

OEDA Meeting Board Minutes

April 13, 2018

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

Draft

Members Present:

Skip Draper, Treasurer
Ken Rush, Assistant Treasurer (joined the meeting at 8:50 a.m.)
Ken DeRoller, Secretary
Carol D'Agostino, Member

Members Absent:

Paul Hendel, Chairman
John Misiti, Vice Chairman
John DeFilipps, Assistant Secretary

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
Tom Rivers, Orleans Hub (joined the meeting at 9:10 a.m.)
Michael Sidari, Mayor Village of Medina

- I. **Roll Call----** The meeting was called to order by Secretary Ken DeRoller at 8:05 a.m. A quorum of the Board was not present. In the interests of time, the Board members present agreed to hear the presentations from Dawn Borchert and the Agency's auditors, EFPR Group, LLP in the absence of a quorum. Ken Rush joined the meeting at the conclusion of the presentation of the 2017 audited financial statements, at which time a quorum of the Board was present.

Introduction: Dawn Borchert, Orleans County Director of Tourism

Ken DeRoller introduced Dawn Borchert, Orleans County Director of Tourism. Ms. Borchert has been working in the tourism field for many years, including positions with Genesee County Tourism and NYS Tourism Association. She reported on the many projects she is working on for 2018.

EFPR Group, LLP - Review of 2017 Financial Statements--- Joseph Kehm and Cindy Chamnichanh of EFPR Group, LLP reviewed the proposed audited financial

statements and the federal single audit for federal grants for the year ending December 31, 2017. The auditors reported that they are issuing an unmodified (clean) opinion with respect to the financial statements and the single audit. The auditors noted that while two technical adjustments were required as a result of the audit, the internally prepared financial reports that are presented to the Board on a monthly basis are reliable and sufficient for the Board to make informed financial decisions on behalf of the Agency.

II. Approval of Previous Board Meeting Minutes March 9, 2018 (Electronic)

The March 9, 2018 Board meeting minutes were reviewed. A motion was made by Skip Draper to accept the meeting minutes as presented, seconded by Carol D'Agostino. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 03/31/2018 is \$59,737.87. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 03/31/2018 is \$630,072.69. ORLF account/statements were reviewed.

Motion to accept the OEDA and ORLF financials made by Skip Draper, seconded by Carol D'Agostino. Motion Passed. M0418-01.

Acceptance of 2017 Audited Financial Statements---The Board discussed the 2017 audited financial statements following the EFPR Group, LLP presentation. Ken Rush was briefed on the audit results.

Motion to accept the 2017 Audited Financial Statements made by Skip Draper, seconded by Ken Rush. Motion Passed. M0418-02.

Consider Roush CPA PC Engagement Letter--- Jim Whipple explained that Roush CPA PC has provided bookkeeping services on an as-needed basis for a number of years, including assistance with transactions, adjustments, bank and loan reconciliations and month end closings. Authorization was requested to retain Roush CPA PC to provide bookkeeping services in accordance with the December 1, 2017 engagement letter.

Motion to accept the Roush CPA PC engagement letter made by Skip Draper, seconded by Carol D'Agostino. Motion Passed M0418-03.

PILOT Report---Diane reported that all PILOTs 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, CAO Chuck Nesbitt and Michael Sidari made by Ken Rush, seconded by Carol D’Agostino. Motion Passed.

Motion to exit Executive Session made by Skip Draper, seconded by Ken Rush. Motion Passed.

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

V. Report of Committees/Departments

Business Development

Reimagine the Canal---Gabrielle reported on discussions with Steven Shaw regarding better ways to utilize the canal. A group was formed to support water infrastructure for agriculture irrigation. A proposal submitted to NYPA is one of seven finalists for NYPA funding.

Distillery Projects—Gabrielle presented an update regarding distillery and brewery projects.

Comprehensive Plan—Gabrielle is working with a group on the comprehensive plan. A meeting is scheduled for next week.

Project Updates

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

ARG Services of WNY---Jim reported that a \$20,000 loan disbursement was made to ARG for a 2007 Mack Tractor.

Takeform---Construction is underway.

Heritage Wind----- Jim reported on a tentative meeting to discuss a PILOT for this project.

Sanderson Road--- Jim reported on a meeting with the County regarding demolition of the building.

Facilities/Sites

Transfer of Medina Business Park-North Access Roads, Water & Sewer Lines to the Village of Medina-- Jim reported on the dedication to the Village of Medina of two new roads by Pride Pak on Route 31A. The Village accepted the

roads, each of which is about 300 feet in length. The Agency facilitated the road construction to accommodate Pride Pak and future development at the Business Park.

3959 Bates Road-ERP---Jim reported that NYSDEC issued its Record of Decision for this ERP project. The Agency can now move forward with the \$60,000 land sale of the Brunner property and release the land for the rail spur.

Maple Ridge Road/DOT Possible Project-Update---Jim reported on discussions to widen the road to allow more access to the park. The Village received a \$50,000 grant for sidewalks and Jim Bensley was able to secure \$15,000 to widen the road. More funding is being sought.

CFA/OCR Planning Grant-- The Agency was turned down on an application for a CFA/OCR Planning Grant last year. The Agency will not reapply for a planning grant through the CFA this year.

CDBG Program Income Update--- Jim reviewed with the Board a letter received from OCR regarding policy changes to the Community Development Block Grant (CDBG) program. This letter announced a change in policy regarding the retention of CDBG program income by current and past recipients of CDBG program funding since the start of Program Year 2000. This will impact the ORLF funds. The Agency is working with Harry Sicherman and legal counsel to develop a strategy to address OCR's policy change.

Legal –Nothing reported by Kevin.

MAP and LDC Report.

Diane reported the Spring MAP class started on April 3 and ends on June 19. There are 14 participants in the class. Possible businesses are Strong Roots Café in Lyndonville, a Work place diversity consulting business, a Towing business, Gym in Medina, a Hydroponics supply store, House inspection and plowing business for Snow Birds, Wedges for furniture and baby nurseries, Food Truck, Flipping Homes, The Wed Shed (Wedding and set up for parties) and a Multi-purpose sports training facility.

The GOSC loan fund account as of 03/31/18 has a balance of \$193,926.45; the HUD unrestricted account has a balance of \$7364.21; the LDC money market account has a balance of \$108,739.55 and the LDC Grant loan fund has a balance of \$45,411.62.

Workforce Information---- Ken DeRoller reported on the Lures restaurant at Bald Eagle Marina in Kendall. The restaurant is seeking employees to help to run the restaurant. The soft opening date is May 15th.

InBN- Regional Workforce Study---Gabrielle reported that nine counties in the Western New York region were asked by Invest Buffalo Niagara (InBN) to participate in an information gathering process to help analyze overall assets, weak points and issues relating to workforce development. This information will be eventually compiled into a marketing plan for attraction and retention projects. Four manufacturing companies located in Orleans County attended a half-day session to discuss workforce development issues. Jim and Gabrielle attended the session on behalf of the Agency. The InBN study will be part of an ongoing regional effort to address workforce issues.

Marketing Update—Jim reviewed the Agency’s monthly website snapshot for March. This report provides information regarding the number of users who visited the Agency’s website.

Support Letters---None.

VI. Unfinished Business

Consider the Adoption of the COIDA Adaptive Reuse Policy-----Jim presented the Adaptive Reuse Policy, which was reviewed at last month’s Board meeting. A motion was needed to adopt.

Motion to adopt the COIDA Adaptive Reuse Policy made by Skip Draper, seconded by Ken Rush. Motion Passed. M0418-04.

Consider the Adoption of the Updated COIDA Administrative Fee Schedule-Jim presented proposed revisions to the Agency’s Administrative Fee Schedule, which were reviewed at last month’s Board meeting. A motion was needed to adopt.

Motion to adopt the updated COIDA Administrative Fee Schedule made by Carol D’Agostino, seconded by Skip Draper. Motion Passed. M0418-05.

VII. New Business

Consider the Acceptance of 2017 PARIS Reports

Motion to accept the 2017 PARIS Reports made by Carol D’Agostino, seconded by Skip Draper. Motion Passed. M0418-06.

Consider \$5000 Support for InBN----Jim reported that Invest Buffalo Niagara has asked for support to continue its mission to attract businesses and investment to Western New York.

Motion to support a request from InBN for \$5000 made by Skip Draper, seconded by Ken Rush. Motion Passed. M0418-07.

Reschedule 05.17.18 Board Meeting to 05.11.18.

Motion to reschedule meeting made by Skip Draper, seconded by Carol D'Agostino. Motion Passed. M0418-08.

VIII. 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