



COIDA Board Meeting Agenda

Friday December 8, 2023 8:00 AM

Updated 11/15/23

- **Call COIDA Board meeting to order-Chair**
- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of Previous Board Meeting Minutes**
 - *November 17, 2023 Board Meeting Minutes(Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
 - *PILOT Report- Matt*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC Report - Matt
 - Legal – Kevin Zanner
 - Marketing – Michael
- **Executive Session – If Required – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 -
- **New Business**
 - *Consider change in Health insurance coverage for staff – Motion*
 - *Consider resolution of the 2024 staff compensation – Motion*
 - *Consider the proposed 2024 operating budget – Motion*
 - *Consider Resolution Authoring the reinstatement of certain lease agreements in connection with Medina Hospitality - Motion*
- **Adjournment**



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
November 30, 2023
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 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

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Public Transaction Basic [REDACTED] 1750
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 10-31-23	\$132,663.12
24 Subtractions	-37,464.10
Ending balance 11-30-23	\$95,199.02

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
3016	11-9	\$59.95	3022	11-20	5,232.18	3028	11-16	5.00
3017	11-9	318.95	3023	11-13	165.28	3029	11-20	104.02
3018	11-7	51.50	3024	11-13	163.02	3030	11-15	85.00
3019	11-6	2,396.20	3025	11-13	258.18	3031	11-15	45.00
3020	11-6	2,946.48	3026	11-22	137.37	3032	11-15	105.28
3021	11-9	2,196.00	3027	11-20	139.98	*3034	11-29	129.04
							Paper Checks Paid	\$14,538.43

Withdrawals Date	Serial #	Location	Amount
11-2		Direct Withdrawal, 9102716322 Cons Coll	\$656.34
11-9		Direct Withdrawal, Paychex-Rcx Payroll	7,863.62*
11-9		Direct Withdrawal, Paychex Tps Taxes	3,419.25
11-10		Direct Withdrawal, Paychex Eib Invoice	187.20
11-22		Direct Withdrawal, Paychex Payroll	7,379.98*
11-22		Direct Withdrawal, Paychex Tps Taxes	3,419.28
Total subtractions			\$37,464.10

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12/04/23

Orleans Economic Development Agency
Reconciliation Summary
200.001 - OEDA Agency Checking, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	132,663.12
Cleared Transactions	
Checks and Payments - 29 Items	<u>-37,464.10</u>
Total Cleared Transactions	<u>-37,464.10</u>
Cleared Balance	<u>95,199.02</u>
Uncleared Transactions	
Checks and Payments - 8 Items	-3,600.28
Deposits and Credits - 2 Items	<u>144.53</u>
Total Uncleared Transactions	<u>-3,455.75</u>
Register Balance as of 11/30/2023	<u>91,743.27</u>
New Transactions	
Checks and Payments - 3 Items	<u>-10,196.00</u>
Total New Transactions	<u>-10,196.00</u>
Ending Balance	<u>81,547.27</u>

1:55 PM

12/04/23

Orleans Economic Development Agency
Reconciliation Detail
200.001 - OEDA Agency Checking, Period Ending 11/30/2023

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						132,663.12
Cleared Transactions						
Checks and Payments - 29 Items						
Check	11/01/2023	3020	HurwitzFine PC	X	-2,946.48	-2,946.48
Check	11/01/2023	3019	HurwitzFine PC	X	-2,396.20	-5,342.68
Check	11/01/2023	3021	Village of Albion (v)	X	-2,196.00	-7,538.68
Check	11/01/2023	3017	Print Enterprises Inc.	X	-318.95	-7,857.63
Check	11/01/2023	3016	Print Enterprises Inc.	X	-59.95	-7,917.58
Check	11/01/2023	3018	Indoff Incorporated	X	-51.50	-7,969.08
Liability Check	11/02/2023	To Print	NYS & Local Retire...	X	-656.34	-8,625.42
Check	11/08/2023	3022	Orleans Co. Treasu...	X	-5,232.18	-13,857.60
Check	11/08/2023	3025	Key Bank	X	-258.18	-14,115.78
Check	11/08/2023	3023	Key Bank	X	-165.28	-14,281.06
Check	11/08/2023	3024	Key Bank	X	-163.02	-14,444.08
Check	11/08/2023	3027	Spectrum Enterprise	X	-139.98	-14,584.06
Check	11/08/2023	3026	Pitney Bowes Glob...	X	-137.37	-14,721.43
Check	11/08/2023	3029	U.S. Bank Equipme...	X	-104.02	-14,825.45
Check	11/08/2023	3030	Roush C.P.A. PC	X	-85.00	-14,910.45
Check	11/08/2023	3031	CH PC	X	-45.00	-14,955.45
Check	11/08/2023	3028	Health Economlcs ...	X	-5.00	-14,960.45
Paycheck	11/10/2023		Gabrielle L Barone	X	-2,889.84	-17,850.29
Paycheck	11/10/2023		Michael R Dobell	X	-2,605.21	-20,455.50
Paycheck	11/10/2023		Mathew R Holland	X	-1,868.57	-22,324.07
Paycheck	11/10/2023		James R Whipple	X	-500.00	-22,824.07
Liability Check	11/15/2023		Paychex	X	-3,419.25	-26,243.32
Check	11/15/2023	3032	Michael R Dobell	X	-105.28	-26,348.60
Check	11/22/2023	3034	Verizon Wireless	X	-129.04	-26,477.64
Paycheck	11/24/2023		Gabrielle L Barone	X	-2,889.84	-29,367.48
Paycheck	11/24/2023		Michael R Dobell	X	-2,621.59	-31,989.07
Paycheck	11/24/2023		Mathew R Holland	X	-1,868.55	-33,857.62
Liability Check	11/27/2023		Paychex	X	-3,419.28	-37,276.90
Check	12/11/2023		Paychex	X	-187.20	-37,464.10
Total Checks and Payments					-37,464.10	-37,464.10
Total Cleared Transactions					-37,464.10	-37,464.10
Cleared Balance					-37,464.10	95,199.02
Uncleared Transactions						
Checks and Payments - 8 Items						
General Journal	11/16/2022	Post...			-76.35	-76.35
Liability Check	07/18/2023	2916	Orleans Co. Treasu...		-48.72	-125.07
Liability Check	08/01/2023	2923	Orleans Co. Treasu...		-1.74	-126.81
Liability Check	08/29/2023	2987	Orleans Co. Treasu...		-48.72	-175.53
Check	10/25/2023	3015	Mathew R Holland		-19.35	-194.88
Check	11/22/2023	3033	Albion Agencies, Inc.		-1,269.00	-1,463.88
Check	11/29/2023	3036	HurwitzFine PC		-1,635.00	-3,098.88
Check	11/29/2023	3035	HurwitzFine PC		-501.40	-3,600.28
Total Checks and Payments					-3,600.28	-3,600.28
Deposits and Credits - 2 Items						
General Journal	04/12/2017	Posta...			21.18	21.18
General Journal	10/24/2022	Post...			123.35	144.53
Total Deposits and Credits					144.53	144.53
Total Uncleared Transactions					-3,455.75	-3,455.75
Register Balance as of 11/30/2023					-40,919.85	91,743.27

1:55 PM
12/04/23

Orleans Economic Development Agency
Reconciliation Detail
200.001 · OEDA Agency Checking, Period Ending 11/30/2023

Type	Date	Num	Name	Ctr	Amount	Balance
New Transactions						
Checks and Payments - 3 Items						
Check	12/06/2023	3038	Mindful Media Group		-4,000.00	-4,000.00
Check	12/06/2023	3039	Mindful Media Group		-4,000.00	-8,000.00
Check	12/06/2023	3040	Village of Alblon (v)		-2,196.00	-10,196.00
Total Checks and Payments					-10,196.00	-10,196.00
Total New Transactions					-10,196.00	-10,196.00
Ending Balance					-51,115.85	81,547.27



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 P.O. Box 93885
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Public Sector Statement
November 30, 2023
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COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Pilot

Public Transaction ~~852348282~~
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 10-31-23	\$0.01
2 Additions	+14,690.86
Ending balance 11-30-23	\$14,690.87

Additions

Deposits	Date	Serial #	Source	
	11-13		Direct Deposit, Bomet Recovery Lvendor Pmt	\$4,556.82
	11-27		Deposit Branch 0290 New York	10,134.04
Total additions				\$14,690.86

wire transfer

Fees and charges

See your Account Analysis statement for details.

Account messages

DEPOSIT ACCOUNT AGREEMENT CHANGES
 We've updated Section 6 of our Deposit Account Agreement to reflect how we are processing certain ATM and Debit Card Transactions. For more information, please call 1-888-KEY-4BIZ@ (1-888-539-4249). For clients using a TDD/TTY device, please call 1-800-539-8336.

*Reconciled
 Must follow
 12/1/23*

12:16 PM

12/04/23

Orleans Economic Development Agency
Reconciliation Summary
200.003 · OEDA PILOT Checking, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	0.01
Cleared Transactions	
Deposits and Credits - 2 Items	<u>14,690.86</u>
Total Cleared Transactions	<u>14,690.86</u>
Cleared Balance	<u><u>14,690.87</u></u>
Uncleared Transactions	
Checks and Payments - 1 Item	-10,134.04
Deposits and Credits - 1 Item	<u>0.00</u>
Total Uncleared Transactions	<u>-10,134.04</u>
Register Balance as of 11/30/2023	<u>4,556.83</u>
Ending Balance	<u><u>4,556.83</u></u>

12:16 PM

12/04/23

Orleans Economic Development Agency
Reconciliation Detail
200.003 - OEDA PILOT Checking, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.01
Cleared Transactions						
Deposits and Credits - 2 Items						
Payment	11/27/2023	004150	Pride Pak Inc PILOT	X	10,134.04	10,134.04
Payment	11/30/2023		BOMET Property L...	X	4,556.82	14,690.86
Total Deposits and Credits					<u>14,690.86</u>	<u>14,690.86</u>
Total Cleared Transactions					<u>14,690.86</u>	<u>14,690.86</u>
Cleared Balance					14,690.86	14,690.87
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	11/29/2023	900	Medina Central Sch...		-10,134.04	-10,134.04
Total Checks and Payments					<u>-10,134.04</u>	<u>-10,134.04</u>
Deposits and Credits - 1 Item						
Check	09/06/2023	890	Medina Central Sch...		0.00	0.00
Total Deposits and Credits					<u>0.00</u>	<u>0.00</u>
Total Uncleared Transactions					<u>-10,134.04</u>	<u>-10,134.04</u>
Register Balance as of 11/30/2023					<u>4,556.82</u>	<u>4,556.83</u>
Ending Balance					<u>4,556.82</u>	<u>4,556.83</u>



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 P.O. Box 93885
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Public Sector Statement
November 30, 2023
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X 809 00000 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Public Savings ~~XXXXXXXXXX~~ 1777
 COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
 OEDA COUNTY FUNDS ACCOUNT

Beginning balance 10-31-23	\$100,030.68
Interest paid	+32.90
Ending balance 11-30-23	\$100,063.58

Interest earned

Annual percentage yield (APY) earned	0.40%
Number of days this statement period	30
Interest paid 11-30-23	\$32.90
Interest earned this statement period	\$32.89
Interest paid year-to-date	\$63.58

Account messages

DEPOSIT ACCOUNT AGREEMENT CHANGES
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*Reconciled
 12/14/23
 Mutt Holland*

12:05 PM

12/04/23

Orleans Economic Development Agency
Reconciliation Summary
200.006 · OEDA County Fund Acct, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	100,030.68
Cleared Transactions	
Deposits and Credits - 1 Item	<u>32.90</u>
Total Cleared Transactions	<u>32.90</u>
Cleared Balance	<u>100,063.58</u>
Register Balance as of 11/30/2023	100,063.58
Ending Balance	100,063.58

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12/04/23

Orleans Economic Development Agency
Reconciliation Detail
200.006 · OEDA County Fund Acct, Period Ending 11/30/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Cir</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						100,030.68
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2023			X	32.90	32.90
Total Deposits and Credits					32.90	32.90
Total Cleared Transactions					32.90	32.90
Cleared Balance					32.90	100,063.58
Register Balance as of 11/30/2023					32.90	100,063.58
Ending Balance					32.90	100,063.58

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.12/04/23

Accrual Basis

Orleans Economic Development Agency Balance Sheet Prev Year Comparison w/PILOT

As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 - Cash Accounts				
CD- 09/2023	365,999.99	0.00	365,999.99	100.0%
200.006 - OEDA County Fund Acct	100,063.58	465,999.99	-365,936.41	-78.5%
200.001 - OEDA Agency Checking	91,930.47	103,391.44	-11,460.97	-11.1%
200.003 - OEDA PILOT Checking	4,556.83	0.00	4,556.83	100.0%
Total 200 - Cash Accounts	562,550.87	569,391.43	-8,840.56	-1.2%
Cash Restricted				
Agency 3rd Party PILOT Account	0.00	465,946.54	-465,946.54	-100.0%
Total Cash Restricted	0.00	465,946.54	-465,946.54	-100.0%
Total Checking/Savings	562,550.87	1,035,337.97	-472,787.10	-45.7%
Accounts Receivable				
385 - Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 - Accounts Receivable	976.02	5,476.02	-4,500.00	-82.2%
381 - PILOT Receivable	-2,500.00	2,000.00	-4,500.00	-225.0%
Total Accounts Receivable	-1,523.98	10,573.84	-12,097.82	-114.4%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 - Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 - Prepaid expenses				
480.001 - Express Mail Corporate Account	131.15	158.75	-27.60	-17.4%
Total 480 - Prepaid expenses	131.15	158.75	-27.60	-17.4%
Total Other Current Assets	72,957.30	72,984.90	-27.60	0.0%
Total Current Assets	633,984.19	1,118,896.71	-484,912.52	-43.3%
Fixed Assets				
101 - Land				
101.002 - Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 - Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 - Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 - Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 - Land - Other	61,065.09	83,964.50	-22,899.41	-27.3%
Total 101 - Land	635,056.75	657,956.16	-22,899.41	-3.5%
104 - Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 - Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	635,056.75	657,956.16	-22,899.41	-3.5%
Other Assets				
215 - Payment transfer to OLRC/OEDA/	8,772.50	-6,227.50	15,000.00	240.9%
399 - Deferred Outflow of Resources	164,922.00	135,803.00	19,119.00	14.1%
Total Other Assets	163,694.50	129,575.50	34,119.00	26.3%
TOTAL ASSETS	1,432,735.44	1,806,428.37	-473,692.93	-24.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
400 - Deferred Inflow of Resources	125,248.00	75,785.00	49,463.00	65.3%
604 - Cash Held on Behalf of Others	43,612.37	520,998.03	-477,385.66	-91.6%
Due to OLRC	266,704.39	166,704.39	100,000.00	60.0%
601 - Accrued Liabilities	9,423.96	9,637.12	-213.16	-2.2%
602 - Payroll Deductions				
602.100 - Company Liabilities				
602.105 - Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 - Company Liabilities	-48.72	0.00	-48.72	-100.0%

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12/04/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
 As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
602.200 · Employee Deductions				
602.204 · NYS Withholding - Emp.	-48.72	0.00	-48.72	-100.0%
602.205 · NYS & Local Retirement	-7,380.46	-11,746.01	4,365.55	37.2%
602.206 · Cafeteria Plan	3,518.92	3,427.15	91.77	2.7%
Total 602.200 · Employee Deductions	-3,910.26	-8,318.86	4,408.60	53.0%
602 · Payroll Deductions - Other	1,145.62	1,172.70	-27.08	-2.3%
Total 602 · Payroll Deductions	-2,813.36	-7,146.16	4,332.80	60.6%
631 · Due to Other Governments				
631.001 · PILOTs payable	4,556.82	4,152.02	404.80	9.8%
Total 631 · Due to Other Governments	4,556.82	4,152.02	404.80	9.8%
Total Other Current Liabilities	448,732.18	770,130.40	-323,398.22	-42.0%
Total Current Liabilities	448,732.18	770,130.40	-323,398.22	-42.0%
Long Term Liabilities				
680 · Pension Liability	-35,929.00	245.00	-36,174.00	-14,764.9%
Loan Payable - LT				
Cardone Trust Note Payable	0.00	-0.18	0.18	100.0%
Total Loan Payable -LT	0.00	-0.18	0.18	100.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	500,000.00	0.00	0.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	500,000.00	0.00	0.0%
Total Long Term Liabilities	464,071.00	500,244.82	-36,173.82	-7.2%
Total Liabilities	910,803.18	1,270,375.22	-359,572.04	-28.3%
Equity				
908 · Transfer from OLRC	707,500.00	567,500.00	140,000.00	24.7%
909.001 · Retained Earnings	-11,321.13	99,315.48	-110,636.61	-111.4%
Net Income	-174,246.81	-30,762.33	-143,484.28	-466.4%
Total Equity	521,932.26	636,053.16	-114,120.89	-17.8%
TOTAL LIABILITIES & EQUITY	1,432,735.44	1,906,428.37	-473,692.93	-24.9%

2:10 PM

12/04/23

Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
CD - 09/2023	365,999.99	0.00	365,999.99	100.0%
200.006 · OEDA County Fund Acct	100,063.58	465,999.99	-365,936.41	-78.5%
200.001 · OEDA Agency Checking	91,930.47	103,391.44	-11,460.97	-11.1%
Total 200 · Cash Accounts	557,994.04	569,391.43	-11,397.39	-2.0%
Cash Restricted				
Agency 3rd Party PILOT Account	0.00	465,946.54	-465,946.54	-100.0%
Total Cash Restricted	0.00	465,946.54	-465,946.54	-100.0%
Total Checking/Savings	557,994.04	1,035,337.97	-477,343.93	-46.1%
Accounts Receivable				
385 · Interest & Penalties-A/R	0.00	3,097.82	-3,097.82	-100.0%
380 · Accounts Receivable	976.02	5,476.02	-4,500.00	-82.2%
Total Accounts Receivable	976.02	8,573.84	-7,597.82	-88.6%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	131.15	158.75	-27.60	-17.4%
Total 480 · Prepaid expenses	131.15	158.75	-27.60	-17.4%
Total Other Current Assets	72,957.30	72,984.90	-27.60	0.0%
Total Current Assets	631,927.36	1,116,896.71	-484,969.35	-43.4%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	61,065.09	83,964.50	-22,899.41	-27.3%
Total 101 · Land	635,056.75	657,956.16	-22,899.41	-3.5%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	635,056.75	657,956.16	-22,899.41	-3.5%
Other Assets				
215 · Payment transfer to OLRC/OEDA/	8,772.50	-6,227.50	15,000.00	240.9%
399 · Deferred Outflow of Resources	154,922.00	135,803.00	19,119.00	14.1%
Total Other Assets	163,694.50	129,575.50	34,119.00	26.3%
TOTAL ASSETS	1,430,678.61	1,904,428.37	-473,749.76	-24.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
400 · Deferred Inflow of Resources	125,248.00	75,785.00	49,463.00	65.3%
604 · Cash Held on Behalf of Others	43,612.37	520,998.03	-477,385.66	-91.8%
Due to OLRC	266,704.39	166,704.39	100,000.00	60.0%
601 · Accrued Liabilities	9,423.96	9,637.12	-213.16	-2.2%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.105 · Disability Insurance	-48.72	0.00	-48.72	-100.0%
Total 602.100 · Company Liabilities	-48.72	0.00	-48.72	-100.0%
602.200 · Employee Deductions				
602.204 · NYS Withholding - Emp.	-48.72	0.00	-48.72	-100.0%
602.205 · NYS & Local Retirement	-7,380.46	-11,746.01	4,365.55	37.2%
602.206 · Cafeteria Plan	3,518.92	3,427.15	91.77	2.7%
Total 602.200 · Employee Deductions	-3,910.26	-8,318.86	4,408.60	53.0%

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 12/04/23
 Accrual Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
 As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
602 - Payroll Deductions - Other	1,145.62	1,172.70	-27.08	-2.3%
Total 602 - Payroll Deductions	-2,813.36	-7,146.16	4,332.80	60.6%
Total Other Current Liabilities	442,175.36	765,978.38	-323,803.02	-42.3%
Total Current Liabilities	442,175.36	765,978.38	-323,803.02	-42.3%
Long Term Liabilities				
680 - Pension Liability	-35,929.00	245.00	-36,174.00	-14,764.9%
Loan Payable - LT				
Cardone Trust Note Payable	0.00	-0.18	0.18	100.0%
Total Loan Payable - LT	0.00	-0.18	0.18	100.0%
689 - Other Long Term Debt (spec)				
689.003 - Loan Payable - Orleans Co.	500,000.00	500,000.00	0.00	0.0%
Total 689 - Other Long Term Debt (spec)	500,000.00	500,000.00	0.00	0.0%
Total Long Term Liabilities	464,071.00	500,244.82	-36,173.82	-7.2%
Total Liabilities	906,246.36	1,266,223.20	-359,976.84	-28.4%
Equity				
908 - Transfer from OLRC	707,500.00	567,500.00	140,000.00	24.7%
909.001 - Retained Earnings	-11,321.13	99,315.48	-110,636.61	-111.4%
Net Income	-174,246.61	-30,762.33	-143,484.28	-466.4%
Total Equity	521,932.26	636,053.15	-114,120.89	-17.9%
TOTAL LIABILITIES & EQUITY	1,428,178.62	1,902,276.35	-474,097.73	-24.9%

Orleans Economic Development Agency
Profit & Loss Budget Performance
November 2023

	Nov 23	Budget	Jan - Nov 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
980 - Revenues					
2116 - Fees (specify)					
2116.07 Administrative Fee	0.00		56,008.51		
2116.01 - Application Fees	0.00		60.25		
2116.02 - PILOT Fees & Penalties	0.00		10,000.00		
2116.03 - Economic Development Fees	0.00		23,670.24		
2116.04 - Consulting	0.00		5,667.13		
2116.05 - Service Charge	0.00		-11.00		
Total 2116 - Fees (specify)	0.00		95,695.13		
2401 - Interest & Earnings	32.90		63.59		
2706 - Grants from Local Governments					
2706.02 - Grants from Local Govts - Other	0.00		214,500.00		
Total 2706 - Grants from Local Governments	0.00		214,500.00		
2770 - Other Unclassified Revenue					
2770.1 - Misc. Reimbursements	0.00		3,986.52		
2770.2 - Misc. Income	300.00		427.07		
Total 2770 - Other Unclassified Revenue	300.00		4,413.59		
Total 980 - Revenues	332.90		314,572.31		
Total Income	332.90		314,572.31		
Gross Profit	332.90		314,572.31		
Expense					
622 - Expenses					
6460 - Administration					
6460.1 - Salaries & related expenses					
6460.11 - Salaries & wages	21,272.50		271,019.06		
6460.12 - Other Payroll Expenses	0.00		580.16		
6460.13 - Social Security Expense	1,283.12		16,522.85		
6460.14 - Fed Unemp Tax Exp	0.00		258.93		
6460.15 - Medicare Exp.	300.08		3,864.24		
6460.16 - NYS Re-Employment	0.00		46.98		
6460.17 - NYS Unemploy. Ins.	0.00		796.12		
6460.18 - Disability Only Self-Ins	0.00		5,079.18		
Total 6460.1 - Salaries & related expenses	22,855.70		298,167.52		
6460.4 - Contractual Expenses					
-4.100 - Other personnel expenses					
-4.101 - Legal fees	7,479.08		50,467.89		
-4.102 - Accounting fees	85.00		850.00		
-4.103 - Consultant Services	0.00		14,866.00		
-4.105 - Payroll Services	0.00		1,988.29		
-4.107 - Professional fees - other	50.00		12,332.24		
Total -4.100 - Other personnel expenses	7,614.08		80,506.42		
-4.200 - Non-personnel expenses					
-4.201 - Supplies	107.65		1,711.69		
-4.202 - Telephone & telecommunications	719.72		6,902.51		
-4.203 - Postage, shipping, delivery	57.50		521.23		
-4.204 - Equip rental & maintenance	241.39		3,074.30		
-4.205 - Printing & copying	376.80		1,248.78		
-4.206 - Books, subscriptions, reference	11.99		470.08		
-4.207 - Advertising expenses	0.00		1,102.49		
-4.208 - Marketing	0.00		9,507.33		
Total -4.200 - Non-personnel expenses	1,517.15		26,538.41		
-4.300 - Occupancy expenses					
-4.301 - Rent, parking, other occupancy	2,188.00		21,932.35		
Total -4.300 - Occupancy expenses	2,188.00		21,932.35		
-4.700 - Travel & training					
-4.701 - Travel	9.55		3,721.39		
-4.704 - Meals	105.87		1,460.36		
-4.700 - Travel & training - Other	0.00		555.00		
Total -4.700 - Travel & training	115.42		5,736.75		
-4.800 - Misc expenses					
-4.802 - Insurance - non-employee	1,269.00		4,108.20		
-4.803 - Membership dues - organization	0.00		25.00		
-4.805 - Outside computer services	0.00		1,420.95		
-4.800 - Misc expenses - Other	0.00		3,603.69		
Total -4.800 - Misc expenses	1,269.00		9,056.04		
6460.4 - Contractual Expenses - Other	0.00		1,121.01		
Total 6460.4 - Contractual Expenses	12,711.65		144,890.98		

2:11 PM
 12/04/23
 Accrual Basis

Orleans Economic Development Agency
 Profit & Loss Budget Performance
 November 2023

	Nov 23	Budget	Jan - Nov 23	YTD Budget	Annual Budget
6460.8 - Employee Benefits					
6460.81 - Health Insurance	5,232.18		48,460.42		
Total 6460.8 - Employee Benefits	5,232.18		48,460.42		
Total 6460 - Administration	40,799.53		491,518.92		
Total 522 - Expenses	40,799.53		491,518.92		
Total Expense	40,799.53		491,518.92		
Net Ordinary Income	-40,466.63		-176,946.61		
Other Income/Expense					
Other Income					
Office Space Rental	0.00		2,700.00		
Total Other Income	0.00		2,700.00		
Net Other Income	0.00		2,700.00		
Net Income	-40,466.63		-174,246.61		

General Information	PPO 800 (Current Plan)	Platinum EX Plus	Gold 7100EX
Deductible (In-network)	N/A	N/A	\$1,600 single / \$3,200 family
Deductible Administration Type	N/A	N/A	True Family
Coinurance (In-network)	N/A	N/A	0% after deductible
Out-of-Pocket Maximum (In-network)	\$6,350 single / \$12,700 family	\$5,000 single / \$10,000 family	\$6,250 single / \$12,500 family
OOP Max Administration Type	Embedded	Embedded	Embedded
Preventive/Routine Services	Covered in full	Covered in full	Covered in full
Primary Care Physician	\$20 copay	\$10 copay	\$20 after deductible
Specialist	\$20 copay	\$30 copay	\$40 after deductible
Telemedicine	\$20 copay	\$0 copay through Well360	\$0 copay through Well360
Emergency Room	\$50 copay	\$250 copay (waived if admitted)	\$200 copay after deductible (waived if admitted)
Urgent Care	\$35 copay	\$100 copay	\$50 copay after deductible
Ambulance	\$50 copay	\$250 copay	\$200 copay after deductible (waived if admitted)
Inpatient Hospital	\$250 copay	\$500 copay	\$500 copay after deductible
Labs	\$20 copay	\$15 copay	\$40 copay after deductible
Prescription	\$10/\$20/\$40	\$5/\$30/50%	\$5/\$30/50% (after deductible)
Mail Order Rx	3 copays per 90 day supply	\$12.50/\$75/42%	\$12.50/\$75/42% (after deductible)
Adult Eye Exam	Covered in full	Vision discount	Vision discount
Network	PPO Network	WNY POS 200 network locally, local PCP required, access to national network	WNY POS 200 network locally, local PCP required, access to national network
Dental (Add on plan)	None	\$2,000 in coverage	\$2,000 in Coverage

Current Rate \$1,744.06 \$891.48 \$752.44
2024 Rate \$1,887.17 \$32,093.28 \$27,087.84
Agency Cost (Year) \$67,938.00
Savings w/ move to Ex Plus \$35,844.72
EE Stipend to offset higher copays \$9,086.31
Net \$26,758.41

Resolution #:

RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY ("COIDA") APPROVING THE COMPENSATION OF COIDA STAFF.

WHEREAS, the COIDA is in need of staff and pursuant to Section 858 of the New York General Municipal Law and COIDA's Compensation, Reimbursement and Attendance Policy, OCIDA's Board is authorized to fix compensation levels for its employees,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the COIDA approves staff compensation as follows:
 CEO/CFO - \$107,188.01 on an annualized basis
 VP Business Development - \$116,395.86 on an annualized basis
 Manager/ Small Business Liaison – \$68,961.00 on an annualized basis
2. Continue to provide paid single health care insurance as issued by Orleans County
3. That all the compensation levels set forth in this resolution shall be effective January 1, 2024 and shall remain in effect until changed by the COIDA Board.
4. This resolution shall take effect immediately.

The above resolution was offered by _____, who moved its adoption, seconded by _____

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Craig Tuohey	[]	[]	[]	[]
Merle Draper	[]	[]	[]	[]
John Fitzak	[]	[]	[]	[]
Carol D'Agostino	[]	[]	[]	[]
John Misiti	[]	[]	[]	[]
Ed Ubanik	[]	[]	[]	[]
Jeff Martin	[]	[]	[]	[]

ADOPTED:

Orleans Economic Development Agency Profit & Loss Budget Performance

County of Orleans Industrial Development Agency 2024 Proposed Operating Budget

Updated: 12/1/2023

	Jan - Oct 2023	Est 2023 Totals	2023 Annual Budget	2024 Annual Budget	Change 2024-2023	Comments
980 · Revenues						
2116 · Fees (specify)						
2116.07 Administrative Fee	56,008.51	56,008.51	10,000.00	10,000.00	0.00	
2116.01 Application Fees	60.25	60.25	10,000.00	10,000.00		
2116.02 PILOT Fees & Penalties	10,000.00	10,000.00				
2116.03 · Economic Development Fees	23,670.24	23,670.24	425,000.00	385,000.00	-40000.00	
2116.05 Service Charge	-11.00	-11.00				
2116.04 · Consulting	5,867.13	9,000.00	10,000.00	15,000.00	5000.00	
Total 2116 · Fees (specify)	<u>95,595.13</u>	<u>98,728.00</u>	<u>455,000.00</u>	<u>420,000.00</u>	<u>-35,000.00</u>	
2410 · Rental of Real Property	2,700.00	3,600.00	3,600.00	3,600.00	0.00	H&F
2401 - Interest & Earnings	30.69					
2706 · Grants from Local Governments						
2706.01 · Local Support	0.00	0.00	15,500.00	15,000.00	-500.00	
2706.02 · Grants from Local Govts - Other	214,500.00	214,500.00	200,000.00	200,000.00	0.00	County
Total 2706 · Grants from Local Governments	<u>214,500.00</u>	<u>214,500.00</u>	<u>215,500.00</u>	<u>215,000.00</u>	<u>-500.00</u>	
2770 · Other Unclassified Revenue						
2770.1 · Misc. Reimbursements	3,986.52	3,986.52	300.00	300.00	0.00	
2770.2 · Misc. Income	127.07	427.07	15,000.00	15,000.00	0.00	
Total 2770 · Other Unclassified Revenue	<u>4,113.59</u>	<u>4,413.59</u>	<u>15,300.00</u>	<u>15,300.00</u>	<u>0.00</u>	
Total 980 · Revenues	<u>316,939.41</u>	<u>321,241.59</u>	<u>689,400.00</u>	<u>653,900.00</u>	<u>-35,500.00</u>	
522 · Expenses						
6460 · Administration						
6460.1 · Salaries & related expenses						
6460.11 · Salaries & wages	249,746.56	287,717.34	303,075.71	292,544.00	(10,531.71)	5% Increase.
6460.12 · Other Payroll Expenses	580.16	600.00	0.00	600.00		

Orleans Economic Development Agency Profit & Loss Budget Performance

	Jan - Oct 2023	Est 2023 Totals	2023 Annual Budget	2024 Annual Budget	Change 2024-2023	Comments
6460.13 · Social Security Expense	15,239.73	18,287.68	18,264.85	18,594.00	329.15	
6460.14 · Fed Unemp Tax Exp	258.93	310.72	292.16	315.93	23.77	
6460.15 · Medicare Exp.	3,564.16	4,145.34	4,660.13	4,214.89	(445.24)	
6460.16- NYS Re-Employment	46.98	46.98		50.00		
6460.17 · NYS Unemploy. Ins.	796.12	955.34	1,407.67	971.37	(436.30)	
6460.18 · Disability Cnty Self-Ins	5,079.18	5,079.18	3,000.00	5,000.00	2,000.00	
Total 6460.1 · Salaries & related expenses	275,311.82	317,142.58	330,700.52	322,290.19	-9,060.33	
6460.3 · Depreciation & amortization exp						
6460.31 · Deprec & amort - allowable	0.00	0.00	6,000.00	0.00	-6000.00	
Total 6460.3 · Depreciation & amortization exp	0.00	0.00	6,000.00	0.00	-6,000.00	
6460.4 · Contractual Expenses						
~4.100 · Other personnel expenses						
~4.101 · Legal fees	42,988.81	57,000.00	60,000.00	60,000.00	0.00	
~4.102 · Accounting fees	765.00	1,200.00	6,600.00	10,020.00	3420.00	
~4.103 · Consultant Services	14,868.00	16,500.00	10,000.00	10,000.00	0.00	
~4.105 · Payroll Services	1,988.29	2,250.00	2,500.00	2,500.00	0.00	
~4.107 · Professional fees - other	12,282.24	12,500.00	15,000.00	15,000.00	0.00	
Total ~4.100 · Other personnel expenses	72,892.34	89,450.00	94,100.00	97,520.00	3,420.00	
~4.200 · Non-personnel expenses						
~4.201 · Supplies	1,604.04	2,000.00	3,500.00	2,500.00	(1,000.00)	
~4.202 · Telephone & telecommunications	8,182.79	9,000.00	8,500.00	7,000.00	(1,500.00)	
~4.203 · Postage, shipping, delivery	463.73	600.00	750.00	750.00	-	
~4.204 · Equip rental & maintenance	2,832.91	3,200.00	3,000.00	3,000.00	-	
~4.205 · Printing & copying	869.88	1,500.00	200.00	1,000.00	800.00	
~4.206 · Books, subscriptions, reference	458.00	500.00	300.00	500.00	200.00	
~4.207 · Advertising expenses	1,102.49	1,500.00	6,500.00	5,000.00	(1,500.00)	
~4.208 · Marketing	9,507.33	20,000.00	50,000.00	50,000.00	-	
4210 · Web Site Maintenance	0.00	0.00	1,000.00	1,000.00	-	
Total ~4.200 · Non-personnel expenses	25,021.17	38,300.00	73,750.00	70,750.00	-3,000.00	

Orleans Economic Development Agency Profit & Loss Budget Performance

	Jan - Oct 2023	Est 2023 Totals	2023 Annual Budget	2024 Annual Budget	Change 2024-2023	Comments
~4.300 · Occupancy expenses						
~4.301 · Rent, parking, other occupancy	19,736.35	25,764.00	26,536.00	26,536.00	0.00	
Total ~4.300 · Occupancy expenses	<u>19,736.35</u>	<u>25,764.00</u>	<u>26,536.00</u>	<u>26,536.00</u>	<u>0.00</u>	
~4.500 · Property Management Expense						
4.505 · 121 N Main St	0.00	0.00	200.00	200.00	-	
Total ~4.500 · Property Management Expense	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>	
~4.700 · Travel & training						
~4.701 · Travel	3,711.84	4,000.00	3,000.00	4,000.00	1000.00	
~4.702 · Conference, convention, meeting	0.00	0.00	1,500.00	1,500.00	0.00	
~4.703 · Staff development	0.00	0.00	5,000.00	2,000.00	-3000.00	
~4.700 · Travel & Training - Other	555.00	1,000.00	0.00	1,000.00	1000.00	
~4.704 · Meals	1,354.49	1,500.00	2,500.00	2,000.00	-500.00	
Total ~4.700 · Travel & training	<u>5,621.33</u>	<u>6,500.00</u>	<u>12,000.00</u>	<u>10,500.00</u>	<u>-1,500.00</u>	
~4.800 · Misc expenses						
~4.802 · Insurance - non-employee	2,837.20	4,106.00	2,500.00	2,500.00	0.00	
~4.803 · Membership dues - organization	25.00	125.00	11,000.00	11,000.00	0.00	
~4.805 · Outside computer services	1,420.95	1,500.00	1,100.00	1,100.00	0.00	
~4.807 · Other expenses	0.00	0.00	500.00	250.00	-250.00	
~4.808 · Other Reimbursements	0.00	200.00	250.00	250.00	0.00	
~ · Interest Expense	0.00	0.00	0.00	22,500.00	22500.00	
~4.800 · Misc expenses - Other	3,503.89	3,600.00	30,000.00	20,000.00	-10000.00	
Total ~4.800 · Misc expenses	<u>7,787.04</u>	<u>9,531.00</u>	<u>45,350.00</u>	<u>57,600.00</u>	<u>12,250.00</u>	
6460.8 · Employee Benefits						
6460.81 · Health Insurance	43,228.24	53,692.00	59,128.98	32,093.28	(27,035.70)	Plan Change
6460.82 · Pension plan contributions	0.00	32,430.00	32,430.00	27,498.00	(4,932.00)	
Total 6460.8 · Employee Benefits	<u>43,228.24</u>	<u>86,122.00</u>	<u>91,558.98</u>	<u>59,591.28</u>	<u>-31,967.70</u>	
Total 522 · Expenses	<u>449,598.29</u>	<u>572,809.58</u>	<u>680,195.50</u>	<u>644,987.47</u>	<u>-35,858.03</u>	

Orleans Economic Development Agency Profit & Loss Budget Performance

	<u>Jan - Oct 2023</u>	<u>Est 2023 Totals</u>	<u>2023 Annual Budget</u>	<u>2024 Annual Budget</u>	<u>Change 2024-2023</u>	<u>Comments</u>
Net Income	-132,658.88	-251,567.99	9,204.50	8,912.53	388.03	
Depreciation Add Back	0.00	0.00	6,000.00	0.00	(6,000.00)	
Cash flow	-132,658.88	-251,567.99	15,204.50	8,912.53	-5,641.97	

MEDINA HOSPITALITY, LLC
11591 Maple Ridge Road, Medina, New York 14103
(814) 335-6405

December 6, 2023

VIA EMAIL AND FIRST CLASS MAIL

County of Orleans Industrial Development Agency
121 North Main Street
Albion, New York 14411
Attn: Mr. Michael Dobell
Attn: Ms. Gabrielle Barone

**RE: Medina Hospitality, LLC (“Medina Hospitality”) request for assistance from
County of Orleans Industrial Development Agency (“IDA”)**

Dear Mr. Dobell and Ms. Barone:

Thank you very much for all of your effort and cooperation to date with respect to the Comfort Inn and Suites hotel located at 11591 Maple Ridge Road, Medina, New York (the “Project”). It is my expectation that by the time you receive this letter, Medina Hospitality’s Project financing with First Chatham Bank will have closed. Accordingly, we would like to request Medina Hospitality and the IDA re-enter into a lease-leaseback so as to provide the Project with real property tax benefits under a PILOT Agreement and such other assistance as may be available.

Please contact me at your earliest convenience to discuss.

Very truly yours,


Todd W. Hanes

cc: Michael Nisengard (*via email*)