

# OEDA Meeting Board Minutes

August 11, 2017

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  
Ken Rush, Assistant Treasurer  
Ken DeRoller, Secretary  
John DeFilipps, Assistant Secretary  
Carol D'Agostino, Member

### **Also, Present:**

Jim Whipple, CEO/CFO  
Gabrielle Barone, Vice President Business Development  
Diane Blanchard, Micro-Enterprise Business Coordinator  
Kevin Zanner, OEDA Legal Counsel  
Chuck Nesbitt, Orleans County Chief Administrative Officer

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

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

### **II. Approval of Previous Board Meeting Minutes July 14, 2017 (Electronic)**

The July 14, 2017 Board meeting minutes were reviewed. A motion was made by John Misiti to accept the meeting minutes as presented, seconded by Skip Draper. Motion passed 6-0-1, with Chairman Hendel abstaining from the vote.

### **III. Financial Reports**

**COIDA**—The current Agency account balance as of 07/31/17 is \$23,051.36. All of the Agency accounts were discussed.

**ORLF**---The current ORLF account balance as of 07/31/17 is \$653,826.26. ORLF account/statements were reviewed.

**Motion to accept the OEDA and ORLF financials made by Ken DeRoller, seconded by Skip Draper. Motion Passed. M0817-01.**

**Discussion on Cash Flow---**Jim reported that the Agency received some State funding since the last Board meeting. The \$100,000 loan from the County will be restructured, which will further help the Agency's cash flow. Jim also reported he is working with the County Legislature for funding for OLRC projects, including the Sanderson Road project and the paving project for the Pride Pak site.

**PILOT Report** - Diane Blanchard reported that all PILOTs are current.

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

**Motion to go into Executive Session for the discussion of the financial and credit history 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 John Misiti, seconded by Carol D'Agostino. Motion Passed.**

**Motion to exit executive session made by Ken DeRoller, seconded by John Misiti. Motion Passed.**

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

#### **V. Report of Committees/Departments**

##### **Business Development**

**Takeform---**Gabrielle reported that Takeform's site plan, which includes a new parking lot to be located north of the current parking lot, was well received by the Village planning board. The OCR application for Takeform will not be acted upon until October. No site work can begin until OCR approval. The Power Proceeds funding application has been submitted. Takeform also accepted certain incentives for the project that were offered by ESD.

**Hotel Project---**Gabrielle reported that she has been in communication with both the developer and BriMark Builders regarding the hotel project. A conference call with the Village is scheduled to review the application.

##### **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.

**Yates Wind Farm**---In the investigation phase. Jim and Gabrielle met with Apex to discuss the IDA's wind project policy.

**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. Jim reported he received the write up for this project from H. Sicherman & Co.

**WNA Warehouse**--- This project is located in the Holley Business Park and is in the investigation phase. 45 new jobs are planned. Jim reported that to date no proposal has been submitted.

**MBP Infrastructure Project**---Jim reported cleanup is moving forward. Working on road topcoat and ditch.

**MBP-Strategic Plan Project**---Jim reported he received positive feedback on this application for CFA funding. CFA awards are typically announced in December.

**Review Letters of Support**---Jim reported that he is often asked to write letters of support for various economic development initiatives. He reviewed with the Board the following letters of support which were included in the Board meeting packet: (i) a letter of support directed to ESD regarding a GRE application for the establishment of a fund through the Upstate Revitalization Initiative for financing site developments; (ii) letters of support directed to the Village of Medina and Orleans County Legislature regarding a CFA application submitted by the Village of Medina and its Waterfront Development Committee for funding through the LWRP; and (iii) a letter of support for an application for planning grant assistance as it relates to the creation of a regional water system for Orleans County.

### **Facilities/Sites**

**MBP-North NYS Shovel Ready Certification**---- Jim reviewed with the Board the July 25, 2017 letter from ESD formally designating Medina Business Park as Build Now NY Shovel Ready Certified.

**Update on Holley Business Park Wetland Work**---Jim reported he is working with BME, Tony and the Army Corps of Engineers on HBP wetlands work.

**Legal**—Nothing reported by Kevin Zanner.

### **MAP and LDC Report.**

Diane reported the Fall MAP class will start again on September 12 and end on November 14. Diane has interviewed 6 participants to date. The class will be held at the Arnold Gregory Building.

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 a grant for Shawn Ramsey/Canalside Tattoo Co. on 8/4/17 the grant amount was \$10,000. She is also working with Tara Ashton/Bella Cosa, a furniture refurbishing business for \$5000, Dennis Button/Digital Ink Arts, a screen printing business for \$6,600, Marcell Taylor/Xquisite Cutz, a barber shop for \$5000, Jeff Maier/Buckshot Tannery for \$5000 and Darlene Hartway/Sourced Market Eatery, a farm market for \$5000. Once these have all been submitted the funds will be used up.

The GOSC loan fund account as of 07/31/17 has a balance of \$179,056.90; the HUD administrative account has a balance of \$308.43; the HUD unrestricted account has a balance of \$2720.66; the LDC money market account has a balance of \$133,080.75 and the LDC Grant loan fund has a balance of \$54,960.64.

Diane reported that due to the Bank of America closing its Albion branch, the Agency will be moving all public funds to Key Bank.

**Workforce Development Update/Article---**Jim reviewed with the Board a July 16, 2017 Washington Post article regarding the relocation of companies to big cities and the impact on suburban municipalities.

**Marketing Update ----**Mindful Media is working on a marketing video for the Agency.

## **VI. Unfinished Business**

**Discussion on Contractor/Supplier Data Base-** Jim reported that Mindful Media is working on integrating a contractor/supplier database into the OEDA website.

**Discussion on Real Property Exemption Section 487----** Kevin Zanner provided an overview of the real property tax exemption for wind energy projects under Section 487 of the New York Real Property Tax Law. Kevin explained that Section 487 of the New York Real Property Tax Law provides a 15-year exemption from real property tax for real property improved by a wind energy project. Individual taxing jurisdictions may “opt out” of the statute, prohibiting the exemption within the respective taxing jurisdiction. For taxing jurisdictions that have not opted out of Section 487, the statute authorizes taxing jurisdictions to require a PILOT from the property owner. Kevin also explained the distinction between the Section 487 exemption and the exemptions available for wind projects through the Agency. The Board discussed the importance of having local municipalities understand the Section 487 exemption as part of their evaluation of potential wind energy projects.

**Discussion on Procurement Policy---** Kevin Zanner reviewed with the Board a draft document setting forth proposed approval thresholds for Agency procurements, a copy of which was included in the Board meeting packet. The Board discussed the proposed thresholds. Jim confirmed that all checks require two signatures. It was suggested that an additional threshold be added to permit the CFO to make purchases of up to \$1000 without consultation with the Chair of the Audit & Finance Committee.

**VII. New Business**

**Discussion regarding Orleans County Members of the Finger Lakes Regional Economic Development Council---**Jim reported that Andrew Moreau resigned from the Finger Lakes Regional Economic Development Council. Two positions now need to be filled.

**VIII. Adjournment**

**Motion to adjourn subject to Chairman's recall was made by Carol D'Agostino, seconded by Skip Draper. Motion Passed.**

**Respectfully Submitted,  
Diane Blanchard**