting package.

Sanderson Road---Jim reported that the SWAT team used the building for training.

Creek Relocation-Update----Jim reported the willow plants were moved and the invasive species removed.

Legal –Kevin reported on the passage of a law that requires every employer to adopt a sexual harassment prevention policy. Employees must participate in sexual harassment training no later than October 9, 2019. Employees of the Agency are required to receive this training. Kevin indicated that New York State has issued a model sexual harassment prevention policy, which the Agency could adopt in order to comply with the new law. Chuck Nesbitt indicated that IDA employees could participate in the training that will be offered by the County.

Motion to adopt a sexual harassment prevention policy using State model policy forms made by Carol D’Agostino, seconded by Skip Draper. Motion Passed. M1018-02.

Correspondence—None.

MAP and LDC Report.

Diane reported the Fall MAP class started on September 4 and ends on November 6. Eleven participants are taking the course.

Diane is working on 3 loan applications, Gallo’s Hauling for \$40,000, DC Hauling for \$35,000 and Herbalty Cottage for \$15,000. All loans have been approved by the LDC Board.

The GOSC loan fund account as of 09/30/18 has a balance of \$198,684.74; the HUD unrestricted account has a balance of \$3,165.54; the LDC money market account has a balance of \$109,104.36 and the LDC Grant loan fund has a balance of \$32,620.53.

Marketing Update—Nothing reported.

Support Letters---Nothing reported.

VI. Unfinished Business

Update-ORLF/OCR Program Income Claw Back Resolution

A Resolution was presented as follows:

RESOLUTIONS OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY TO AMEND ITS SUBRECIPIENT AGREEMENTS WITH COUNTY OF ORLEANS, THE TOWNS OF ALBION, SHELBY, AND YATES AND THE VILLAGE OF HOLLEY.

Resolution moved by Carol D’Agostino, seconded by Skip Draper.

Roll Call:

Paul Hendel	Aye
Ken DeRoller	Absent
Ken Rush	Aye
John DeFilipps	Absent
Carol D’Agostino	Aye
Skip Draper	Aye
John Misiti	Absent

4 Ayes
0 Nays

Resolution Passed; Resolution attached. M1018-03.

Consideration of the Release of the Albion Business Park RFP-Motion----Jim reported on the Albion Corporate Park RFP. The Agency is seeking proposals from responsive and responsible parties for the purchase and redevelopment of the Albion Corporate Park. The site is located in the Town of Albion and is zoned light industrial. Submittal deadline is December 1, 2018.

Mindful Media is putting the RFP on the Only in Orleans website, the IDA website and will prepare a press release.

Motion to release the Albion Business Park RFP made by Skip Draper, seconded by Carol D'Agostino. Motion Passed. M1018-04.

VIII. New Business

Article on “Time to Flip the EC Development Script” ----Jim reported on an article published in *Buffalo Business First*. A study prepared by the Commercial Real Estate Development Association indicates that current IDA policies should be modified to permit financial assistance for housing and spec buildings projects. Incentives should be aligned with the need for ready-to-go industrial space and a proactive housing policy that will attract and retain millennials.

IX. Adjournment

Motion to adjourn subject to Chairman’s recall was made by Skip Draper, seconded by Carol D’Agostino. Motion Passed.

Respectfully Submitted,
Diane Blanchard