

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

**August 10, 2017**

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

**Draft**

**Members Present:**

Paul Hendel, Chairman  
Tom Kuryla, Member  
Laura Bentley, Member  
Clark Godshall, Secretary  
Kathy Blackburn, Member  
Skip Draper, Member  
Michael Bonnewell, Member  
Bill Eick, Legislature  
Karen Sawicz, Vice Chairman  
Fred Miller, Member

**Members Absent:**

Ed Urbanik, Treasurer  
Kevin Diehl

**Also Present:**

Jim Whipple, CEO/CFO OEDA  
Diane Blanchard, OEDA Admin/MAP Manager  
Kevin Zanner, Legal Counsel

The Meeting was called to order by Chairman Paul Hendel at 8:30 a.m.

**I. Roll Call**

A quorum of the Board was present.

**II. Approval of Previous Board Meeting Minutes April 6, 2017**

The April 6, 2017 Board meeting minutes were reviewed. A motion was made to accept the meeting minutes as presented, by Karen Sawicz, seconded by Kathy Blackburn. Motion Passed.

**III. Financials**

**LDC Account Balance & Financial Statements**

Jim Whipple and Diane Blanchard reported on the LDC financials. The GOSC loan fund account as of 07/31/17 has a balance of \$179,056.90, the HUD administrative account has a balance of \$308.43, the HUD unrestricted account has a balance of \$2,720.66, the LDC account has a balance of \$54,960.64 and the savings account has a balance of \$133,080.75. Jim discussed the Balance Sheet and Profit & Loss reports.

**Motion to accept financials made by Clark Godshall, seconded by Fred Miller. Motion Passed.**

**Banking Change Resolution---**Jim reported that the Bank of America branch in Albion will be closing on August 15<sup>th</sup>. Diane will be moving all the accounts to KeyBank. Approval was needed. Jim also circulated a proposed resolution to designate the CEO/CFO, Chairman, Vice Chairman and Treasurer as signatories for the bank accounts to be established at KeyBank.

**Motion to approve the transfer of LDC bank accounts from Bank of America to KeyBank and to adopt the resolution designating signatories for the bank accounts made by Kathy Blackburn, seconded by Tom Kuryla. Clark Godshall and Fred Miller abstained. Motion Passed (8-0-2).**

**IV. Legal---**Nothing reported by Kevin Zanner.

**V. Loans/Grants**

Executive Session

**Motion to go into Executive Session for the discussion of financial and credit matters of a person or corporation and to invite Diane Blanchard, Jim Whipple and Kevin Zanner to be present in Executive Session made by Tom Kuryla, seconded by Skip Draper. Motion Passed.**

**Motion to return to regular meeting made by Clark Godshall, seconded by Bill Eick. Motion Passed.**

No action taken from discussion in Executive Session.

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

**VI. Operations Report**

**Board Report**

Diane Blanchard reported the Fall MAP class starts again on September 12 to November 14. Diane is starting to call on potential participants. The class is being held at the Arnold Gregory Building.

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. Diane closed on a \$10,000 grant for Shawn Ramsey/Canalside Tattoo Co. on August 4th. She is also working with Tara Ashton/Bella Cosa, a furniture refurbishing business for \$5000, Dennis Button/Digital Ink Arts, a screen printing business for \$6,600, Marcell Taylor/Xquisite Cutz, a barber shop for \$5000, Jeff Maier/Buckshot Tannery for \$5000 and Darlene Hartway/Sourced Market & Eatery, a farm market for \$5000. Once these have all been submitted the funds will be used up.

**ABO Training Requirements** - Jim reminded the Board that the Public Authorities Law requires all Board members to complete Board member training within one year of their appointment. Karen Sawicz and Tom Kuryla have completed the training. A few members have not yet completed the training.

## **VII. Projects**

**Review of Letter of Support** - Jim reviewed with the Board a letter of support that he wrote on behalf of the LDC for the Village of Albion's New York Main Street grant application. Clark Godshall suggested that the LDC Board members be copied on future support letters.

## **VIII. Old Business - None.**

## **IX. New Business**

**Consider Co-sponsoring a Rent Subsidy Program with the Village of Albion----**Jim reported that the Village of Albion through its LDC would like to start up its own Commercial Rent Subsidy Program which it will administer and market. Ron Vendetti will be the coordinator. The Village is asking the LDC to consider being a partner. The rent subsidy program is would be funded with up to \$10,000. Each participant will receive \$300 per month for six months for a total of \$1,800. The LDC would contribute \$200 of the monthly cost per participant and the Village would contribute \$100 of the monthly cost per participant. Jim indicated that other municipalities might also be interested in establishing commercial rent subsidy programs of their own.

**Motion made to partner with the Village of Albion for the rent subsidy program made by Clark Godshall, seconded by Karen Sawicz. Motion Passed.**

Diane reported on a DBA list generated monthly by the County Clerk's Office. Diane adds the businesses to a mailing list and sends out Microenterprise program pamphlets to DBAs to generate class participation.

**X. Motion to Adjourn**

**Motion to adjourn at 9:00 am subject to Chairman's recall made by Kathy Blackburn, seconded by Bill Eick. Motion Passed.**

Next meeting scheduled for October 5, 2017.

**Respectfully Submitted,  
Diane Blanchard**