

OEDA Board Meeting Minutes

March 4, 2022

121 N Main Street 2nd Floor Albion NY
Board Room
8:07 a.m.

Members Present:

John Misiti, Vice Chairman
Carol D'Agostino, Member
Ed Urbanik, Member
John Fitzak, Member
Skip Draper, Treasurer

Members Absent:

Paul Hendel, Chairman

Also Present:

Michael Dobell, CEO/CFO
Gabrielle Barone, Vice President Development
Diane Blanchard, MAP Business Coordinator
Kevin Zanner, OEDA Legal Counsel

Roll Call---- The meeting was called to order by John Misiti Paul Hendel at 8:07 a.m. Diane called the roll. Board members John Misiti, Ed Urbanik, John Fitzak, Carol D'Agostino and Skip Draper were present, constituting a quorum of the Board.

I. Approval of Board Meeting Minutes February 11, 2022 (Electronic)

The Board reviewed the draft minutes from the February 11, 2022 Board meeting. Skip Draper made a motion to approve the meeting minutes as presented. The motion was seconded by Ed Urbanik and unanimously carried (5-0-0).

II. Financial Reports

COIDA/ORLF Accept Monthly Financials

Michael Dobell presented the COIDA and ORLF financial reports for the month ending February 28, 2022. He noted that changes to the 2022 budget may be needed due to a delay in the closing on the Heritage Wind project. Skip Draper made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by John Fitzak and unanimously carried (5-0-0) **M0322-01.**

III. Report of Committees/Departments/Sites

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

Comfort Inn & Suites---Gabrielle reported that the hotel is planning for a soft opening in early March. The reservation system is up and running and are getting many reservations. They are waiting on the Satellite TV connection.

White Brothers Property (450 W. Oak Orchard Street) ---The developers of this property are seeking to redevelop the site for a possible residential project. The developer has retained BME to assist with site development planning. Michael and Gabrielle recently met with the developer.

Earth Tech---The Agency continues to work with Earth Tech on a potential project in the Holley Business Park. A further update is expected in two weeks.

Stockham Lumber---Stockham Lumber has entered into an agreement to purchase the former Snappy Complex. The location is expected to serve as a satellite site to the company's main facility in Holley. The company has submitted a preliminary application for incentives to the Agency.

Leadership Orleans—Gabrielle will be attending one of their meetings to discuss how the Orleans Economic Development operates on economic development projects.

Medina Business Park Lighting---Gabrielle reported the Village of Medina will be adding lighting to the park with assistance from the Village of Holley.

Workforce Development---Gabrielle continues to work with Kelly Kiebala on workforce development issues.

Rail Grants---Michael reported he continues to work with Kyle Brent on rail grant opportunities.

Project Updates – Michael presented the following project updates:

Heritage Wind—Michael reported that the project has been delayed due to the need for the developer to relocate six wind turbines.

Big Guys Camping---Michael reported the project closed and the Agency received a \$35,641.00 administrative fee.

Facilities/Sites

Grounds Keeping on Business Parks---Michael reported on the grounds keeping needed for all of the parks.

2016 CFA Matching Grant---Michael reported on the \$600,000 matching grant which was terminated, and additional grant opportunities that may become available for the Medina Business Park through Empire State Development.

Legal---No report.

MAP and LDC Report

Diane reported that the Spring Class starts on April 5th and ends on June 14th. 14 participants have signed up for the class.

Grants:

The last drawdown for the grant will be sent in shortly. The last two grants to be processed are Horsin 'Round for \$15,000 and Wild Flour Deli & Bakery for \$21,000 for a total of \$170,000.

Loans Status: Printed reports from 02/10/22 are available for review.

Total Funds in RLF account as of 02/28/22:

HUD unrestricted funds---\$8355.19

Five Star Money Market Account-Unrestricted Funds---\$79,285.08.

PILOT Report---Diane reported that there is one company (BOMET) that has not yet paid their County and Town PILOT payments.

Marketing --- Michael reported that the Agency will be scaling back on Marketing.

IV. Executive Session

A motion to enter into Executive Session to discuss the proposed sale of real property was made by John Fitzak, seconded by Carol D'Agostino. The motion was unanimously carried (5-0-0).

A motion to exit Executive Session was made by Skip Draper, seconded by Ed Urbanik. The motion was unanimously carried (5-0-0).

V. Unfinished Business----None.

VI. New Business

Approval of the 2021 Property Report

Michael presented the 2021 Property Report, which was reviewed by the Governance Committee and recommended for approval. Motion to approve the 2021 Property Report made by Ed Urbanik, seconded by Skip Draper and unanimously carried. **M0322-02**

Consideration of Guidelines and Policies

Investment Policy

Michael presented the Investment Policy, which was reviewed by the Governance Committee and recommended for approval. Motion to approve the Investment Policy made by Carol D'Agostino, seconded by Skip Draper and unanimously carried. **M0322-03.**

Property Disposal Guidelines

Michael presented the Property Disposal Guidelines, which were reviewed by the Governance Committee and recommended for approval. Motion to approve the Property Disposal Guideline made by John Fitzak, seconded by Carol D'Agostino and unanimously carried. **M0322-04.**

Procurement Policy

Michael presented the Procurement Policy, which was reviewed by the Governance Committee and recommended for approval. Motion to approve the Procurement Policy made by Carol D'Agostino, seconded by Ed Urbanik and unanimously carried. **M0322-05.**

Adjournment

Skip Draper made a motion to adjourn the meeting subject to Chairman's recall. The motion was seconded by John Fitzak and unanimously carried (5-0-0).

Respectfully Submitted,

Diane Blanchard