

OEDA Board Meeting Minutes

March 12, 2021

121 N Main Street 2nd Floor Albion NY

Board Room

8:12 a.m.

Draft

Members Present:

Paul Hendel, Chairman

John DeFilipps, Assistant Secretary

Skip Draper, Treasurer

John Misiti, Vice Chairman

Carol D'Agostino, Member

Ed Urbanik, Member

Members Absent:

Ken DeRoller, Secretary

Also Present:

Michael Dobell, CEO/CFO

Jim Whipple, OEDA

Gabrielle Barone, Vice President Development

Diane Blanchard, Micro-Enterprise Business Coordinator

Kevin Zanner, OEDA Legal Counsel

Pursuant to Executive Order 202.1, as amended, 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 vote was conducted for each item for which a Board vote was taken in order to assure that Board member votes were correctly recorded.

- I. **Roll Call**---- The meeting was called to order by Chairman Paul Hendel at 8:12 a.m. Diane called the roll. Board members Paul Hendel, John DeFilipps, Skip Draper, John Misiti, Carol D'Agostino and Ed Urbanik were present, constituting a quorum of the Board.

II. **Approval of Previous Board Meeting Minutes February 12, 2021 (Electronic)**

The Board reviewed the draft minutes from the February 12, 2021 Board meeting. Ed Urbanik made a motion to accept the meeting minutes as presented. The motion was seconded by Carol D'Agostino and unanimously carried (6-0-0).

III. Financial Reports

COIDA/ORLF Accept Monthly Financials— Michael presented the COIDA and ORLF monthly financial reports. John Misiti made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by John DeFilipps and unanimously carried (6-0-0) **M0321-01**.

IV. Report of Committees/Departments/Sites

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

Vellocii---Gabrielle reported that Vellocii expects to create 50 new jobs over the next several years. The company has applied for an OCR grant of \$550,000 for its 1.4 million dollar project. An OCR public hearing by the Town of Ridgeway, the sponsoring municipality, has been scheduled for next week.

Zambistro---Gabrielle reported that Zambistro is seeking OCR funding for a project in the Village of Medina.

Medina/Shelby Pedestrian Bridge—Gabrielle reported on the Pedestrian Bridge Project.

Brunner—Gabrielle and Michael met with Kyle Brent and Brunner to discuss hiring and wage profiles.

MBP—Gabrielle reported on a possible expansion project for Pride Pak, and on discussions to make another site ready in the MBP, possibly near the hotel project or on Marcia Tuohy Way.

Project Updates--- Jim reviewed the current project list report with the Board, a copy of which was included in the Board meeting materials.

WNYE---Jim reported that the WNYE PILOT Agreement has been signed and a sales tax letter has been issued by the Agency for the project.

BMP—Jim reported that BMP's production of single layer COVID masks continues to move forward.

Niagara Food Specialties----Jim reported that Niagara Food Specialties has started their production.

Heritage Wind---Jim reported that all the taxing authorities will consider adopting new resolutions for the project to reflect the agreed-upon allocation of PILOT payments.

Brewery Distillery Project—Gabrielle and Michael will meet with a prospect next week for a brewery project.

Falls Road-Culvert/Bridge Replacement—Jim reported this project continues to move forward, and is expected to be completed this summer. The OLRC may be asked to become involved in another pass-thru grant program for the project.

BOMET---Jim reported that the land sale is moving forward.

Albion Business Park Land Sale—Jim reported he has signed all the documents for the land sale to GCASA. Kevin reported that GCASA has its funding in place and the land sale is expected to close soon, once Pursuit issues a release of the property from the Pursuit mortgage.

Big Guys Camping---Michael and Jim reported that the Agency received a project application from Big Guys Camping. This is a 1.5 million dollar project, and the company is seeking sales tax and mortgage tax exemptions from the Agency.

RFP Responses---Jim reported on RFP opportunities, including Project Darwin, a renewable energy project. The Agency submitted a response to one of the three opportunities.

Facilities/Sites---None

MAP and LDC Report

Diane reported that the Spring MAP Class starts on April 6th and runs through June 15th. The class is full. Diane has started the interview process. The CDBG Microenterprise grant has been submitted. It's a \$200,000 grant for MAP graduates to use for working capital, advertising, marketing and inventory.

We now have a MAP Facebook Page which was set up by Dorothy Daniels' son, who is a social media marketer.

Diane reported that Ken DeRoller asked the LDC to get involved in the Leadership Orleans Program. The LDC established a scholarship to pay for half of the tuition for MAP graduates who might want to participate in the Leadership Orleans program.

Loans Status: Printed reports from 03/10/21 are available for review.

Total Funds in RLF account as of 02/28/21:

HUD unrestricted funds---\$4,302.27

Five Star Money Market Account-Unrestricted Funds---\$47,916.32.

Marketing—No report.

Workforce Development---No report.

V. Executive Session- None.

VI. Unfinished Business.

Action on Evaluation of Board Performance Sheet---Jim reported that he is missing one Board self-evaluation form from a Board member.

VII. New Business

Approval of the 2020 Property Report

Michael Dobell presented the 2020 Property Report. Skip Draper made a motion to approve the 2020 Property Report as presented. The motion was seconded by John Misiti and unanimously carried (6-0-0). M0321-02.

Consideration of Guidelines and Policies

The following policies and guidelines were presented to the Board for review and approval: (i) Investment Policy; (ii) Property Disposal Guidelines; and (iii) Procurement Policy. These policies and guidelines were reviewed by the Governance Committee and were recommended for approval by the Board without any changes.

John DeFilipps made a motion to approve the Investment Policy, the Property Disposal Guidelines and the Procurement Policy as presented. The motion was seconded by John Misiti and unanimously carried (6-0-0). M0321-03.

VIII. Adjournment

John DeFilipps made a motion to adjourn the meeting subject to Chairman's recall, seconded by Carol D'Agostino. Motion Passed (6-0-0).

Respectfully Submitted,

Diane Blanchard