

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

**December 10, 2020**

**121 N Main St., 2<sup>nd</sup> Floor, Albion, New York  
Board Room  
8:30 a.m.**

**(Live video stream available on YouTube via the OEDA website)**

**Members Present:**

Paul Hendel, Chairman  
Jeffrey Martin, Member  
Fred Miller, Member  
Skip Draper, Member  
Kathy Blackburn, Member  
Laura Olinger, Member  
Bill Eick, Member

**Members Absent:** None.

**Also Present:**

Jim Whipple, CEO/CFO OEDA  
Diane Blanchard, OEDA Admin/MAP Manager  
Kevin Zanner, Hurwitz & Fine, P.C., Legal Counsel

Pursuant to Executive Order 202.1 suspending certain provisions of the Open Meetings Law, this meeting was held via video conference call with a live video stream made available at the OEDA website to facilitate public access. The meeting was recorded, and a transcript of the meeting will be posted at the website at a later time. A roll call vote was conducted for each item for which a Board vote was taken to assure that Board member votes were correctly recorded.

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. Seven Board Members were present, constituting a quorum of the Board.

**II. Approval of Previous Board Meeting Minutes October 1, 2020**

The October 1, 2020 Board meeting minutes were reviewed by the Board. A motion was made to accept the meeting minutes as presented, by Kathy Blackburn, seconded by Skip Draper. Motion unanimously carried.

## **Financials**

### **III. LDC Account Balance & Financial Statements**

Jim Whipple and Diane Blanchard reported on the OCLDC financials. The HUD unrestricted account has a balance of 11/30/2020 is \$2,708.59, and the money market account has a balance of \$72,705.12. Jim also reviewed the OCLDC Balance Sheet and Profit & Loss reports.

**Motion to accept the financial report made by Jeff Martin, seconded by Kathy Blackburn. Motion unanimously carried.**

**Consider the Adoption of the 2021 Operating Budget**—Jim presented the proposed operating budget for 2021.

**Motion to adopt the 2021 operating budget made by Fred Miller, seconded by Jeff Martin. Motion unanimously carried.**

**Consideration of the Roush CPA Engagement Letter**--- Jim presented the proposed engagement letter to retain Roush CPA to perform bookkeeping services for the LDC. The LDC has been working with Roush CPA for many years.

**Motion to approve Roush CPA's Engagement Letter made by Skip Draper, seconded by Bill Eick. Motion unaimously carried.**

**IV. Legal**---Kevin Zanner reported that the Certificate of Amendment to modify the structure of the Board of Directors as approved at the last Board meeting was filed with the New York Department of State.

### **V. Loans/Grants**

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

### **Operations Report**

Diane reported the next Microenterprise Assistance Program (MAP) class starts on April 6<sup>th</sup> and runs through June 15<sup>th</sup>. A few people have called showing interest in the next class. The instructor Dorothy Daniels and mentor Jon Costello continue to work with the past participants to complete their business plans.

Total funds in the RLF Account as of 11/30/20:

\$2708.59---HUD Unrestricted Fund.

\$72,705.12---Unrestricted Money Market Account.

**VI. Projects—None**

**VII. Old Business---None**

**VIII. New Business**

**Consider a 3 Month Forbearance for DC Hauling**—Diane reported on a request from Heather Colella, owner of DC Hauling, for a three month deferral of her loan payments of \$583.33 for January through March of 2021.

A Resolution was presented as follows:

**RESOLUTION OF THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION ATUTHORIZING AN EXTENSION ON THE DEFERMENT OF LOAN REPAYMENTS FOR BORROWER HEATHER COLELLA DBA DC HAULING AS A RESULT OF THE COVID-19 PANDEMIC.**

Resolution was moved for adoption by Jeff Martin, seconded by Kathy Blackburn and unanimously carried.

**Consider the Adoption of the 2021 Meeting Schedule**—Jim presented the 2021 meeting schedule.

**Motion to adopt the 2021 meeting schedule made by Kathy Blackburn, seconded by Fred Miller. Motion unanimously carried.**

**Consider a Request for an Operating Loan to COIDA**

A Resolution was presented as follows:

**RESOLUTION OF THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION AUTHORIZING AN OPERATING FUNDS LOAN TO THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY.**

The Resolution was moved for adoption by Jeff Martin, seconded by Kathy Blackburn and unanimously carried.

**Motion to Adjourn**

Motion to adjourn subject to Chairman’s recall made by Kathy Blackburn, seconded by Fred Miller. Motion unanimously carried.

Next meeting scheduled for February 4, 2021.

Respectfully Submitted,

Diane Blanchard