

OEDA Meeting Board Minutes

June 09, 2017

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

Draft

Members Present:

John Misiti, Vice Chairman
Ken Rush, Assistant Treasurer
Ken DeRoller, Secretary
John DeFilipps, Assistant Secretary

Members Absent:

Paul Hendel, Chairman
Carol D'Agostino, Member
Skip Draper, Treasurer

Also Present:

Jim Whipple, CEO/CFO
Gabrielle Barone, Vice President Business Development
Diane Blanchard, Micro-Enterprise Business Coordinator
Kevin Zanner, OEDA Legal Counsel

The Meeting was called to order by Vice Chairman John Misiti at 8:00 a.m.

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

II. Approval of Previous Board Meeting Minutes May 12, 2017 (Electronic)

The May 12, 2017 Board meeting minutes were reviewed. A motion was made by John DeFilipps to accept the meeting minutes as presented, seconded by Ken Rush. Motion Passed.

III. Financial Reports

COIDA—The current Agency account balance as of 05/31/17 is \$33,588.24. All of the Agency accounts were discussed.

ORLF---The current ORLF account balance as of 05/31/17 is \$633,054.21. ORLF account/statements were reviewed.

Motion to accept the ORLF and OEDA financials made by Ken DeRoller, seconded by Ken Rush. Motion Passed. M0617-01.

PILOT Report - Diane Blanchard reported that all PILOT's are current. Jim reported on the Western New York Energy PILOT. The current balance in the WNYE tax stabilization account is \$2,300,540.25. Distributions from this account will be made to the County, the Town of Shelby and the Medina School District over the next five years, after which the PILOT agreement will terminate.

Discussion Regarding 2017-19 Priority Projects and Agency Cash Flow— Jim reviewed with the Board the 2017 Priority Projects, including Signage Protection at the Holley Business Park (which will be completed by Erie Way Tree Farms), Land Clearing, Wetlands Delineation and Construction (access road top coat, ditch/stream work and plantings) at MBP and the Sanderson Road property acquisition. Jim proposed a capital funding request of \$53,000 to the County for the 2017 Priority Projects.

Jim then explained the Agency's operational cash flow problem coming into the 3rd quarter. The Agency is still waiting for the \$80,000 DASNY grant which was awarded for the Pride Pak site. These grant funds may come in sometime this summer. The \$100,000 Interagency Installment loan to the County is due this September. If the loan is not restructured, projected cash flow for operations will be significantly and adversely impacted. Jim proposed making 3 payments of approximately \$33,000 to the County and moving the first payment to December of 2017 and each year following until the loan is repaid. Jim also indicated that the Agency will apply for a \$32,000 National Grid grant once MBP is formally designated as a NYS-certified shovel ready site.

To summarize, Jim stated that the cash flow issue can be resolved if the \$100,000 County loan is restructured, and the Agency receives the \$80,000 DASNY grant and the \$32,000 National Grid grant. The Board discussed the restructuring of the County loan. There was a consensus among the Board members to proceed as Jim outlined.

IV. Executive Session

Motion to go into Executive Session for the discussion of financial matters 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 Ken DeRoller. Motion Passed.

Motion to exit executive session and return to regular meeting made by Ken DeRoller, seconded by Ken Rush. Motion Passed.

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

V. Report of Committees/Departments

Business Development

Gabrielle reported on business development projects in Executive Session.

Project Updates

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

Niagara Food Specialties---Jim reported that Niagara Food Specialties is moving forward slowly with its project.

WNYE Gas Main Project----Jim reported that WNYE has negotiated a 3-year contract with its gas supplier.

Arbre Group Holdings-----Jim has not heard from them recently.

Yates Wind Farm---In the investigation phase.

Holley High School----Waiting for funding.

Snappy---Investigation Phase.

ARG Disposal—The company is planning to construct a facility to process construction and demolition debris and has submitted an application for an ORLF loan and IDA project assistance, including a PILOT. The company is working on obtaining a mortgage commitment from its lender. This project is expected to proceed if the company is successful in obtaining a commitment for mortgage financing.

WNA Warehouse--- This project is located in the Holly Business Park and is in the investigation phase.

Heritage Wind--- Jim indicated that there is no update on this wind turbine project, which is located in the Town of Barre.

STAMP---Jim reported that the letter agreement with the Village of Medina has expired.

Spec Building on Virtual Site—More site work needed. Looking at possible sources and uses.

Telephone System Upgrade—Jim reported on the new conference telephone system that the Agency recently purchased.

MBP Infrastructure Project---Jim reported that cleanup will be done shortly.

Cloud Document Storage System---Jim reported that he is working with C&H PC on creating a cloud document storage system.

Niagara Food Specialties----Waiting for closing request.

M.A.G.C--- This project is on hold.

3959 Bates Road—Waiting for final report and recommendations.

Facilities/Sites

Update on Sanderson Road Property---Discussed in Executive Session.

Update on Phase 1 A&B Archeological Survey for the MB Park-South-Site

Jim reported that a Phase 1 A&B Archeological survey will not be needed for the south site/Keppler site of the MBP. The Agency had solicited proposals for the work but has since advised the consultant not to proceed with the work.

Discussion on CFA Application for a Planning Grant for the Medina Business Park----Jim is working with Labella Associates on a CFA funding application for approximately \$70,000 for a strategic planning grant for the entire MBP which needs to be submitted by the end of July. A commitment from the County for \$20,000 in 2018 will also be requested.

- Ratification of an Agreement with Labella to Provide CFA Support
- Ask County to Sponsor CFA Application

Motion to ratify and approve a letter agreement with Labella to provide CFA support and to ask the County to sponsor the CFA application made by Ken DeRoller, seconded by Ken Rush. Motion Passed. M0617-02.

Review of Estimated Water/Sewer Usage MBP----Jim reviewed with the Board the estimated future water and sewer requirements for MBP.

Legal—Kevin reported that on June 5th, the Authorities Budget Office released a Policy Guidance regarding Procurement Policies. The Agency's current procurement policy will be reviewed for compliance with the ABO Policy Guidance.

MAP and LDC Report.

Diane reported the Spring MAP class started on Tuesday April 11 and ends on June 20th. The class is being held at the Arnold Gregory Building. There are 14 people in the class.

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 closed on three grants on Monday May 8th for the Missing Peace for \$5000, Tease hair salon for \$15,000 and Preston's Farms for \$15,000. To date \$135,000 has been disbursed.

The GOSC loan fund account as of 04/30/17 has a balance of \$169,188.50; the HUD administrative account has a balance of \$537.82; the HUD unrestricted account has a balance of \$4282.99; the LDC money market account has a balance of \$131,423.70 and the LDC Grant loan fund has a balance of \$59,676.72.

Workforce Development Update---There was no update for this item.

Marketing Update

Radio Program-GRE---Jim reported that he will take part in a radio program in Rochester. GRE asked Jim to participate in the program.

Video Development----Jim reported working with Mindful Media to update the marketing video.

VI. Unfinished Business---None.

VII. New Business

InBN Invitation to Join Board---Jim reported that Invest Buffalo Niagara (formerly the Buffalo Niagara Enterprise) asked Jim to join their Board. Jim accepted.

VIII. Adjournment

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

**Respectfully Submitted,
Diane Blanchard**