

OEDA Meeting Board Minutes

March 10, 2017

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

Draft

Members Present:

Paul Hendel, Chairman
Skip Draper, Treasurer
Ken Rush, Assistant Treasurer
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary

Members Absent:

Carol D'Agostino, Member
John Misiti, Vice Chairman

Also, Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Diane Church, OEDA Legal Counsel
Chuck Nesbitt, Orleans County Chief Administrative Officer
Kelly Kiebala, Director of Orleans County Workforce Development

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

- **Roll Call**

Approval of Previous Board Meeting Minutes February 10, 2017, (Electronic)

Board meeting minutes from February 10, 2017 were reviewed. A motion was made by John DeFilipps to accept the meeting minutes as presented, seconded by Ken Rush. Motion Passed.

- **Financial Reports**

COIDA—The current agency account balance as of 2/28/17 is \$32,432.12. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 2/28/17 is \$607,589.86. ORLF account/statements were reviewed.

Motion to accept the ORLF and OEDA financials made by Skip Draper, seconded by Ken DeRoller. Motion Passed. M0317-01.

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

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, Counsel Diane Church, Chuck Nesbitt and Kelly Kiebal made by Ken DeRoller, seconded by Skip Draper. Motion Passed.

Motion to return to regular meeting made by Skip Draper, seconded by Ken DeRoller. Motion Passed.

No action taken from discussion in Executive Session

IV. Report of Committees/Departments

Business Development.

Pride Pak---Gabrielle reported there is a second public hearing set for March 14th at 7 pm at the Town of Shelby. Their employment to date is as promised and they are working on adding a second line and shift by the end of March.

Captains Cove---Gabrielle reported they contacted her and want to set up a meeting.

Bald Eagle Marina---Gabrielle reported they are working on their business plan for a possible project and met with Jim and herself to discuss.

Project Updates

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

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

Helena Chemicals---Jim reported they are having a grand opening on Thursday March 23rd 10:00 am to 2:00 pm and everyone is invited to attend.

Hotel Project---Jim reported he and Gabrielle met with them for a site visit on Thursday March 9th. They were pleased with the site and are still waiting on other project related matters.

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

Yates Wind Farm---In the investigation phase.

Holley High School---Waiting for funding.

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

Snappy---Investigation Phase.

Heritage Wind---Jim reported no word on the project which is a wind turbine project based in the Town of Barre.

Stamp---Jim reported they were in the news.

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

Cloud Document Storage System---Jim reported a few years ago, the Agency hired a firm to go paperless. At the moment documents are stored on a hard drive. The next step is to take them to a secure cloud. Jim would like to use a Toshiba system, which would allow staff to access documents anywhere.

Facilities/Sites

- **Ideas on Development of the Medina Business Park.** Following up on the Board's work session, a meeting with the engineers is proposed and a strategic plan is in progress. Jim Whipple will start working on cost estimates and a time line for the development.

Keppler Site Option Agreement---Jim reviewed with the Board a memo summarizing the timing of actions required under the Keppler Option Agreement, including the time frame to extend the option for the second option period. An authorization by the Board to elect to extend the option for the second option period is needed. Option price for the second option period is \$25,000 payable in five installments of \$5000 each. First installment due on February 6, 2018 through February 6, 2022.

Motion to extend the option agreement on the Keppler property for the second option period made by Skip Draper, seconded by John DeFilipps. Motion Passed. M0317-02.

Discussion on Telephone System---Jim discussed with the Board a proposed new telephone system through Vonage. He discussed the cost and included

features and applications, such as the ability to log calls and forward calls to cell phones. The existing phone system is outdated and unreliable.

Motion to allow Jim to move forward with the Vonage phone system made by Skip Draper, seconded by John DeFilipps. Motion Passed. M0317-03

Consideration of the 2016 COIDA Property Report---Jim reported on the 2016 COIDA Property Report. A motion was needed to accept.

Motion to accept the 2016 COIDA Property Report made by Ken Rush, seconded by Skip Draper. Motion Passed. M0317-04.

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. Diane has interviewed 10 participants for the course so far without advertising.

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. To date \$80,000 has been disbursed. Draw #3 has been submitted to OCR for a total of \$20,000 for The Missing Peace and Holley Bottle and Can Return has been submitted.

The GOSC loan fund account as of 2/28/17 has a balance of \$162,469.97; the HUD administrative account has a balance of \$845.45; the HUD unrestricted account has a balance of \$927.75; the LDC money market account has a balance of \$143,377.95 and the LDC Grant loan fund has a balance of \$70,126.57.

Discussion on Proposed New Fee Schedule-----Jim updated the Board on fee schedules for Lease/Lease Back, Sales Tax Exemption, Mortgage Tax Exemption, Bond: Taxable or Tax Exempt, Housing, Community Development, Refinancing/Sublease Projects, Grants, Lease Assignments/Assumptions and ORLF Fees. There was a general discussion regarding how COIDA's fee schedule compares with other IDA fee schedules. Jim will continue to refine the fee schedule and then will present the final proposal to the Board for review and approval.

Workforce Development Update---Kelly Kiebala reported she was able to access some Strike Force funds but they have to be used by June 30th 2017. She also reported on customized training for small businesses through Cornell on April 5th and 6th and training on food safety and food processing. Kelly met with

Niagara County Workforce Development and exchanged info on job fairs. She also reported that Niagara County Workforce Development met regularly with other agencies, including the IDA, Department of Social Services, NCCC and BOCES, and suggested that similar coordination might be helpful in Orleans County. Kelly also asked for assistance in getting letters out to elected officials opposing any cuts in Federal workforce development funding.

Marketing Update----Jim reported OEDA has a new follower on Twitter Entertainment Tonight

V. Unfinished Business---Nothing Presented.

VI. New Business

Consideration of the Extension of the Sales Tax Incentive to Helena Chemical Resolution.

A Resolution was presented as follows:

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY EXTENDING A RESOLUTION ADOPTED ON APRIL 8, 2016 WITH RESPECT TO THE HELENA CHEMICAL COMPANY PROJECT AND RATIFYING ACTIONS TAKEN THEREUNDER

Resolution moved by Ken DeRoller, seconded by Skip Draper.

Roll Call:

Paul Hendel	Aye
Ken DeRoller	Aye
Ken Rush	Aye
John DeFilipps	Aye
Skip Draper	Aye
Carol D'Agostino	Absent
John Misiti	Absent

Resolution Passed. Resolution Attached. M0317-05.

VII. Adjournment

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

**Respectfully Submitted,
Diane Blanchard**