

# **OEDA Board Meeting Minutes**

**December 14, 2018**

**121 N Main Street 2<sup>nd</sup> Floor Albion NY**

**Boardroom**

**8:00 a.m.**

## **Draft**

### **Members Present:**

Paul Hendel, Chairman

John Misiti, Vice Chairman

Skip Draper, Treasurer

John DeFilipps, Assistant Secretary

Ken Rush Assistant Treasurer

### **Members Absent:**

Carol D'Agostino, Member

Ken DeRoller, Secretary

### **Also Present:**

Jim Whipple, CEO/CFO

Gabrielle Barone, Vice President Business Development

Diane Blanchard, Micro-Enterprise Business Coordinator

Kevin Zanner, OEDA Legal Counsel

**I. Roll Call----** The meeting was called to order by Chairman Paul Hendel at 8:00 a.m. A quorum of the Board was present.

## **II. Approval of Previous Board Meeting Minutes November 9, 2018 (Electronic)**

The November 9, 2018 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 Agency account balance as of 11/30/18 is \$82,164.60. All of the Agency accounts were discussed.

**ORLF**---The ORLF account balance as of 11/30/18 is \$549,771.77. ORLF account/statements were reviewed.

**Motion to accept the OEDA and ORLF financials made by John Misiti, seconded by Skip Draper. Motion Passed. M1218-01.**

**PILOT Report----**Diane reported that all PILOT's are current except MAGC PILOT, which is a month behind.

**Consideration of the Proposed 2019 Budget**—Jim discussed the proposed 2019 Budget. He reported on the anticipated revenue increases, and PILOTS for 2019 and a positive cash flow.

**Motion to accept the 2019 Budget made by John Misiti, seconded by Ken Rush. Motion Passed. M1218-02.**

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

**Motion to go into Executive Session for the discussion of financial matters of a corporation and the proposed sale or lease of real property, and to invite in staff, Jim Whipple, and Counsel Kevin Zanner, made by Skip Draper, seconded by John DeFilipps. Motion Passed.**

**Motion to exit Executive Session made by John DeFilipps, 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 the Business Development update on the following matters:

**Generations Bank----**Gabrielle reported she and Skip introduced Generations Bank personnel to the Western end of the community municipalities to let communities know of additional banking opportunities. In addition, Generations Bank is looking at a potential bank location in the Village of Holley. Gabrielle also contacted WNA and MAGC/Tony Piedimonte to inquire if they would consider using a Holley bank if a branch was established.

**Project Safety-** Gabrielle reported on the Project Safety scanning equipment project. The site preference for this County project was the second floor of the Bernzomatic building. There has been no recent update.

**Captain's Cove**—Gabrielle reported the owner has sold his properties in the Lockport area and has moved to the Town of Carlton. The owner recently retained an engineer for the project.

**YWCA in Niagara County and Workforce Development---**Gabrielle reported women who have come out of the incarceration system or in difficult domestic relationships may have an opportunity to receive job training under a program the YW is considering. Sheriff Bower has indicated he is in support and could utilize

the YW program. There is also a strong possibility that a local bank will support a program to help get financing for vehicles for these women.

**Zambistro Restaurant Expansion**----Gabrielle reported Zambistro is undertaking an expansion at its current location, which will include a kitchen expansion, an outdoor patio and an interior dining expansion. Gabrielle also reported Zambistro Realtor is moving out of their site in Medina to Maple Ridge Road. Zambistro will be moving into the Zambistro site and will open a proposed 200-seat event center on the canal.

### **Project Updates**

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

**Holley Gardens** ---Jim reported that Holley Gardens had their December event relating to the commencement of the renovations to the Holley Gardens project. Jim and John DeFilipps were in attendance.

**Takeform**---Jim reported their building is complete. ORLF funds will be disbursed to the company in connection with the ORLF loan that closed last May. The funds will be used to purchase equipment.

**Heritage Wind Project**---- Jim met with APEX to discuss policies and procedures for this project. Jim reported that the Town of Barre adopted a resolution at its October 10, 2018 meeting to invite the Agency to work with the Town of Barre to develop a PILOT for the Heritage Wind Project.

**Solar Farm**---Jim reported there is a plan for a 10 MW solar farm in the Town of Ridgeway on 2 30-acre parcels. This project was approved at the County Planning Board. A municipal PILOT agreement is expected to be negotiated.

**Sierra Biological**---Jim reported that the company is undertaking a warehouse expansion project.

### **Facilities/Sites**

**MBP Development Strategic Plan Project**----Jim reported that CFA funding awards should be announced on December 18<sup>th</sup>.

**Sanderson Road**—Jim reported the NYS Police will be done using the building shortly and a tear down of the building is expected in January.

**Albion Business Park-RFP**—Jim reported that engineers retained by Solar Liberty reviewed the site details and found wetlands present on each property that would make it difficult to develop the land for solar use. He also reported that the

Agency did not receive any responses to the Request for Proposals. Jim proposed calling local commercial realtors to list the business park for sale. After some discussion, it was suggested to invite a local commercial real-estate company to the next Board meeting. Jim will follow up.

**Holley Business Park----**Jim reported that the Agency purchased a large heavy-duty plastic rock to cover an unsightly utility box that is located near the entrance sign to the business park.

**Medina Business Park.**

**Maple Ridge Corridor Study---**Jim reported that the Village of Medina and the Town of Shelby received funding for a study of the Maple Ridge Corridor, and that an engineering firm has been selected to prepare the study. Jim attended the first meeting and wants to address a turning lane and sidewalk access to the business park.

**Legal** –Kevin reported that on December 5<sup>th</sup> the New York State Authorities Budget Office (ABO) issued regulations which require Industrial Development Agencies to post on their websites certain board approved project information, certain IDA policies as well as information specific to new and ongoing IDA projects, including completed project applications. According to the ABO, these new website posting requirements are intended to ensure transparency and accountability by requiring project information to be made available and readily accessible for public review.

**Correspondence**—None.

**MAP and LDC Report.**

Diane reported that the Spring MAP class starts on April 2 and ends on June 4. To date, 495 participants have gone through the program.

Diane is working on 2 loan applications, Gallo's Hauling for \$40,000, and DC Hauling for \$35,000. All loans have been approved by the LDC Board and OCR.

The GOSC loan fund account as of 11/30/18 has a balance of \$205,681.53; the HUD unrestricted account has a balance of \$3,166.93; the LDC money market account has a balance of \$109,277.80; and the LDC Grant loan fund has a balance of \$29,065.06.

**Marketing Update**—Jim reported on the marketing snapshot for November 2018.

**Support Letters**---None.

**VI. Unfinished Business ---Nothing Reported.**

**VII. New Business**

**Consider Extending the Lease of 121 North Main Street, Albion NY 14411—**  
Jim needed Board approval to extend the Lease of 121 N Main Street in Albion.  
New lease payment will be \$2,029 per month.

**Motion to extend the Lease of 121 North Main Street in Albion NY 14411  
made by John DeFilipps, seconded by John Misiti. Motion Passed. M1218-03.**

**Consideration of the 2019 Staff Compensation Resolution**

**A Resolution was presented as follows:**

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL  
DEVELOPMENT AGENCY (“COIDA”) APPROVING THE  
COMPENSATION OF COIDA STAFF.**

**Resolution moved by Skip Draper, seconded by John Misiti.**

**Roll Call:**

<b>Paul Hendel</b>	<b>Aye</b>
<b>Ken DeRoller</b>	<b>Absent</b>
<b>Ken Rush</b>	<b>Aye</b>
<b>John DeFilipps</b>	<b>Aye</b>
<b>Carol D’Agostino</b>	<b>Absent</b>
<b>Skip Draper</b>	<b>Aye</b>
<b>John Misiti</b>	<b>Aye</b>

**5 Ayes**

**0 Nays**

**Resolution Passed; Resolution attached. M1218-04.**

**Consider 2019 Contract with Orleans County-**Jim presented the 2019 funding agreement between the County and the Agency. This agreement is entered into annually by County and the Agency after the County approves its budget.

**Motion to accept the 2019 contract with Orleans County made by Ken Rush,  
seconded by John Misiti. Motion Passed. M1218-05.**

**VIII. Adjournment**

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

Respectfully Submitted,  
Diane Blanchard