

Orleans Land Restoration Corporation

121 North Main Street
Albion, NY 14411

(585) 589-7060

OLRC Board Meeting Agenda

Friday February 11, 2022 at 9:00 AM

Updated: 02/04/22

This meeting will be held at the offices of 121 North Main St, FL 2, Albion, NY 14411.

- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of January 14, 2022 Meeting Minutes-(Electronic) – Motion**
- **Financials**
 - *Accept the OLRC Monthly Financials (Finance Package) – Motion*
- **Legal**
- **Operations Report**
 - Facilities/Sites
- **Old Business**
- **New Business**
 - Corporate Action-By Laws (Separate Handout)
 - ***Election of 2022 Directors***, Directors are elected at the annual meeting for a full of term of one year, or such term as a majority of the Board may otherwise determine, not to exceed 5 years, and shall serve until successor is elected and qualified. Directors take office on January 1 of the year of election. (Bylaws Article II, Sections 2.03 and 2.05) - ***Motion***
 - ***2022 Election of Officers: Chairman, President, Vice President, Secretary, Treasurer, CEO/CFO*** (Bylaws Article IV, Sections 4.01 and 4.04-4.09) - ***Motion***
 - ***2022 Committee Appointments – Motion***
 - ***Consider a resolution retaining a consultant to advise on general project and CBDG administration – Motion***
- ***Executive Session – If Required – Motion (Including invitees)***
 - ***Action on any matters from executive session – Motion***
- **Motion to adjourn**



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

Corporate Banking Statement
January 31, 2022
page 1 of 3

852359047

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ORLEANS LAND RESTORATION CORPORATION
121 N MAIN ST FL 2
ALBION NY 14411-1237

Questions or comments?
Call 1-800-821-2829

-OLRC-

Commercial Transaction 852359047
ORLEANS LAND RESTORATION CORPORATION

| | |
|-------------------------------|--------------------|
| Beginning balance 12-31-21 | \$133,726.51 |
| 3 Additions | +10,109.56 |
| 12 Subtractions | -59,600.73 |
| Net fees and charges | -30.45 |
| Ending balance 1-31-22 | \$84,204.89 |

Additions

| Deposits | Date | Serial # | Source | |
|------------------------|------|----------|------------------------------|--------------------|
| | 1-4 | | Deposit Branch 0290 New York | \$5,258.33 |
| | 1-4 | | Deposit Branch 0290 New York | 2,674.66 |
| | 1-4 | | Deposit Branch 0290 New York | 2,176.57 |
| Total additions | | | | \$10,109.56 |

Subtractions

Paper Checks * check missing from sequence

| Check | Date | Amount | Check | Date | Amount | Check | Date | Amount |
|--------------------------|------|----------|-------|------|----------|-------|------|--------------------|
| 917 | 1-3 | \$387.50 | 923 | 1-21 | 77.46 | 927 | 1-14 | 47,500.00 |
| *919 | 1-3 | 127.31 | 924 | 1-21 | 91.23 | 928 | 1-21 | 5,000.00 |
| *921 | 1-21 | 86.58 | 925 | 1-18 | 20.00 | 929 | 1-25 | 1,027.50 |
| 922 | 1-21 | 28.53 | 926 | 1-21 | 5,000.00 | *931 | 1-31 | 254.62 |
| Paper Checks Paid | | | | | | | | \$59,600.73 |

Fees and charges

| Date | | Quantity | Unit Charge | |
|--|--------------------------|----------|-------------|-----------------|
| 1-10-22 | Dec Analysis Service Chg | 1 | 30.45 | -\$30.45 |
| Fees and charges assessed this period | | | | -\$30.45 |

*Reviewed on 2/1/22
Blanca*



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

Business Banking Statement
January 31, 2022
 page 1 of 2

329681253194

13 T 908 00000 R EM AO
 ORLEANS LAND RESTORATION CORP
GAIN - ACCOUNT
 121 N. MAIN STREET - FLOOR 2
 ALBION NY 14411-1237

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

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KeyBank Business Interest Checking 329681253194
 ORLEANS LAND RESTORATION CORP
 GAIN - ACCOUNT

| | |
|-------------------------------|---------------------|
| Beginning balance 12-31-21 | \$139,858.66 |
| 1 Addition | +1,752.08 |
| Interest paid | +1.20 |
| Ending balance 1-31-22 | \$141,611.94 |

Additions

| Deposits | Date | Serial # | Source | |
|------------------------|------|----------|------------------------------|-------------------|
| | 1-11 | | Deposit Branch 0290 New York | \$1,752.08 |
| Total additions | | | | \$1,752.08 |

Interest earned

| | |
|---------------------------------------|---------|
| Annual percentage yield (APY) earned | 0.01% |
| Number of days this statement period | 31 |
| Interest paid 1-31-22 | \$1.20 |
| Interest earned this statement period | \$1.19 |
| Interest paid year-to-date | \$1.20 |
| Interest earned (2021) | \$13.11 |

*Reviewed on 2/2/22
 [Signature]*

10:13 AM

02/09/22

Accrual Basis

Orleans Land Restoration Corporation
Balance Sheet Prev Year Comparison
As of January 31, 2022

| | Jan 31, 22 | Jan 31, 21 | \$ Change | % Change |
|--|----------------------------|----------------------------|--------------------------|---------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 200 · Cash Account | | | | |
| 200.001 · OLRC Checking Acc Non Interest | 84,204.89 | 10,597.97 | 73,606.92 | 694.5% |
| 200.004 · OLRC GAIN Interest Bearing | 141,611.94 | 123,046.41 | 18,565.53 | 15.1% |
| Total 200 · Cash Account | <u>225,816.83</u> | <u>133,644.38</u> | <u>92,172.45</u> | <u>69.0%</u> |
| Total Checking/Savings | 225,816.83 | 133,644.38 | 92,172.45 | 69.0% |
| Other Current Assets | | | | |
| Loan Principal-Current | | | | |
| ARG Services of WNY Inc. | 26,444.07 | 25,567.67 | 876.40 | 3.4% |
| LynOaken Farms Inc. | 18,045.50 | 17,866.03 | 179.47 | 1.0% |
| Quorum-Takeform | 22,569.94 | 21,820.85 | 749.09 | 3.4% |
| Quorum-Takeform#2 | 55,299.29 | 54,205.21 | 1,094.08 | 2.0% |
| Quorum Group LLC | 150,000.00 | 150,000.00 | 0.00 | 0.0% |
| Quorum Group ORLF | 0.00 | 3,944.19 | -3,944.19 | -100.0% |
| Total Loan Principal-Current | <u>272,358.80</u> | <u>273,403.95</u> | <u>-1,045.15</u> | <u>-0.4%</u> |
| Total Other Current Assets | <u>272,358.80</u> | <u>273,403.95</u> | <u>-1,045.15</u> | <u>-0.4%</u> |
| Total Current Assets | 498,175.63 | 407,048.33 | 91,127.30 | 22.4% |
| Fixed Assets | | | | |
| Accum Depreciation | -4,675.00 | -4,675.00 | 0.00 | 0.0% |
| Equipment | 4,675.00 | 4,675.00 | 0.00 | 0.0% |
| Holley Business Park | 319,622.09 | 319,622.09 | 0.00 | 0.0% |
| Land | | | | |
| OLRC 3959 Bates Road | 83,966.00 | 83,966.00 | 0.00 | 0.0% |
| Land - Other | 196,241.00 | 196,241.00 | 0.00 | 0.0% |
| Total Land | <u>280,207.00</u> | <u>280,207.00</u> | <u>0.00</u> | <u>0.0%</u> |
| Medina Business Park | | | | |
| MBP Sewer System | 182,326.00 | 182,326.00 | 0.00 | 0.0% |
| SS Interagency Installment | 12,565.50 | 12,565.50 | 0.00 | 0.0% |
| Medina Business Park - Other | 99,347.40 | 99,347.40 | 0.00 | 0.0% |
| Total Medina Business Park | <u>294,238.90</u> | <u>294,238.90</u> | <u>0.00</u> | <u>0.0%</u> |
| Total Fixed Assets | 894,067.99 | 894,067.99 | 0.00 | 0.0% |
| Other Assets | | | | |
| Contingent Deferred Loans | | | | |
| Quorum-Takeform#2 5/30/19 | -300,000.00 | -300,000.00 | 0.00 | 0.0% |
| Quorum Group LLC 2/1/2019 | -150,000.00 | -150,000.00 | 0.00 | 0.0% |
| Total Contingent Deferred Loans | <u>-450,000.00</u> | <u>-450,000.00</u> | <u>0.00</u> | <u>0.0%</u> |
| Deposit for Land Option | 45,000.00 | 45,000.00 | 0.00 | 0.0% |
| Due from OEDA | 135,023.24 | 135,023.24 | 0.00 | 0.0% |
| Loan Receivable-Non Current | | | | |
| ARG Services of WNY Inc. | 81,741.02 | 110,548.83 | -28,807.81 | -26.1% |
| LynOaken Farms Inc. | 124,039.39 | 143,717.21 | -19,677.82 | -13.7% |
| Quorum-Takeform | 31,924.24 | 56,511.58 | -24,587.34 | -43.5% |
| Quorum-Takeform #2 | 108,425.96 | 168,702.41 | -60,276.45 | -35.7% |
| Total Loan Receivable-Non Current | <u>346,130.61</u> | <u>479,480.03</u> | <u>-133,349.42</u> | <u>-27.8%</u> |
| Quorum Group LLC | 300,000.00 | 300,000.00 | 0.00 | 0.0% |
| Total Other Assets | <u>376,153.85</u> | <u>509,503.27</u> | <u>-133,349.42</u> | <u>-26.2%</u> |
| TOTAL ASSETS | <u><u>1,768,397.47</u></u> | <u><u>1,810,619.59</u></u> | <u><u>-42,222.12</u></u> | <u><u>-2.3%</u></u> |

10:13 AM
 02/09/22
 Accrual Basis

Orleans Land Restoration Corporation
Balance Sheet Prev Year Comparison
 As of January 31, 2022

| | Jan 31, 22 | Jan 31, 21 | \$ Change | % Change |
|--|---------------------|---------------------|-------------------|---------------|
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Other Current Liabilities | | | | |
| Keppler Site - C/P | 10,000.00 | 10,000.00 | 0.00 | 0.0% |
| Keppler Site Loan Payable | -5,000.00 | 0.00 | -5,000.00 | -100.0% |
| Keppler Site Loan Payable - Cur | -5,000.00 | -5,000.00 | 0.00 | 0.0% |
| Loan NYBDC 2019 | 0.00 | 39,293.32 | -39,293.32 | -100.0% |
| Mortgage Payable-Current | 40,813.00 | 40,813.00 | 0.00 | 0.0% |
| Repay to OEDA/ORLF/OLRC | 81,685.04 | 81,685.04 | 0.00 | 0.0% |
| Total Other Current Liabilities | 122,498.04 | 166,791.36 | -44,293.32 | -26.6% |
| Total Current Liabilities | 122,498.04 | 166,791.36 | -44,293.32 | -26.6% |
| Long Term Liabilities | | | | |
| Current Portion-Contra Account | -40,813.00 | -40,813.00 | 0.00 | 0.0% |
| Mortgage Loan-Cardone Trust | -813.18 | -813.18 | 0.00 | 0.0% |
| Total Long Term Liabilities | -41,626.18 | -41,626.18 | 0.00 | 0.0% |
| Total Liabilities | 80,871.86 | 125,165.18 | -44,293.32 | -35.4% |
| Equity | | | | |
| 1110 · Retained Earnings | 1,514,343.52 | 1,458,973.89 | 55,369.63 | 3.8% |
| 1120 · Transfer to IDA | 226,395.79 | 226,395.79 | 0.00 | 0.0% |
| Net Income | -53,213.70 | 84.73 | -53,298.43 | -62,903.9% |
| Total Equity | 1,687,525.61 | 1,685,454.41 | 2,071.20 | 0.1% |
| TOTAL LIABILITIES & EQUITY | 1,768,397.47 | 1,810,619.59 | -42,222.12 | -2.3% |

10:13 AM
02/09/22
Accrual Basis

Orleans Land Restoration Corporation
Profit & Loss Budget Performance
January 2022

| | <u>Jan 22</u> | <u>Budget</u> | <u>Jan 22</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|---------------------------------------|-------------------|------------------|-------------------|-------------------|----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 980.Revenues | | | | | |
| Economic Development fees | 0.00 | 89,697.10 | 0.00 | 89,697.10 | 89,697.10 |
| Total 980.Revenues | 0.00 | 89,697.10 | 0.00 | 89,697.10 | 89,697.10 |
| OLRC Interest Income | 871.02 | | 871.02 | | |
| Total Income | 871.02 | 89,697.10 | 871.02 | 89,697.10 | 89,697.10 |
| Expense | | | | | |
| 4191 · Special District Taxes | 283.80 | | 283.80 | | |
| 6270 · Professional Fees | | | | | |
| 6280 · Legal Fees | 254.62 | | 254.62 | | |
| 6650 · Accounting | 20.00 | | 20.00 | | |
| 6270 · Professional Fees - Other | 1,027.50 | | 1,027.50 | | |
| Total 6270 · Professional Fees | 1,302.12 | | 1,302.12 | | |
| 6770 · Supplies | | | | | |
| 6780 · Marketing | 5,000.00 | | 5,000.00 | | |
| Total 6770 · Supplies | 5,000.00 | | 5,000.00 | | |
| Total Expense | 6,585.92 | | 6,585.92 | | |
| Net Ordinary Income | -5,714.90 | 89,697.10 | -5,714.90 | 89,697.10 | 89,697.10 |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| 7010 · Interest Income | 1.20 | | 1.20 | | |
| Total Other Income | 1.20 | | 1.20 | | |
| Other Expense | | | | | |
| 8012 · Transfer to related party | 47,500.00 | | 47,500.00 | | |
| Total Other Expense | 47,500.00 | | 47,500.00 | | |
| Net Other Income | -47,498.80 | | -47,498.80 | | |
| Net Income | <u>-53,213.70</u> | <u>89,697.10</u> | <u>-53,213.70</u> | <u>89,697.10</u> | <u>89,697.10</u> |

Orleans Land Restoration Corporation Transaction Detail by Account January 2022

10:14 AM
02/09/22
Accrual Basis

| Type | Date | Name | Memo | Split | Amount | Balance |
|---------|------------|----------------------------|---|------------------------|------------|------------|
| Jan 22 | | | | | | |
| Invoice | 01/01/2022 | ARG Services of WNY I... | | -SPLIT- | 2,674.66 | 2,674.66 |
| Invoice | 01/01/2022 | ARG Services of WNY I... | Monthly Principle Payment | 1200 · Accounts R... | -2,363.74 | 310.92 |
| Invoice | 01/01/2022 | ARG Services of WNY I... | Interest due on this payment | 1200 · Accounts R... | -310.92 | 0.00 |
| Invoice | 01/01/2022 | Quorum-Takeform | | -SPLIT- | 2,176.57 | 2,176.57 |
| Invoice | 01/01/2022 | Quorum-Takeform | Monthly Principle Payment | 1200 · Accounts R... | -2,017.40 | 159.17 |
| Invoice | 01/01/2022 | Quorum-Takeform 2 | Interest due on this payment | 1200 · Accounts R... | -159.17 | 0.00 |
| Invoice | 01/01/2022 | Quorum-Takeform 2 | | -SPLIT- | 5,258.33 | 5,258.33 |
| Invoice | 01/01/2022 | Quorum-Takeform 2 | Monthly Principle Payment | 1200 · Accounts R... | -4,977.16 | 281.17 |
| Invoice | 01/01/2022 | Quorum-Takeform 2 | Interest due on this payment | 1200 · Accounts R... | -281.17 | 0.00 |
| Invoice | 01/01/2022 | LynOaken Farms Inc | | -SPLIT- | 1,752.08 | 1,752.08 |
| Invoice | 01/01/2022 | LynOaken Farms Inc | Monthly Principle Payment | 1200 · Accounts R... | -1,632.32 | 119.76 |
| Invoice | 01/01/2022 | LynOaken Farms Inc | Interest due on this payment | 1200 · Accounts R... | -119.76 | 0.00 |
| Paym... | 01/04/2022 | Quorum-Takeform 2 | OLRC Loan Pmt for January 2022 | 1200 · Accounts R... | 5,258.33 | 5,258.33 |
| Paym... | 01/04/2022 | Quorum-Takeform 2 | OLRC Loan Pmt for January 2022 | 200.001 · OLRC C... | -5,258.33 | 0.00 |
| Paym... | 01/04/2022 | Quorum-Takeform | OLRC Loan Pmt for January 2022 | 1200 · Accounts R... | 2,176.57 | 2,176.57 |
| Paym... | 01/04/2022 | Quorum-Takeform | OLRC Loan Pmt for January 2022 | 200.001 · OLRC C... | -2,176.57 | 0.00 |
| Paym... | 01/04/2022 | ARG Services of WNY I... | OLRC Loan Pmt for January 2022 | 1200 · Accounts R... | 2,674.66 | 2,674.66 |
| Paym... | 01/04/2022 | ARG Services of WNY I... | OLRC Loan Pmt for January 2022 | 200.001 · OLRC C... | -2,674.66 | 0.00 |
| Paym... | 01/10/2022 | LynOaken Farms Inc | OLRC GAIN Loan Pmt for January 2022 | 1200 · Accounts R... | 1,752.08 | 1,752.08 |
| Paym... | 01/10/2022 | LynOaken Farms Inc | OLRC GAIN Loan Pmt for January 2022 | 200.004 · OLRC G... | -1,752.08 | 0.00 |
| Check | 01/14/2022 | Town of Murray Tax Coll... | OLRC Special Dist Taxes FD 2022 Tax ... | 4191 · Special Dist... | -86.58 | -86.58 |
| Check | 01/14/2022 | OEDA | OLRC Special Dist Taxes FD 2022 Tax ... | 200.001 · OLRC C... | 86.58 | 0.00 |
| Check | 01/14/2022 | Town of Murray Tax Coll... | OLRC Piedimonte Land FD Spec Dist T... | 4191 · Special Dist... | -28.53 | -28.53 |
| Check | 01/14/2022 | OEDA | OLRC Piedimonte Land FD Spec Dist T... | 200.001 · OLRC C... | 28.53 | 0.00 |
| Check | 01/14/2022 | Town of Murray Tax Coll... | OLRC HBP FD Spec Dist Taxes 2022 T... | 4191 · Special Dist... | -77.46 | -77.46 |
| Check | 01/14/2022 | OEDA | OLRC HBP FD Spec Dist Taxes 2022 T... | 200.001 · OLRC C... | 77.46 | 0.00 |
| Check | 01/14/2022 | Town of Murray Tax Coll... | OLRC HBP FD Spec Dist Taxes 2022 T... | 4191 · Special Dist... | -91.23 | -91.23 |
| Check | 01/14/2022 | OEDA | OLRC HBP FD Spec Dist Taxes 2022 T... | 200.001 · OLRC C... | 91.23 | 0.00 |
| Check | 01/14/2022 | Roush C.P.A. PC | Accounting Services for December 2021 | 6650 · Accounting | -20.00 | -20.00 |
| Check | 01/14/2022 | OEDA | Accounting Services for December 2021 | 200.001 · OLRC C... | 20.00 | 0.00 |
| Check | 01/14/2022 | Dawn Keppler and Philli... | Land Option Pmt Final Pmt for Feb 6th ... | Kepler Site Loan ... | -5,000.00 | -5,000.00 |
| Check | 01/14/2022 | OEDA | Land Option Pmt Final Pmt for Feb 6th ... | 200.001 · OLRC C... | 5,000.00 | 0.00 |
| Check | 01/14/2022 | OEDA | To Move Funds from OLRC to OEDA ... | 8012 · Transfer to ... | -47,500.00 | -47,500.00 |
| Check | 01/14/2022 | OEDA | To Move Funds from OLRC to OEDA A... | 200.001 · OLRC C... | 47,500.00 | 0.00 |
| Check | 01/20/2022 | Mindful Media Group | Inv# 1405 Redesign/Rebrand Art Work | 6780 · Marketing | -5,000.00 | -5,000.00 |
| Check | 01/20/2022 | OEDA | Inv# 1405 Redesign/Rebrand Art Work | 200.001 · OLRC C... | 5,000.00 | 0.00 |
| Check | 01/20/2022 | BME Associates | Inv# 10963 2021 Monthly Report Prof ... | 6270 · Professiona... | -1,027.50 | -1,027.50 |
| Check | 01/20/2022 | OEDA | Inv# 10963 2021 Monthly Report Prof ... | 200.001 · OLRC C... | 1,027.50 | 0.00 |
| Check | 01/27/2022 | County of Orleans Count... | VOID: County UCC Continuation for Ly... | 6270 · Professiona... | 0.00 | 0.00 |
| Check | 01/27/2022 | OEDA | County UCC Continuation for LynOake... | 200.001 · OLRC C... | 0.00 | 0.00 |
| Check | 01/27/2022 | Hurwitz & Fine P.C. | Inv# 026660 Legal Services /General... | 6280 · Legal Fees | -254.62 | -254.62 |
| Check | 01/27/2022 | OEDA | Inv# 026660 Legal Services /General... | 200.001 · OLRC C... | 254.62 | 0.00 |
| Deposit | 01/31/2022 | | Interest | 7010 · Interest Inc... | 1.20 | 1.20 |
| Deposit | 01/31/2022 | | Interest | 200.004 · OLRC G... | -1.20 | 0.00 |
| Jan 22 | | | | | 0.00 | 0.00 |

2022 OLRC Board

Updated: 02/11/22

| <u>Member/Office</u> | <u>Address/Email</u> | <u>Telephone</u> | <u>Term</u> |
|--|---|------------------|-------------|
| John Fitzak Assistant Secretary | John.Fitzak@OrleansCountyNY.gov | (585) 589-0377 | 12/31/23 |
| Open | | Open | |
| Merle Draper Treasurer | 210 William Street, Medina, NY 14103 SkipDraper@verizon.net | (585) 798-7055 | 12/31/23 |
| Paul Hendel Chairman | 3145 North Main Street, Holley, NY 14470 Fz1ny@yahoo.com | (585) 638-5085 | |
| Carol D'Agostino Assistant Treasurer | 16887 Roosevelt Highway, Kendall, NY 14476 CDagostino@kendallschools.org | (585) 659-2706 | |
| John Misiti Vice Chairman | 10894 Ryan Road, Medina, NY 14103 JMisiti@rochester.rr.com | (585) 798-3327 | |
| Edward Urbanik Secretary | 12365 Platten Rd, Lyndonville, NY, 14098 ontariothree@gmail.com | (585) 705-0383 | |
| <u>Staff</u> | | | |
| Michael Dobell CEO/CFO | 121 North Main Street, Albion, NY 14411 MDobell@orleansdevelopment.org | (585) 589-7060 | |
| Gabrielle Barone V-P Development | 121 North Main Street, Albion, NY 14411 gbarone@orleansdevelopment.org | (585) 589-7060 | |
| Diane Blanchard Manager Admin | 121 North Main Street, Albion, NY 14411 dblanchard@orleansdevelopment.org | (585) 589-7060 | |
| Kevin Zanner COIDA Counsel | 1300 Liberty Building, Buffalo, NY 14202 KJZ@hurwitzfine.com | (716) 849-8900 | |

OLRC 2022

Committee Members

Adopted 02/11/22

Executive Committee

Paul Hendel – Chair
John Misiti
Skip Draper
Ed Urbanik

Audit Committee

Open
John Fitzak
Merle Draper
Carol D’Agostino – Chair
Paul Hendel
John Misiti
Ed Ubanik

Governance Committee

Open
John Fitzak
Merle Draper
Carol D’Agostino
Paul Hendel
John Misiti – Chair
Ed Ubanik

Finance Committee

Open
John Fitzak
Merle Draper – Chair
Carol D’Agostino
Paul Hendel
John Misiti
Ed Ubanik

Orleans Land Restoration Corporation

121 North Main Street
Albion, NY 14411

Office: (585) 589-7060
Fax: (585) 589-5258

Request for Proposals (RFP) – NYSOCR/CDBG Funding Administration
Orleans Land Restoration Corporation
December 17, 2021

Background

The Orleans Land Restoration Corporation (OLRC) promotes economic development within Orleans County by providing funding and by acquiring real property, improving, maintaining and managing such property. By doing so it administers Federal Community Development Block Grant (CDBG) funding from the New York State Office of Community Renewal (OCR). The OLRC is seeking the services of firms or individuals to assist in the implementation and administration of this mission.

Scope of Services

The firm(s) or individual(s) will be expected to provide the following services:

1. The provision of technical assistance necessary for the administration of CDBG programs including, but not limited to assisting the OLRC:
 - a. In the establishment and maintenance of books of account
 - b. Developing and implementing management systems to provide appropriate recordkeeping
 - c. Assistance in the procurement, selection, and award of contracts as necessary
 - d. Preparation of required environmental review records
 - e. Assurance of consistency with all State and Federal requirements regarding procurement, labor standards, fair housing, etc.
 - f. Preparation of required reports
 - g. Oversight of audit activities
 - h. Preparation of grant closeout materials

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with CDBG, OCR, and commercial lending programs.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The OLRC will award a cost reimbursement rather than a fixed price contract.

Selection

The OLRC will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The OLRC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

One copy (electronic or paper) of the proposal should be addressed to:

Michael Dobell, CEO
Orleans Land Restoration Corporation
121 North Main Street
Albion, NY 14411
MDobell@orleansdevelopment.org

Proposals must be received by the OLRC no later than 4:00 p.m., January 28, 2022.

Miscellaneous

1. The OLRC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The OLRC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of OLRC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT B

Offerer/Bidder Certification:

I certify that all information provided to OLRC with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____ Signature

Name: _____ Title: _____



January 28, 2022

Paul Hendel, Chairman
Orleans Land Restoration Corporation
121 North Main Street
Albion, New York 14411

Dear Mr. Hendel:

The County of Orleans Industrial Development Agency (COIDA) is pleased to submit this proposal in response to the Orleans Land Restoration Corporation's (OLRC) Request for Proposals (RFP) – NYSOCR/CDBG Funding Administration, Dated: December 17, 2021

The COIDA currently provides a wide variety of services to municipalities and nonprofit organizations throughout Orleans County in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. The Agency's resources in these areas not only include the expertise of the staff, but significant additional support through its contractual relationship with its NYSOCR/CDBG Funding Administration Consultant, who specializes in services associated with the planning and implementation of community and economic development programming.

Personnel

The following personnel will provide services associated with this proposal:

Michael Dobell, CEO/CFO
Gabrielle Barone, VP of Business Development/Empire Zone Coordinator
Diane Blanchard, Manager, MAP Coordinator/Grant Administration
Staff of our Technical Assistance Consultant

Proposed Services

Consistent with the Request for Proposals, COIDA will to provide the following services as requested:

1. The provision of technical assistance necessary for the administration of CDBG programs including, but not limited to assisting the OLRC:
 - a. In the establishment and maintenance of books of account
 - b. Developing and implementing management systems to provide appropriate recordkeeping
 - c. Assistance in the procurement, selection, and award of contracts as necessary
 - d. Preparation of required environmental review records
 - e. Assurance of consistency with all State and Federal requirements regarding procurement, labor standards, fair housing, etc.
 - f. Preparation of required reports

- g. Oversight of audit activities
- h. Preparation of grant closeout materials

Remuneration

Remuneration for all proposed services will be charged as follows:

1. COIDA labor will be charged at the following rates through December 31, 2022:

| | | |
|----------------|-----------------------|--------------------------|
| Michael Dobell | Labor Rate | \$ 53.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 10.60 per hour</u> |
| | Total | \$ 63.60 per hour |

| | | |
|------------------|-----------------------|--------------------------|
| Gabrielle Barone | Labor Rate | \$ 57.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 11.40 per hour</u> |
| | Total | \$ 68.40 per hour |

| | | |
|-----------------|-----------------------|-------------------------|
| Diane Blanchard | Labor Rate | \$ 37.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 7.40 per hour</u> |
| | Total | \$ 44.40 per hour |

1. Total labor rates will increase 5.0% per each year of the contract following the initial period.
2. Travel by private automobile will be charged at the County of Orleans reimbursement rate.
3. All other expenses, including the services of the COIDA's NYSOCR/CDBG Funding Administration consultant, will be charged at cost plus a 5.0% processing fee.

Summary

County of Orleans Industrial Development Agency is pleased to have the opportunity to propose services to the Orleans Land Restoration Corporation.

Sincerely,



Michael Dobell
CEO/CFO

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of OLRC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: Michael Diodi Date: 1/28/22

Name: Michael Diodi Title: CEO

Contractor Name: COLIDA

Contractor Address: 121 N Main St, FL 2
Albany, NY 12241

EXHIBIT B

Offerer/Bidder Certification:

I certify that all information provided to OLRC with respect to State Finance Law §139-k is complete, true and accurate.

By:  Date: 1/28/22

Name: Michael Debell Title: CEO

Contractor Name: COVIDA

Contractor Address: 121 N Main St, FL 2

Albion, NY 14411

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

County of Orleans Industrial Development Agency

Address: 121 N Main St, FL 2
Albany, NY 14411

Name and Title of Person Submitting this Form: Michael Debell, CEO

Contract Procurement Number: _____

Date: 1/28/22

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

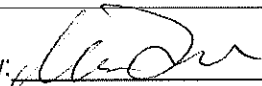

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By:  Date: 1/22/22 Signature
Name: Michael Deell Title: CEO 

Orleans Land Restoration Corporation

121 North Main Street
Albion, NY 14411

Office: (585) 589-7060
Fax: (585) 589-5258

Request for Proposals (RFP) – Technical Operational Administration
Orleans Land Restoration Corporation
December 17, 2021

Background

The Orleans Land Restoration Corporation (OLRC) promotes economic development within Orleans County by providing funding and by acquiring real property, improving, maintaining and managing such property. By doing so it administers funding sources for various economic development projects and programs. The OLRC is seeking the services of firms or individuals to assist in the implementation and administration of this mission.

Scope of Services

The firm(s) or individual(s) will be expected to provide the following services:

1. Assistance regarding the administration of the OLRC loan program, using the Corporation's own funds or funds obtained through grants, loans or other sources including:
 - a. The review and analysis of loan applications
 - b. Assistance in the preparation of loan closing documents and review of loan disbursement documentation
 - c. Assistance to borrowers regarding employment requirements and documentation
 - d. Monitoring of employment and financial information
 - e. Loan portfolio management activities
 - f. Preparation of loan status reports
2. Technical assistance regarding project development including:
 - a. Economic development program planning and implementation
 - b. Preparation of grant applications and other applications for assistance
3. Oversight and management of the OLRC's properties and holdings negotiating contracts to sell, lease or otherwise dispose of such property, mortgaging such property and otherwise taking steps to facilitate the development or use and operation of such properties including:
 - a. The processing of grant material
 - b. Overseeing remediation investigations including soil, air and waste sampling.
 - c. Preparing operating budgets
 - d. Accounting, data collection
 - e. Reporting as required.
4. Assist OLRC with regulatory and corporate compliance including but not limited to:
 - a. Generating and filing Public Authority documentation
 - b. Maintaining operational financial records such as check books, charts of account and financial reports
 - c. Provide support for Board meetings including generation of agendas, formal minutes and meeting documentation.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Identification and resumes of the persons who will provide the services.
3. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The OLRC will award a cost reimbursement rather than a fixed price contract.

Selection

The OLRC will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The OLRC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

One copy (electronic or paper) of the proposal should be addressed to:
Michael Dobell, CEO
Orleans Land Restoration Corporation
121 North Main Street
Albion, NY 14411
MDobell@orleansdevelopment.org

Proposals must be received by the OLRC no later than 4:00 p.m., January 28, 2022.

Miscellaneous

1. The OLRC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The OLRC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of OLRC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT B

Offeror/Bidder Certification:

I certify that all information provided to OLRC with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____ Signature

Name: _____ Title: _____



January 28, 2022

Paul Hendel, Chairman
Orleans Land Restoration Corporation
121 North Main Street
Albion, New York 14411

Dear Mr. Hendel:

The County of Orleans Industrial Development Agency (COIDA) is pleased to submit this proposal in response to the Orleans Land Restoration Corporation's (OLRC) Request for Proposals (RFP) – Technical Operational Administration, Dated: December 28, 2022

The COIDA currently provides a wide variety of services to municipalities and nonprofit organizations throughout Orleans County in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. The Agency's resources in these areas not only include the expertise of the staff, but significant additional support through its contractual relationship with its Technical Assistance Consultant, who specializes in services associated with the planning and implementation of community and economic development programming.

Personnel

The following personnel will provide services associated with this proposal:

Michael Dobell, CEO/CFO
Gabrielle Barone, VP of Business Development/Empire Zone Coordinator
Diane Blanchard, Manager, MAP Coordinator/Grant Administration
Staff of our Technical Assistance Consultant

Proposed Services

Consistent with the Request for Proposals, COIDA will to provide the following services as requested:

1. Assistance regarding the administration of the OLRC loan program, using the Corporation's own funds or funds obtained through grants, loans or other sources including:
 - a. The review and analysis of loan applications
 - b. Assistance in the preparation of loan closing documents and review of loan disbursement documentation
 - c. Assistance to borrowers regarding employment requirements and documentation
 - d. Monitoring of employment and financial information
 - e. Loan portfolio management activities
 - f. Preparation of loan status reports

2. Technical assistance regarding project development including:
 - a. Economic development program planning and implementation
 - b. Preparation of grant applications and other applications for assistance

3. Oversight and management of the OLRC's properties and holdings negotiating contracts to sell, lease or otherwise dispose of such property, mortgaging such property and otherwise taking steps to facilitate the development or use and operation of such properties including:
 - a. The processing of grant material
 - b. Overseeing remediation investigations including soil, air and waste sampling.
 - c. Preparing operating budgets
 - d. Accounting, data collection
 - e. Reporting as required.

4. Assist OLRC with regulatory and corporate compliance including but not limited to:
 - a. Generating and filing Public Authority documentation
 - b. Maintaining operational financial records such as check books, charts of account and financial reports
 - c. Provide support for Board meetings including generation of agendas, formal minutes and meeting documentation.

Remuneration

Remuneration for all proposed services will be charged as follows:

1. COIDA labor will be charged at the following rates through December 31, 2022:

| | | |
|------------------|-----------------------|--------------------------|
| Michael Dobell | Labor Rate | \$ 53.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 10.60 per hour</u> |
| | Total | \$ 63.60 per hour |
| Gabrielle Barone | Labor Rate | \$ 57.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 11.40 per hour</u> |
| | Total | \$ 68.40 per hour |
| Diane Blanchard | Labor Rate | \$ 37.00 per hour |
| | <u>Overhead (20%)</u> | <u>\$ 7.40 per hour</u> |
| | Total | \$ 44.40 per hour |

1. Total labor rates will increase 5.0% per each year of the contract following the initial period.
2. Travel by private automobile will be charged at the County of Orleans reimbursement rate.

3. All other expenses, including the services of the COIDA's Technical Operational Services consultant, will be charged at cost plus a 5.0% processing fee.

Summary

County of Orleans Industrial Development Agency is pleased to have the opportunity to propose services to the Orleans Land Restoration Corporation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Dobell". The signature is written in a cursive style with a large, stylized "D".

Michael Dobell
CEO/CFO

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of OLRC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: Michael Debeli Date: 1/28/22

Name: Michael Debeli Title: CEO

Contractor Name: COIDA

Contractor Address: 121 N Main St, FL 2
Albion, NY 14411

EXHIBIT B

Offeror/Bidder Certification:

I certify that all information provided to OLRC with respect to State Finance Law §139-k is complete, true and accurate.

By: Michael Debell Date: 1/28/22

Name: Michael Debell Title: CEO

Contractor Name: COIDA

Contractor Address: 121 N Main St, FL 2

Albion, NY 14411

EXHIBIT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

County of Orleans Industrial Development Agency

Address: 121 N Main St, FL 2
Allison, NY 14411

Name and Title of Person Submitting this Form: Michael Dibell, CEO

Contract Procurement Number: _____

Date: 1/23/22

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility:

EXHIBIT C (Continued)

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.


Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to COIDA with respect to State Finance Law §139-k is complete, true and accurate.

By: Michael DeBell Date: 1/28/22 Signature 
Name: Michael DeBell Title: CEO

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF ORLEANS
LAND RESTORATION CORPORATION AUTHORIZING AN
ADMINISTRATIVE SERVICES AGREEMENT WITH COIDA**

WHEREAS, Orleans Land Restoration Corporation (“OLRC”) is a not-for-profit corporation formed for the purpose of combating community deterioration and blight within Orleans County and is authorized, among other things, to acquire and improve real property to facilitate the development or use and operation of the properties in order to encourage economic development within Orleans County and, in furtherance of its corporate purposes has undertaken a variety of economic development and community development initiatives, including activities funded with Community Development Block Grant (CDBG) funds, as administered by the United States Department of Housing and Urban Development (HUD) and the New York State Office of Community Renewal (OCR); and

WHEREAS, on December 16, 2021, the OLRC issued a request for proposals (the “Request for Proposals”) seeking the services of firms or individuals to assist in the implementation and administration of its programs; and

WHEREAS, County of Orleans Industrial Development Agency (“COIDA”) is authorized to enter into contracts in furtherance of its corporate purposes of advancing the job opportunities, general prosperity and economic welfare of the people of the State of New York and improving their prosperity and standard of living and has the personnel and expertise to provide technical services in the areas of economic development, community development, management, administrative services and CDBG program administration; and

WHEREAS, COIDA has submitted a proposal to the OLRC dated January 28, 2022 (the “Proposal”) in response to the Request for Proposals; and

WHEREAS, the OLRC has not received any other responses to its Request for Proposals and wishes to accept COIDA’s Proposal and authorize an agreement regarding the provision by COIDA of administrative services to the OLRC in accordance with the Request for Proposals and the Proposal.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Orleans Land Restoration Corporation as follows:

Section 1: OLRC accepts the Proposal and is hereby authorized to contract with COIDA for the provision of administrative services consistent with the Request for Proposals and the Proposal for the term commencing effective as of January 1, 2022 and ending December 31, 2024 and hereby approves the execution and delivery of an agreement for services.

Section 2: The Chairman, President, Vice President, Treasurer, Secretary and the Chief Executive Officer or Chief Financial Officer of OLRC are each individually authorized to execute all necessary documents to effectuate the actions authorized in this resolution.

Section 3: These Resolutions shall take effect immediately.

The above resolution was moved for adoption by _____ and seconded by _____.

ROLL CALL VOTE:

| | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|------------------|------------|-----------|---------------|----------------|
| Paul Hendel | [] | [] | [] | [] |
| John Misiti | [] | [] | [] | [] |
| Merle Draper | [] | [] | [] | [] |
| John Fitzak | [] | [] | [] | [] |
| Carol D'Agostino | [] | [] | [] | [] |
| Ed Urbanik | [] | [] | [] | [] |

Adopted: February 11, 2022