

OEDA Board Meeting Minutes

February 12, 2021

121 N Main Street 2nd Floor Albion NY
Board Room
8:20 a.m.

Draft

Members Present:

Paul Hendel, Chairman
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary
Skip Draper, Treasurer
John Misiti, Vice Chairman
Carol D'Agostino, Member
Ed Urbanik, Member

Members Absent: None.

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Development
Diane Blanchard, Micro-Enterprise Business Coordinator
Kevin Zanner, OEDA Legal Counsel
Tom Rivers, Orleans Hub (joined the meeting at 9:00 a.m.)
Dina Barone Mindful Media
Michael Dobell

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 8:20 a.m. Diane called the roll. Board members Paul Hendel, Ken DeRoller, 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 January 8, 2021 and January 28, 2021 (Electronic)

The Board reviewed the draft minutes from the January 8, 2021 Board meeting. John DeFilipps made a motion to accept the meeting minutes as presented, seconded by John Misiti. The motion carried by a vote of 7-0-0.

The Board reviewed the draft minutes from the January 28, 2021 special meeting of the Board. Ed Urbanik made a motion to accept the meeting minutes as presented, seconded by Carol D'Agostino. The motion carried by a vote of 7-0-0.

III. Financial Reports

COIDA/ORLF Accept Monthly Financials— Jim stated that the Finance Committee reviewed the COIDA and ORLF monthly financial reports and is recommending that the Board approve the reports. Carol D'Agostino made a motion to accept the COIDA and ORLF financial reports, seconded by Ed Urbanik. Motion Passed. (7-0-0) **M0221-01.**

Consideration of the EFPR Group Engagement Letter

Ken DeRoller made a motion to approve the EFPR Group Engagement letter for audit services, seconded by Ed Urbanik. Motion Passed. M0221-02.

IV. Report of Committees/Departments/Sites

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

Medina Hospitality Hotel---Gabrielle reported that front elevation work is being done on the hotel as well as interior improvements. No date of completion is known at this time.

Maison Albion---Gabrielle reported that Maison Albion has decided to withdraw its application for an OCR program grant. The Town of Albion was to be the sponsoring municipality.

Vellocii---Gabrielle reported that this call-center/back office operations company expects to create 140 jobs over the next years. The company will be applying for an OCR grant with the Town of Ridgeway serving as the sponsoring municipality.

Zambistro---Gabrielle reported that Zambistro is redefining its expansion project at 410 Main Street in Medina and is working with National Grid on a grant opportunity.

BMP---Gabrielle reported on BMP's production of a one-layer COVID mask with an N95 filtration level. The company recently received its FDA facilities certification. BMP is waiting for their mask machines to be calibrated.

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 their PILOT documents have been signed for the WNYE expansion project.

Niagara Food Specialties----Jim reported that Niagara Food Specialties will be starting production shortly.

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

Albion Business Park Land Sale—Jim reported he has signed all the documents. Kevin reported they have funding in place and the land sale is expected to close soon.

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 is working with Diane Church of Sicherman & Company for the Open Round Economic Development and Microenterprise OCR application.

Loans Status: Printed reports from 02/10/21 are available for review.

Total Funds in RLF account as of 01/31/21:

HUD unrestricted funds---\$8710.42

Five Star Money Market Account-Unrestricted Funds---\$47,737.48.

Legal---Kevin reported that a property disposition notice for the BOMET land sale was submitted and filed with the Authorities Budget Office (ABO) in January. He also noted that due to the pandemic, the ABO is permitting reporting agencies an additional sixty days to complete PARIS report filings.

Marketing—Dina Barone of Mindful Media reported that she is working on an update to the OEDA logo. Once the logo is finalized, the website will be updated. Dina also presented an additional report on BMP's production of N95 filtration level masks. The masks are the only single layer washable masks on the market that provide N-95 level protection.

Workforce Development---No report.

Leadership Orleans—Diane Blanchard reported that the LDC is partnering with Leadership Orleans to sponsor a scholarship for their Leadership Development Program.

The scholarship will cover 50% of the cost of \$1,900.00. To qualify for the scholarship, participants must have graduated from the Microenterprise Assistance Program, have an existing business for one year and signed an agreement to finish the year-long program.

V. Executive Session

Ken DeRoller made a motion to enter into Executive Session to discuss the proposed appointment of a new CEO/CFO of the Agency. The motion was seconded by Skip Draper and unanimously carried (7-0-0). At the conclusion of the Executive Session discussion, Ken DeRoller made a motion to exit Executive Session, seconded by John Misiti. Motion Passed. Paul Hendel reported that no action was taken during Executive Session.

VI. Unfinished Business--- None.

VII. New Business—Corporate Action By-Laws

2021 Election of Officers:

The following proposed slate of officers for 2021 was presented:

Chairman, Paul Hendel
Vice Chairman, John Misiti
Secretary, Ken DeRoller
Treasurer, Skip Draper
Assistant Secretary, John DeFilipps
Assistant Treasurer, Carol D'Agostino

Motion to elect the individuals to the offices as set forth in the proposed slate of officers made by John DeFilipps, seconded by Ed Urbanik. Motion unanimously carried (7-0-0). M0221-04.

Appointment of CEO/CFO

John DeFilipps made a motion to: (i) appoint Jim Whipple as CEO/CFO for a term to expire as of February 24, 2021; (ii) have Jim Whipple continue as a full-time employee of the Agency until May 31, 2021 and (iii) appoint Michael Dobell as CEO/CFO effective as of February 24, 2021. The motion was seconded by Ken DeRoller and unanimously carried (7-0-0). M0221-05.

2021 Committee Appointments:

The proposed slate of committee members to serve on the Audit Committee, Finance Committee, Governance Committee and Executive Committee was presented as reflected on page 13 of the Board materials.

Motion to approve the proposed committee appointments made by Ken DeRoller, seconded by Skip Draper. Motion unanimously carried (7-0-0). M0221-06.

Consider the Extension of Bent’s Opera House Sales Tax Exemption from 02.28.21 to 12.31.21.

Jim reported due to COVID the Bent’s Opera House project originally set for a COO in January/February 2021 is now expected to be completed in April 2021 at the earliest. To date, the sales tax exemption has been claimed on approximately \$960,000 of purchases. The company is asking for an extension of the sales tax exemption from 2/28/2021 to 12/31/2021.

Skip Draper made a motion to approve the extension, seconded by Ed Urbanik. Motion passed. M0221-07.

Consider Holley Gardens’ Request to Convey Certain Parcels to the Village of Holley and authorize project financing.

A Resolution was presented as follows:

**RESOLUTION OF THE COUNTY OF ORLEANS
INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING
AMENDMENTS TO THE 2016 HOLLEY HIGH SCHOOL
ADAPTIVE REUSE PROJECT AND THE EXECUTION AND
DELIVERY OF A MORTGAGE AND OTHER DOCUMENTS.**

The Resolution was moved for adoption by John DeFilipps, seconded by John Misiti and unanimously carried (7-0-0). Resolution attached. M0221-08.

VIII. Adjournment

Ed Urbanik made a motion to adjourn the meeting subject to Chairman’s recall, seconded by Ken DeRoller. Motion Passed (7-0-0).

Respectfully Submitted,

Diane Blanchard