

**The Orleans County Local Development Corporation
Board Meeting**

December 7, 2017

**121 N Main St 2nd Floor Albion NY Board Room
8:30 a.m.**

Draft

Members Present:

Paul Hendel, Chairman
Tom Kuryla, Member
Laura Bentley, Member
Clark Godshall, Secretary
Kathy Blackburn, Member
Michael Bonnewell, Member
Bill Eick, Member
Karen Sawicz, Vice Chairman
Fred Miller, Member (Joined the meeting at 8:45 am)

Members Absent:

Ed Urbanik, Treasurer
Skip Draper, Member

Also Present:

Jim Whipple, CEO/CFO OEDA
Diane Blanchard, OEDA Admin/MAP Manager
Kevin Zanner, Legal Counsel

The Meeting was called to order by Chairman Paul Hendel at 8:30 a.m.

I. Roll Call

Diane Blanchard called the roll of Members. A quorum of the Board was present. Fred Miller joined the meeting at 8:45 a.m. during the presentation of the proposed 2018 budget.

Paul Hendel reported that Kevin Diehl has retired from the Board. A new Board member is needed to fill the vacancy. The bylaws of the corporation require that the vacancy be filled by an individual operating a business in the eastern part of Orleans County. The Board discussed potential candidates and requested that Jim Whipple assemble a candidate list.

II. Approval of Previous Board Meeting Minutes August 10, 2017

The August 10, 2017 Board meeting minutes were reviewed. A motion was made to accept the meeting minutes as presented, by Kathy Blackburn, seconded by Bill Eick. Motion Passed.

III. Financials

LDC Account Balance & Financial Statements

Jim Whipple and Diane Blanchard reported on the LDC financials. The GOSC loan fund account as of 11/30/17 has a balance of \$181,453.49, the HUD unrestricted account has a balance of \$1702.23, the LDC account has a balance of \$50,200.96 and the savings account has a balance of \$115,663.38. Jim discussed the Balance Sheet and Profit & Loss reports.

Motion to accept financials made by Karen Sawicz, seconded by Tom Kuryla. Motion Passed.

Consideration of 2018 Operating Budget----Jim reviewed with the Board the proposed 2018 operating budget. He noted that the proposed 2018 budget is similar the 2017 budget.

Motion to approve the 2018 Operating Budget made by Kathy Blackburn, seconded by Tom Kuryla. Motion Passed.

IV. Legal---Nothing reported by Kevin Zanner.

V. Loans/Grants

Executive Session

Motion to go into Executive Session for the discussion of financial and credit matters of a person or corporation and to invite Diane Blanchard, Jim Whipple and Kevin Zanner to be present in Executive Session made by Kathy Blackburn, seconded by Mike Bonnewell. Motion Passed.

Motion to exit Executive Session made by Clark Godshall, seconded by Bill Eick. Motion Passed.

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

Loan Aging Report----Diane Blanchard reviewed the loan report with the Board.

VI. Operations Report

Board Report

Diane Blanchard reported the Fall MAP class graduated on November 14, 2017. Twelve participants received their certificate of completion. To date, 474 Orleans County Residents have completed the MAP training. She reported the Sourced Market & Eatery business is having a grand opening on December 14th at 11:00 a.m. Board members are invited to attend. There will also be a meet and greet for A & J's Bakery & BBQ Catering at their Arnold Gregory office on December 16th.

The CFA grant was approved on December 10, 2015 for \$200,000 and is complete. All the funds have been disbursed and 17 businesses were awarded grants.

ABO Training Requirements - Jim reported that the Public Authorities Law requires all Board members to complete Board member training within one year of their appointment. All members have completed the training.

VII. Projects

OCR Rent Subsidy and Grants Update – Jim and Diane reviewed the micro-grant program delivery and administration costs summary included in the Board meeting materials circulated in advance of the meeting. OCR grant program delivery funding to the LDC has decreased from \$30,000 in 2012 to \$18,400 in 2015, while program administration funding has remained steady at \$10,000. The cost to administer the 2015 grant was approximately \$35,000.00 over the amount that OCR provided for program administration and program delivery costs. The Board discussed ways to restructure the program to reduce administrative costs. The cost of administering grants will be revisited.

Update on Co-Sponsored Rent Subsidy Program with the Village of Albion---Jim reported that the Village of Albion approved a downtown rental assistance program in August for new businesses. The LDC partnered with the Village. Ron Vendetti is the main contact. To date, no applications have been received.

Review of Letter of Support- None

VIII. Old Business - None.

IX. New Business

Consider Meeting Schedule for 2018---Jim reviewed the 2018 meeting schedule with the Board.

Motion to accept the 2018 Board meeting schedule made by Kathy Blackburn, seconded by Fred Miller. Motion Passed.

X. Motion to Adjourn

Motion to adjourn at 9:10 am subject to Chairman's recall made by Fred Miller, seconded by Bill Eick. Motion Passed.

Next meeting scheduled for February 8, 2018.

**Respectfully Submitted,
Diane Blanchard**