

OEDA Meeting Board Minutes

January 13, 2017

121 N Main Street 2nd Floor Albion NY

Boardroom

8:00 a.m.

Draft

Members Present:

Paul Hendel, Chairman

John Misiti, Vice Chairman (John left the meeting at 9:40 am).

Skip Draper, Treasurer

Ken Rush, Assistant Treasurer

Ken DeRoller, Secretary

John DeFilipps, Assistant Secretary

Carol D'Agostino, Member

Members Absent:

Also, Present:

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Business Development

Diane Church, OEDA Legal Counsel

Chuck Nesbitt, Orleans County Chief Administrative Officer

Tom Rivers, Orleans HUB (joined the meeting at 9:40 am)

The Meeting was called to order by Chairman Paul Hendel, at 8:00 a.m.

8:00 am: Presentation on Workforce Development-Kelly Kiebala, Director OC Job Development.

Kelly discussed with the Board a Job Fair they had at GCC. Twenty-three vendors and business service providers attended. 150 people attended the Job Fair. Kelly is planning on another Job Fair in Medina in May. BOCES would like to participate. Kelly also is planning on working on the Leadership Program with Genesee, the rotary clubs will also participate. She also reported she would like to restructure the Youth Program to run all year. Kelly also reported GLOW Workforce Development is thinking of restructuring to a Not for Profit. Kelly continues to work to identify other funding sources. Training and job readiness are areas which continue to require attention. Board members acknowledged the work Kelly has done to improve workforce development and the fact that a qualified workforce is a critical part of the County's infrastructure.

- **Roll Call**

- **Approval of Previous Board Meeting Minutes December 9, 2016**

The Board meeting minutes from December 9, 2016 were reviewed. A motion was made by Ken DeRoller to accept the meeting minutes as presented, seconded by John DeFilipps. Motion Passed.

- **Financial Reports**

COIDA—The current agency account balance as of 12/31/16 is \$8367.39. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 12/31/16 is \$601,691.70. ORLF account/statements were reviewed.

Motion to accept the ORLF and OEDA financials made by Skip Draper, seconded by John Misiti. Motion Passed. M0117-01.

PILOT Report-----Diane Blanchard reported all PILOT's are current.

Consideration of Roush CPA Engagement Letter for 2017-Jim reported their services are used all year long and greatly appreciated.

Motion to approve signing the Roush CPA engagement letter for 2017 made by John DeFilipps, seconded by Skip Draper. Motion Passed. M0117-02.

III. Executive Session

Motion to go into Executive Session for the discussion of financial matters of a corporation, proposed acquisition, sale or lease of real property and to invite in staff Jim Whipple, and Counsel Diane Church made by Ken DeRoller, seconded by Carol D'Agostino. Motion Passed.

Motion to return to regular meeting made by John DeFilipps, seconded by John Misiti. Motion Passed.

No action taken from discussion in Executive Session

IV. Report of Committees/Departments

Business Development.

Western Orleans Comprehensive Plan-----Gabrielle reported a meeting has been set up to discuss the Western Orleans Comprehensive Plan with the Town of Yates, Ridgeway, Medina, Shelby and Lyndonville. In this plan, would be the integration of future development projects and vacant buildings projects. This is needed for grant applications.

Empire Zone Files----Gabrielle reported the Empire Zone reports are coming in showing businesses are still doing investments.

Project Updates

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

Associated Brands---Project moving forward, expansion of packing line and they are hiring.

Niagara Foods Specialties----Jim reported they have completed the ORLF application for a \$150,000 loan. Waiting for a closing date.

Pride Pak----Jim presented a video of the ribbon cutting to the Board.

Arbre Group Holdings-----Jim reported they purchased the Holley Cold Storage facility and are working on a cold storage expansion.

H.H. Dobbins---Moving forward with their expansion project.

Heritage Wind---Jim reported this is a wind turbine project based in the Town of Barre.

Spec Building on Virtual Site---Jim reported he is looking at possible sources and uses.

MBP-Infrastructure Project----Jim reported cleanup is needed and will be done in the spring.

BCA Ag----Closed on the ORLF loan on 12/14/16.

M.A.G.C.---Jim reported working on the availability of the GAIN loan of \$200,000.

3659 Bates Road---Jim is waiting for the final report and recommendations from the DEC who promised he would have it by January 2017.

Town of Kendall---Ken DeRoller updated the Board on developments in the Town of Kendall. He reported Eagle Creek Marina is under new ownership, there is funding for a new water line, a new Dollar General store is coming to town and 12 new builds (7 from the Cottages at Troutburg).

Facilities/Sites

- **Ideas on Development of the MBP/Keppler for 2017**

North Hotel Site---Jim reported he would like to rerun the drainage ditch, which would open up additional land within the business park for more development.

Combining MBP and Keppler Into One Site for Marketing, 300 Acres----Jim stated he is working on the possibility of combining the MBP and Keppler Site for marketing purposes. He reported if this happens this would be the largest shovel ready park in Western New York and possibly in Upstate New York. ESD to confirm.

Pre-Permitted Site-Possible RFP---Jim reported he would send out RFP's to have a possible spec building constructed.

Legal—Diane Church had nothing to report.

MAP and LDC Report.

Diane reported the Spring MAP class starts on April 11 to June 20. The class will be held at the Arnold Gregory Building. Ben will provide the class with a new projector, Wi-Fi and office space for the consultants at his cost.

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. We closed on a \$10,000 grant for Kustom Kreations on January 3rd. To date \$80,000 has been disbursed.

The GOSC loan fund account as of 12/31/16 has a balance of \$155,701.77; the HUD administrative account has a balance of \$7473.09; the HUD unrestricted account has a balance of \$741.43; the LDC money market account has a balance of \$139,763.65 and the LDC Grant loan fund has a balance of \$74,534.42.

Workforce Development Update---Jim continues to report on the job order list from Workforce Development.

Marketing Update-Website---Jim reported on the web site data.

V. Unfinished Business

Proposed ORLF Loan Modification for HJP Foods- After some discussion a motion was made to work up a loan modification for the remainder of HJP Foods ORLF loan.

Motion to authorize Jim Whipple and Diane Church to negotiate a modification of the HJP Foods loan with the objective of recouping the amount owed to the greatest extent possible made by Skip Draper, seconded by Ken Rush. Motion Passed. M0117-003.

VI. New Business

Draft 2016 Highlights---Jim discussed the COIDA/OLDC/OLRC highlights for 2016.

Invitation to the 2017 OCCC Legislature Luncheon-January 20, 2017—Jim reported the 2017 Legislature luncheon is on January 20th and to please let Diane Blanchard know if interested in going.

2016 Board Evaluation Form-Return by February 10, 2017. ---Jim advised the 2016 Board Evaluation Form needs to be filled out and returned by February 10, 2017.

VII. Adjournment

Motion to adjourn subject to Chairman's recall was made by Skip Draper, seconded by Ken DeRoller. Motion Passed.

**Respectfully Submitted,
Diane Blanchard**