

OEDA Meeting Board Minutes

October 13, 2017

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

**Draft**

**Members Present:**

Paul Hendel, Chairman  
Skip Draper, Treasurer  
Ken Rush, Assistant Treasurer  
Ken DeRoller, Secretary  
Carol D'Agostino, Member

**Members Absent:**

John Misiti, Vice Chairman  
John DeFilipps, Assistant Secretary

**Also Present:**

Jim Whipple, CEO/CFO  
Gabrielle Barone, Vice President Business Development  
Kevin Zanner, OEDA Legal Counsel  
Chuck Nesbitt, Orleans County Chief Administrative Officer (joined the meeting at 8:40 am)

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

**I. Roll Call----**A quorum of the Board was present.

**II. Approval of Previous Board Meeting Minutes September 8, 2017 (Electronic)**

The September 8, 2017 Board meeting minutes were reviewed. A motion was made by Skip Draper to accept the meeting minutes as presented, seconded by Ken Rush. Motion Passed.

**III. Financial Reports**

**COIDA**—The current Agency account balance as of 09/30/17 is \$19,045.81. All of the Agency accounts were discussed.

**ORLF**---The current ORLF account balance as of 09/30/17 is \$660,530.80. ORLF account/statements were reviewed.

**Motion to accept the OEDA and ORLF financials made by Ken DeRoller, seconded by Skip Draper. Motion Passed. M1017-01.**

#### **Discussion on Cash Flow**

- **\$20,000 Capital Budget Approval**----Jim reported that the County approved the \$20,000 capital grant for asphalt paving and finishing at MBP.
- **National Grid Reimbursement; SAM Grant; County Loan Agreement**---Jim reported that the reimbursement check from National Grid in the amount of \$32,643.00 for the shovel ready project at the MBP North was received on 10/12/17. He also reported that the Agency submitted grant disbursement paperwork to DASNY for the \$76,800 State and Municipal Facilities Program (“SAM”) grant which will reimburse the Agency for expenditures relating to MBP sewer infrastructure work. With respect to the County installment loan, Jim informed the Board that he plans to set aside \$30,000 to cover the first installment payment, which is due September 1, 2018.

**PILOT Report** – Jim Whipple reported that all PILOTs are current.

#### **IV. Executive Session**

**Motion to go into Executive Session for the discussion of the financial and credit history of a corporation and the proposed acquisition, sale or lease of real property, and to invite in staff, Jim Whipple and Counsel Kevin Zanner made by Ken Rush, seconded by Carol D’Agostino. Motion Passed.**

**Motion to exit executive session made by Carol D’Agostino, seconded by Skip Draper. Motion Passed.**

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

#### **V. Report of Committees/Departments**

##### **Business Development**

Gabrielle presented an update to the Board regarding business development projects.

**Takeform**----Gabrielle reported that Takeform is going before the New York Power Authority next month for a power proceeds allocation for its project. The company is expected to start construction next year. Moving forward with OCR.

##### **Project Updates**

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

**Yates Wind Farm**---The project is in the investigation phase.

**Holley Gardens**-----No update.

**Hotel Project**---Jim reported that the developer is doing some planning work for the hotel project. The Board discussed the Village Planning Board's fire access road requirement for the project.

**Snappy**--- This project is in the investigation phase.

**ARG Disposal**---Jim reported that the company signed the ORLF commitment letter on 9/8/17, and will also submit an application to the Agency for exemption from sales and mortgage recording taxes. The company does not plan to seek real property tax abatement. LeFrois Builders has been retained by the company to construct the project.

**WNA Warehouse**--- This project is located in the Holley Business Park and is in the investigation phase. 45 new jobs are planned. Working with contractors.

**MBP Infrastructure Project**---Jim reported on the paving work and installation of the air relief valve.

**Niagara Food Specialties**----Jim reported that this project is unlikely to move forward.

**Review of Letters of Support** --- No letters of support were issued since the last Board meeting.

### **Facilities/Sites**

**Update on Holley Business Park Wetland Work**—Jim reported that he is waiting for the Army Corps of Engineers' jurisdictional decision and on a 30-day waiting list.

**Discussion on New Copier**---Jim received a few quotes from Toshiba and Ricoh will be renting and not purchasing the copier. No decision has been made yet.

**Review of the Albion Business Park Site**---No update was presented.

**Legal**—Kevin reported that late last month the NYS Comptroller issued a report regarding IDA Board Governance. The operations of six IDAs were reviewed. The purpose of this audit was to examine whether the IDA governing boards provide effective oversight of IDA operations and projects.

**MAP and LDC Report.**

Jim reported the Fall MAP class started on September 12 and ends on November 14. Diane has 12 participants going through the class. To date 462 Orleans County Residents have completed the MAP training. The class is being held at the Arnold Gregory Building. One of the participants, a sewing business, is anticipating renting an office from Ben's Small Business Incubator.

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 is working on a grant for Shawn Ramsey/Canalside Tattoo Co. He has requested \$10,000. 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. The Grant paperwork has been submitted to OCR and the Agency should have the funds by the end of the week.

The GOSC loan fund account as of 09/30/17 has a balance of \$185,222.39; the HUD unrestricted account has a balance of \$3574.40; the LDC money market account has a balance of \$130,123.57 and the LDC Grant loan fund has a balance of \$52,737.52.

**Marketing Update** ----No update.

## **VI. Unfinished Business**

**Discussion on Contractor/Supplier Data Base**—Jim reported that the contractor/supplier database will be on the OEDA website next month.

**Consideration to Adopt the Revised Procurement Policy**----Jim reported that the revised procurement policy has been reviewed by the Governance Committee and is ready to be put into effect.

**Motion to adopt the revised procurement policy made by Ken DeRoller, seconded by Skip Draper. Motion Passed. M1017-02.**

**Discussion on the Orleans County of Members of the Finger Lakes Regional Economic Development Council**---Jim reported that John DeFilipps is a member of the Finger Lakes Regional Council by virtue of his new position as Chairman of the County Legislature. One Orleans County position on the council remains vacant.

## **VII. New Business**

**Possible Reschedule for the November Meeting from Friday, November 10, 2017 to Thursday, November 9, 2017**

**Motion to reschedule the Board meeting from November 10<sup>th</sup> to November 9<sup>th</sup> made by Skip Draper, seconded by Ken Rush. Motion Passed. M1017-03.**

**VIII. Adjournment**

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

**Respectfully Submitted,  
Jim Whipple**