



COIDA Board Meeting Agenda

Friday September 12, 2025 8:00 AM

Updated 09/07/25

- **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**
 - *July 11, 2025 Board Meeting Minutes (Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance committee) – Motion*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC Report - Matt
 - Legal – Carly Brown
 - Marketing – Michael
- **Executive Session – Financials of personnel – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 -
- **New Business**
 - Consider the proposal for video creation and editing for OEDA website - Motion
- **Adjournment**



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

Public Sector Statement
August 31, 2025
page 1 of 3

9 X 968 00009 R RM T1
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)
Dial 711 for TTY/TRS

Public Transaction Basic 1750
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

Beginning balance 7-31-25	\$1,030,544.69
1 Addition	+300.00
17 Subtractions	-235,159.63
Ending balance 8-31-25	\$795,685.06

Additions

Deposits	Date	Serial #	Source	
	8-15		Deposit Branch 0290 New York	\$300.00
Total additions				\$300.00

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
3397	8-1	\$408.86	3400	8-25	170.00	3403	8-21	4,000.00
3398	8-1	123.94	3401	8-25	149.98	3404	8-22	214.21
3399	8-1	211.70	3402	8-21	4,000.00	3405	8-19	137.70
Paper Checks Paid								\$9,416.39

Withdrawals	Date	Serial #	Location	
	8-6		9102716322 Cons Coll	\$770.10
	8-11		Paychex Eib Invoice	298.72
	8-14		Paychex Inc. Payroll	8,029.96
	8-14		Paychex Tps Taxes	4,257.25
	8-28		Paychex Inc. Payroll	8,029.97
	8-28		Paychex Tps Taxes	4,257.24
	8-29		Pitney Bowes Postedge	100.00

Reconciled
9/2/25
MH

Public Sector Statement
August 31, 2025
page 2 of 3

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<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Destination</i>	
	8-28		Trf To Cda 0032698820012449	3290 \$200,000.00
			Total subtractions	\$235,159.63

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10:36 AM

09/02/25

Orleans Economic Development Agency
Reconciliation Summary
200.001 · OEDA Agency Checking, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	1,030,544.69
Cleared Transactions	
Checks and Payments - 21 Items	-235,159.63
Deposits and Credits - 1 Item	300.00
Total Cleared Transactions	-234,859.63
Cleared Balance	795,685.06
Uncleared Transactions	
Checks and Payments - 11 Items	-10,808.46
Deposits and Credits - 2 Items	144.53
Total Uncleared Transactions	-10,663.93
Register Balance as of 08/31/2025	785,021.13
New Transactions	
Checks and Payments - 2 Items	-5,155.15
Total New Transactions	-5,155.15
Ending Balance	779,865.98

10:36 AM

09/02/25

Orleans Economic Development Agency
Reconciliation Detail
200.001 - OEDA Agency Checking, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,030,544.69
Cleared Transactions						
Checks and Payments - 21 Items						
Check	07/29/2025		Paychex	X	-298.72	-298.72
Check	08/01/2025	3397	Key Bank	X	-408.86	-707.58
Check	08/01/2025	3399	Key Bank	X	-211.70	-919.28
Check	08/01/2025	3398	Key Bank	X	-123.94	-1,043.22
Check	08/07/2025		NYS & Local Retire...	X	-770.10	-1,813.32
Liability Check	08/15/2025		Paychex	X	-4,257.25	-6,070.57
Check	08/15/2025	3403	Mindful Media Group	X	-4,000.00	-10,070.57
Check	08/15/2025	3402	Mindful Media Group	X	-4,000.00	-14,070.57
Paycheck	08/15/2025		Gabrielle L Barone	X	-3,260.46	-17,331.03
Paycheck	08/15/2025		Michael R Dobell	X	-2,776.88	-20,107.91
Paycheck	08/15/2025		Mathew R Holland	X	-1,992.62	-22,100.53
Check	08/15/2025	3404	Verizon Wireless	X	-214.21	-22,314.74
Check	08/15/2025	3400	Roush C.P.A. PC	X	-170.00	-22,484.74
Check	08/15/2025	3401	Spectrum Enterprise	X	-149.98	-22,634.72
Check	08/15/2025	3405	Michael R Dobell	X	-137.70	-22,772.42
Liability Check	08/28/2025		Paychex	X	-4,257.24	-27,029.66
Paycheck	08/29/2025		Gabrielle L Barone	X	-3,260.45	-30,290.11
Paycheck	08/29/2025		Michael R Dobell	X	-2,776.89	-33,067.00
Paycheck	08/29/2025		Mathew R Holland	X	-1,992.63	-35,059.63
Transfer	09/05/2025			X	-200,000.00	-235,059.63
Check	09/05/2025		Pitney Bowes Global...	X	-100.00	-235,159.63
Total Checks and Payments					-235,159.63	-235,159.63
Deposits and Credits - 1 Item						
Deposit	08/15/2025			X	300.00	300.00
Total Deposits and Credits					300.00	300.00
Total Cleared Transactions					-234,859.63	-234,859.63
Cleared Balance					-234,859.63	795,685.06
Uncleared Transactions						
Checks and Payments - 11 Items						
General Journal	11/16/2022	Posta...			-76.35	-76.35
Liability Check	07/18/2023	2916	Orleans Co. Treasurer		-48.72	-125.07
Liability Check	08/01/2023	2923	Orleans Co. Treasurer		-1.74	-126.81
Liability Check	08/29/2023	2987	Orleans Co. Treasurer		-48.72	-175.53
Check	07/16/2025	3390	Roush C.P.A. PC		-85.00	-260.53
Check	08/27/2025		Highmark BCBSWNY		-2,987.22	-3,247.75
Check	08/27/2025	3409	HurwitzFine PC		-2,644.80	-5,892.55
Check	08/27/2025	3408	Village of Albion		-2,302.00	-8,194.55
Check	08/27/2025	3407	Erie Insurance Com...		-1,953.91	-10,148.46
Check	08/27/2025	3406	CH PC		-400.00	-10,548.46
Check	08/28/2025	3410	Diane L Blanchard		-260.00	-10,808.46
Total Checks and Payments					-10,808.46	-10,808.46
Deposits and Credits - 2 Items						
General Journal	04/12/2017	Posta...			21.18	21.18
General Journal	10/24/2022	Posta...			123.35	144.53
Total Deposits and Credits					144.53	144.53
Total Uncleared Transactions					-10,663.93	-10,663.93
Register Balance as of 08/31/2025					-245,523.56	785,021.13

10:36 AM

09/02/25

Orleans Economic Development Agency

Reconciliation Detail

200.001 · OEDA Agency Checking, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 2 Items						
Check	09/05/2025	3411	Mindful Media Group		-4,000.00	-4,000.00
Check	09/05/2025		NYS & Local Retire...		-1,155.15	-5,155.15
Total Checks and Payments					-5,155.15	-5,155.15
Total New Transactions					-5,155.15	-5,155.15
Ending Balance					-250,678.71	779,865.98



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

Public Sector Statement
August 31, 2025
page 1 of 2

[REDACTED]

X 968 00000 R EM T1
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)
Dial 711 for TTY/TRS

PILOT

Public Transaction [REDACTED] 0282
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

Beginning balance 7-31-25	\$0.01
Ending balance 8-31-25	\$0.01

**Fees and
charges**

See your Account Analysis statement for details.

Reconcile
9/2/25
MH

[REDACTED]

10:40 AM

09/02/25

Orleans Economic Development Agency
Reconciliation Summary
200.003 · OEDA PILOT Checking, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	0.01
Cleared Balance	0.01
Register Balance as of 08/31/2025	0.01
Ending Balance	0.01

10:40 AM

09/02/25

Orleans Economic Development Agency

Reconciliation Detail

200.003 · OEDA PILOT Checking, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.01
Cleared Balance						0.01
Register Balance as of 08/31/2025						0.01
Ending Balance						0.01



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

Public Sector Statement
August 31, 2025
page 1 of 2

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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)
Dial 711 for TTY/TRS

County

Public Savings ~~XXXXXXXXXX~~ 77
COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT
OEDA COUNTY FUNDS ACCOUNT

Beginning balance 7-31-25	\$161,943.54
Interest paid	+55.02
Ending balance 8-31-25	\$161,998.56

Interest
earned

Annual percentage yield (APY) earned	0.40%
Number of days this statement period	31
Interest paid 8-29-25	\$55.02
Interest earned this statement period	\$55.02
Interest paid year-to-date	\$430.83

Reconciled
9/2/25
MZH

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10:42 AM

09/02/25

Orleans Economic Development Agency
Reconciliation Summary
200.006 · OEDA County Fund Acct, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	161,943.54
Cleared Transactions	
Deposits and Credits - 1 Item	<u>55.02</u>
Total Cleared Transactions	<u>55.02</u>
Cleared Balance	<u>161,998.56</u>
Register Balance as of 08/31/2025	<u>161,998.56</u>
Ending Balance	161,998.56

10:42 AM

09/02/25

Orleans Economic Development Agency
Reconciliation Detail
200.006 - OEDA County Fund Acct, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						161,943.54
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2025			X	55.02	55.02
Total Deposits and Credits					55.02	55.02
Total Cleared Transactions					55.02	55.02
Cleared Balance					55.02	161,998.56
Register Balance as of 08/31/2025					55.02	161,998.56
Ending Balance					55.02	161,998.56

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 - Cash Accounts	124,821.36	119,787.58	5,033.78	4.2%
CD- 09/2023	161,998.56	161,351.86	646.70	0.4%
200.006 - OEDA County Fund Acct	985,121.13	55,919.33	929,201.80	1,661.7%
200.001 - OEDA Agency Checking	1,271,941.05	337,058.77	934,882.28	277.4%
Total 200 - Cash Accounts	1,271,941.05	337,058.77	934,882.28	277.4%
Total Checking/Savings	1,271,941.05	337,058.77	934,882.28	277.4%
Accounts Receivable				
385 - Interest & Penalties-AR	3,097.82	3,097.82	0.00	0.0%
380 - Accounts Receivable	3,792.75	2,976.02	816.73	27.4%
Total Accounts Receivable	6,890.57	6,073.84	816.73	13.5%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 - Due From OLR	22,466.80	-127,533.20	150,000.00	117.6%
480 - Prepaid expenses	131.15	131.15	0.00	0.0%
480.001 - Express Mail Corporate Account	131.15	131.15	0.00	0.0%
Total 480 - Prepaid expenses	131.15	131.15	0.00	0.0%
Total Other Current Assets	22,957.30	-127,042.70	150,000.00	118.1%
Total Current Assets	1,301,788.92	216,089.91	1,085,699.01	502.4%
Fixed Assets				
101 - Land				
101.002 - Medina Business Park	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System	155,785.07	155,785.07	0.00	0.0%
County Interagency Installmt	166,819.92	166,819.92	0.00	0.0%
MBP Sewer System - Other	87,549.65	87,549.65	0.00	0.0%
Total MBP Sewer System	87,549.65	87,549.65	0.00	0.0%
101.002 - Medina Business Park - Other	254,369.57	254,369.57	0.00	0.0%
Total 101.002 - Medina Business Park	319,622.09	319,622.09	0.00	0.0%
101.003 - Holley Business Park	61,065.09	61,065.09	0.00	0.0%
101.004 - Land - Other	635,056.75	635,056.75	0.00	0.0%
Total 101 - Land	635,056.75	635,056.75	0.00	0.0%

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
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	635,056.75	0.00	0.0%
Other Assets				
215 · Payment transfer to OLCRC/OEDM	33,772.50	33,772.50	0.00	0.0%
399 · Deferred Outflow of Resources	108,091.00	127,793.00	-19,702.00	-15.4%
Total Other Assets	141,863.50	161,565.50	-19,702.00	-12.2%
TOTAL ASSETS	2,078,709.17	1,012,712.16	1,065,997.01	105.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	24,000.00	0.00	24,000.00	100.0%
600 · Accounts payable	24,000.00	0.00	24,000.00	100.0%
Total Accounts Payable	24,000.00	0.00	24,000.00	100.0%
Other Current Liabilities				
400 · Deferred Inflow of Resources	31,668.00	7,602.00	24,066.00	316.8%
604 · Cash Held on Behalf of Others	43,612.37	43,612.37	0.00	0.0%
Due to OLCRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	13,502.08	11,251.73	2,250.35	20.0%
601.01 · Accrued Interest	0.00	18,750.00	-18,750.00	-100.0%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.102 · Medicare - Company	-0.81	0.00	-0.81	-100.0%
602.103 · Fed. Unemp. Ins. - Company	6.35	-2.09	8.44	403.8%
602.104 · NYS Unemp. Ins. - Company	59.08	59.08	0.00	0.0%
602.105 · Disability Insurance	-179.04	-113.88	-65.16	-57.2%
Total 602.100 · Company Liabilities	-114.42	-56.89	-57.53	-101.1%
602.200 · Employee Deductions				
602.201 · Soc. Sec. - Employee	0.01	0.00	0.01	100.0%
602.202 · Medicare - Employee	-0.01	0.00	-0.01	-100.0%
602.204 · NYS Withholding - Emp.	-48.72	-48.72	0.00	0.0%
602.205 · NYS & Local Retirement	-8,123.65	-6,013.57	-2,110.08	-35.1%
602.206 · Cafeteria Plan	0.00	3,444.00	-3,444.00	-100.0%
Total 602.200 · Employee Deductions	-8,172.37	-2,618.29	-5,554.08	-212.1%
602 · Payroll Deductions - Other	2,851.61	1,868.76	982.85	52.6%
Total 602 · Payroll Deductions	-5,435.18	-806.42	-4,628.76	-574.0%

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
631 - Due to Other Governments				
PILOTs payable (Rec)	-27,633.84	0.00	-27,633.84	-100.0%
Total 631 - Due to Other Governments	-27,633.84	0.00	-27,633.84	-100.0%
Total Other Current Liabilities	222,437.82	247,114.07	-24,676.25	-10.0%
Total Current Liabilities	246,437.82	247,114.07	-676.25	-0.3%
Long Term Liabilities				
680 - Pension Liability	48,159.00	81,471.00	-33,312.00	-40.9%
689 - Other Long Term Debt (spec)	0.00	310,833.33	-310,833.33	-100.0%
689.003 - Loan Payable - Orleans Co.	0.00	310,833.33	-310,833.33	-100.0%
Total 689 - Other Long Term Debt (spec)	0.00	310,833.33	-310,833.33	-100.0%
Total Long Term Liabilities	48,159.00	392,304.33	-344,145.33	-87.7%
Total Liabilities	294,596.82	639,418.40	-344,821.58	-53.9%
Equity				
908 - Transfer from OLRG	1,027,500.00	832,500.00	195,000.00	23.4%
909.001 - Retained Earnings	150,154.57	-305,408.04	455,562.61	149.2%
Net Income	566,750.67	-156,298.19	723,048.86	462.6%
Total Equity	1,744,405.24	370,793.77	1,373,611.47	370.5%
TOTAL LIABILITIES & EQUITY	2,039,002.06	1,010,212.17	1,028,789.89	101.8%

Orleans Economic Development Agency Balance Sheet Prev Year Comparison w/PILOT As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Chan...
ASSETS				
Current Assets				
Checking/Savings				
200 - Cash Accounts	124,821.36	119,787.58	5,033.78	4.2%
CD - 09/2023	161,998.56	161,351.86	646.70	0.4%
200.006 - OEDA County Fund Acct	985,121.13	55,919.33	929,201.80	1,661.7%
200.001 - OEDA Agency Checking	0.01	0.01	0.00	0.0%
200.003 - OEDA PILOT Checking				
Total 200 - Cash Accounts	1,271,941.06	337,058.78	934,882.28	277.4%
Total Checking/Savings	1,271,941.06	337,058.78	934,882.28	277.4%
Accounts Receivable				
385 - Interest & Penalties-A/R	3,097.82	3,097.82	0.00	0.0%
380 - Accounts Receivable	3,792.75	2,976.02	816.73	27.4%
381 - PILOT Receivable	-4,816.73	-2,500.00	-2,316.73	-92.7%
Total Accounts Receivable	2,073.84	3,573.84	-1,500.00	-42.0%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 - Due From OLRRC	22,466.80	-127,533.20	150,000.00	117.6%
480 - Prepaid expenses	131.15	131.15	0.00	0.0%
480.001 - Express Mail Corporate Account				
Total 480 - Prepaid expenses	131.15	131.15	0.00	0.0%
Total Other Current Assets	22,957.30	-127,042.70	150,000.00	118.1%
Total Current Assets	1,296,972.20	213,589.92	1,083,382.28	507.2%
Fixed Assets				
101 - Land				
101.002 - Medina Business Park				
MBP Sewer System	11,034.85	11,034.85	0.00	0.0%
County Interagency Installmt	155,785.07	155,785.07	0.00	0.0%
MBP Sewer System - Other				
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	61,065.09	0.00	0.0%
Total 101 - Land	635,056.75	635,056.75	0.00	0.0%

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Chan...
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	635,056.75	0.00	0.0%
Other Assets				
215 · Payment transfer to OLR/COEDA/	33,772.50	33,772.50	0.00	0.0%
399 · Deferred Outflow of Resources	108,091.00	127,793.00	-19,702.00	-15.4%
Total Other Assets	141,863.50	161,565.50	-19,702.00	-12.2%
TOTAL ASSETS	2,073,892.45	1,010,212.17	1,063,680.28	105.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	24,000.00	0.00	24,000.00	100.0%
600 · Accounts payable	24,000.00	0.00	24,000.00	100.0%
Total Accounts Payable	24,000.00	0.00	24,000.00	100.0%
Other Current Liabilities				
400 · Deferred Inflow of Resources	31,688.00	7,602.00	24,086.00	316.8%
604 · Cash Held on Behalf of Others	43,612.37	43,612.37	0.00	0.0%
Due to OLR/	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	13,502.08	11,251.73	2,250.35	20.0%
601.01 · Accrued Interest	0.00	18,750.00	-18,750.00	-100.0%
602 · Payroll Deductions				
602.100 · Company Liabilities				
602.102 · Medicare - Company	-0.81	0.00	-0.81	-100.0%
602.103 · Fed. Unemp. Ins. - Company	6.35	-2.09	8.44	403.8%
602.104 · NYS Unemp. Ins. - Company	59.08	59.08	0.00	0.0%
602.105 · Disability Insurance	-179.04	-113.88	-65.16	-57.2%
Total 602.100 · Company Liabilities	-114.42	-56.89	-57.53	-101.1%
602.200 · Employee Deductions				
602.201 · Soc. Sec. - Employee	0.01	0.00	0.01	100.0%
602.202 · Medicare - Employee	-0.01	0.00	-0.01	-100.0%
602.204 · NYS Withholding - Emp.	-48.72	-48.72	0.00	0.0%
602.205 · NYS & Local Retirement	-8,123.65	-6,013.57	-2,110.08	-35.1%
602.206 · Cafeteria Plan	0.00	3,444.00	-3,444.00	-100.0%
Total 602.200 · Employee Deductions	-8,172.37	-2,618.29	-5,554.08	-212.1%
602 · Payroll Deductions - Other	2,851.61	1,868.76	982.85	52.6%
Total 602 · Payroll Deductions	-5,435.18	-806.42	-4,628.76	-574.0%

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Chan...
631 - Due to Other Governments				
PILOTs payable (Rec)	-27,633.84	0.00	-27,633.84	-100.0%
631.001 - PILOTs payable	34,890.39	0.00	34,890.39	100.0%
Total 631 - Due to Other Governments	7,256.55	0.00	7,256.55	100.0%
Total Other Current Liabilities	257,328.21	247,114.07	10,214.14	4.1%
Total Current Liabilities	281,328.21	247,114.07	34,214.14	13.9%
Long Term Liabilities				
680 - Pension Liability	48,159.00	81,471.00	-33,312.00	-40.9%
689 - Other Long Term Debt (spec)	0.00	310,833.33	-310,833.33	-100.0%
689.003 - Loan Payable - Orleans Co.	0.00	310,833.33	-310,833.33	-100.0%
Total 689 - Other Long Term Debt (spec)	0.00	310,833.33	-310,833.33	-100.0%
Total Long Term Liabilities	48,159.00	392,304.33	-344,145.33	-87.7%
Total Liabilities	329,487.21	639,418.40	-309,931.19	-48.5%
Equity				
908 - Transfer from OLRC	1,027,500.00	832,500.00	195,000.00	23.4%
909.001 - Retained Earnings	150,154.57	-305,408.04	455,562.61	149.2%
Net Income	566,750.67	-156,298.19	723,048.86	462.6%
Total Equity	1,744,405.24	370,793.77	1,373,611.47	370.5%
TOTAL LIABILITIES & EQUITY	2,073,892.45	1,010,212.17	1,063,680.28	105.3%

11:10 AM

09/02/25

Accrual Basis

Orleans Economic Development Agency Profit & Loss Budget Performance August 2025

	Aug 25	Budget	Jan - Aug...	YTD Bud...	Annual B...
Ordinary Income/Expense					
Income					
980 - Revenues					
2116 - Fees (specify)	0.00	833.33	800,954.26	6,666.64	10,000.00
2116.07 Administrative Fee					
2116.01 - Application Fees	0.00	833.33	1,000.00	6,666.64	10,000.00
2116.03 - Economic Development Fees	0.00	35,416.66	2,193.00	283,333.28	425,000.00
2116.04 - Consulting	0.00	1,250.00	0.00	10,000.00	15,000.00
Total 2116 - Fees (specify)	0.00	38,333.32	804,147.26	306,666.56	460,000.00
2401 - Interest & Earnings	55.02		430.83		
2410 - Rental of Real Property	0.00	300.00	25,900.00	2,400.00	3,600.00
2706 - Grants from Local Governments					
2706.01 - Local Support	0.00	1,250.00	0.00	10,000.00	15,000.00
2706.02 - Grants from Local Govts - Other	0.00		150,000.00		
2706 - Grants from Local Governments - Other	0.00	16,666.66	0.00	133,333.28	200,000.00
Total 2706 - Grants from Local Governments	0.00	17,916.66	150,000.00	143,333.28	215,000.00
2770 - Other Unclassified Revenue					
2770.1 - Misc. Reimbursements	0.00	25.00	0.00	200.00	300.00
2770.2 - Misc. Income	0.00	416.66	0.00	3,333.28	5,000.00
Total 2770 - Other Unclassified Revenue	0.00	441.66	0.00	3,533.28	5,300.00
Total 980 - Revenues	55.02	56,991.64	980,478.09	455,933.12	683,900.00
Total Income	55.02	56,991.64	980,478.09	455,933.12	683,900.00
Gross Profit	55.02	56,991.64	980,478.09	455,933.12	683,900.00
Expense					
522 - Expenses					
6460 - Administration					
6460.1 - Salaries & related expenses	35,442.93	25,597.60	212,095.00	204,760.80	307,171.20
6460.11 - Salaries & wages	0.00	25.00	0.00	200.00	300.00
6460.12 - Other Payroll Expenses	2,197.47	1,626.97	13,149.94	13,015.76	19,523.70
6460.13 - Social Security Expense	0.00	27.58	428.04	220.64	331.00
6460.14 - Fed Unemp Tax Exp	513.93	368.66	3,075.41	2,949.28	4,424.00
6460.15 - Medicare Exp.	0.00	41.66	3.44	333.28	500.00
6460.16 - NYS Re-Employment	0.00	125.00	689.95	1,000.00	1,500.00
6460.17 - NYS Unemploy. Ins.	0.00	416.66	12,236.15	3,333.28	5,000.00
6460.18 - Disability Cnty Self-Ins					
Total 6460.1 - Salaries & related expenses	38,154.33	28,229.13	241,677.93	225,833.04	338,749.90

11:10 AM

09/02/25

Accrual Basis

Orleans Economic Development Agency Profit & Loss Budget Performance August 2025

	Aug 25	Budget	Jan - Aug...	YTD Bud...	Annual B...
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.101 · Legal fees	2,644.80	5,000.00	32,578.71	40,000.00	60,000.00
~4.102 · Accounting fees	170.00	835.00	745.00	6,680.00	10,020.00
~4.103 · Consultant Services	8,660.00	833.33	63,626.88	6,666.64	10,000.00
~4.105 · Payroll Services	0.00	208.33	1,633.86	1,666.64	2,500.00
~4.107 · Professional fees - other	0.00	2,916.66	8,056.04	23,333.28	35,000.00
Total ~4.100 · Other personnel expenses	11,474.80	9,793.32	106,640.49	78,346.56	117,520.00
~4.200 · Non-personnel expenses					
~4.201 · Supplies	0.00	208.33	2,925.01	1,666.64	2,500.00
~4.202 · Telephone & telecommunications	657.51	583.33	5,514.22	4,666.64	7,000.00
~4.203 · Postage, shipping, delivery	0.00	62.50	175.62	500.00	750.00
~4.204 · Equip rental & maintenance	0.00	250.00	307.74	2,000.00	3,000.00
~4.205 · Printing & copying	0.00	83.33	1,914.26	666.64	1,000.00
~4.206 · Books, subscriptions, reference	256.51	41.66	7,359.61	333.28	500.00
~4.207 · Advertising expenses	0.00	416.66	354.47	3,333.28	5,000.00
~4.208 · Marketing	0.00	4,166.66	0.00	33,333.28	50,000.00
4210 · Web Site Maintenance	5.38	83.33	819.72	666.64	1,000.00
Total ~4.200 · Non-personnel expenses	919.40	5,895.80	19,370.65	47,166.40	70,750.00
~4.300 · Occupancy expenses					
~4.301 · Rent, parking, other occupancy	2,302.00	2,211.33	18,359.00	17,690.64	26,536.00
Total ~4.300 · Occupancy expenses	2,302.00	2,211.33	18,359.00	17,690.64	26,536.00
~4.500 · Property Management Expense					
~4.503 · Real estate taxes	0.00		0.00		
~4.500 · Property Management Expense - Other	0.00	16.66	0.00	133.28	200.00
Total ~4.500 · Property Management Expense	0.00	16.66	0.00	133.28	200.00
~4.700 · Travel & training					
~4.701 · Travel	47.47	333.33	1,786.54	2,666.64	4,000.00
~4.702 · Conference, convention, meeting	0.00	125.00	158.60	1,000.00	1,500.00
~4.703 · Staff development	0.00	166.66	1,265.00	1,333.28	2,000.00
~4.704 · Meals	279.52	166.66	721.79	1,333.28	2,000.00
~4.700 · Travel & training - Other	0.00	83.33	0.00	666.64	1,000.00
Total ~4.700 · Travel & training	326.99	874.98	3,931.93	6,999.84	10,500.00

11:10 AM

09/02/25

Accrual Basis

Orleans Economic Development Agency Profit & Loss Budget Performance

August 2025

	Aug 25	Budget	Jan - Aug...	YTD Bud...	Annual B...
~4,800 - Misc expenses					
~4,801 - Interest expense - general	0.00	833.33	1,666.67	6,666.64	10,000.00
~4,802 - Insurance - non-employee	1,953.91	208.33	1,953.91	1,666.64	2,500.00
~4,803 - Membership dues - organization	0.00	916.66	150.00	7,333.28	11,000.00
~4,805 - Outside computer services	0.00	91.66	0.00	733.28	1,100.00
~4,807 - Other expenses	0.00	20.83	447.08	166.64	250.00
~4,808 - Other Reimbursements	0.00	20.83	276.00	166.64	250.00
~4,800 - Misc expenses - Other	0.00	1,666.66	0.00	13,333.28	20,000.00
Total ~4,800 - Misc expenses	1,953.91	3,758.30	4,493.66	30,066.40	45,100.00
Total 6460.4 - Contractual Expenses	16,977.10	22,550.39	152,795.73	180,403.12	270,606.00
6460.8 - Employee Benefits					
6460.81 - Health Insurance	2,987.22	2,941.83	20,453.76	23,534.64	35,302.00
6460.82 - Pension plan contributions	0.00	3,023.41	0.00	24,187.28	36,281.00
Total 6460.8 - Employee Benefits	2,987.22	5,965.24	20,453.76	47,721.92	71,583.00
Total 6460 - Administration	58,118.65	56,744.76	414,927.42	453,958.08	680,938.90
Total 522 - Expenses	58,118.65	56,744.76	414,927.42	453,958.08	680,938.90
Total Expense	58,118.65	56,744.76	414,927.42	453,958.08	680,938.90
Net Ordinary Income	-58,063.63	246.88	565,550.67	1,975.04	2,961.10
Other Income/Expense					
Other Income	300.00		1,200.00		
Office Space Rental	300.00		1,200.00		
Total Other Income	300.00		1,200.00		
Net Other Income	300.00		1,200.00		
Net Income	-57,763.63	246.88	566,750.67	1,975.04	2,961.10

Orleans Economic Development Agency Transaction Detail by Account August 2025

Type	Date	Name	Memo	Amount	Balance
200 - Cash Accounts					
200.001 - OEDA Agency Checking					
Paycheck	08/01/2025	Michael R D...		-2,776.88	-2,776.88
Paycheck	08/01/2025	Gabrielle L...		-3,260.45	-6,037.33
Paycheck	08/01/2025	Matthew R H...		-1,992.62	-8,029.95
Check	08/01/2025	Key Bank	M Holland CC usage t...	-408.86	-8,438.81
Check	08/01/2025	Key Bank	CC usage G Barone ...	-123.94	-8,562.75
Check	08/01/2025	Key Bank	CC Usage M Dobell J...	-211.70	-8,774.45
Check	08/07/2025	NYS & Loca...	Employee contribution...	-770.10	-9,544.55
Check	08/15/2025	Roush C.P....	August and July 2025 ...	-170.00	-9,714.55
Check	08/15/2025	Spectrum E...	Internet through Aug...	-149.98	-9,864.53
Check	08/15/2025	Mindful Med...	Marketing through Jul...	-4,000.00	-13,864.53
Check	08/15/2025	Mindful Med...	Marketing consulting t...	-4,000.00	-17,864.53
Check	08/15/2025	Verizon Wfr...	Cell phone G Barone ...	-214.21	-18,078.74
Deposit	08/15/2025		Deposit	300.00	-17,778.74
Check	08/15/2025	Michael R D...	Reimbursement for ...	-137.70	-17,916.44
Paycheck	08/15/2025	Gabrielle L...		-2,776.88	-20,693.32
Paycheck	08/15/2025	Matthew R H...		-3,260.46	-23,953.78
Paycheck	08/15/2025	Matthew R H...		-1,992.62	-25,946.40
Liability ...	08/15/2025	Paychex	16-1356958, 16135695...	-4,257.25	-30,203.65
Check	08/27/2025	CH PC	#2101 IT services thr...	-400.00	-30,603.65
Check	08/27/2025	Erte Insuran...	General Insurance re...	-1,953.91	-32,557.56
Check	08/27/2025	Village of Al...	Rent Sept 2025	-2,302.00	-34,859.56
Check	08/27/2025	HurwitzFire...	#2078954 General L...	-2,644.80	-37,504.36
Check	08/27/2025	Hightmark B...	#25080419694 Health...	-2,987.22	-40,491.58
Check	08/28/2025	Diane L Bla...	PILOT consulting	-260.00	-40,751.58
Liability ...	08/28/2025	Paychex	16-1356958, 16135695...	-4,257.24	-45,008.82
Paycheck	08/29/2025	Michael R D...		-2,776.89	-47,785.71
Paycheck	08/29/2025	Gabrielle L...		-3,260.45	-51,046.16
Paycheck	08/29/2025	Matthew R H...		-1,992.63	-53,038.79
Total 200.001 - OEDA Agency Checking				-53,038.79	-53,038.79
Total 200 - Cash Accounts				-53,038.79	-53,038.79
TOTAL				-53,038.79	-53,038.79



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

Public Sector Statement
August 31, 2025
page 1 of 2

~~XXXXXXXXXX~~

X 968 00000 R EM T1
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)
Dial 711 for TTY/TRS

02LF

Public Transaction 852331428
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

Beginning balance 7-31-25	\$64,477.23
Net fees and charges	-162.30
Ending balance 8-31-25	\$64,314.93

Fees and
charges

Date		Quantity	Unit Charge	
8-8-25	Jul Analysis Service Chg	1	162.30	-\$162.30
Fees and charges assessed this period				-\$162.30

See your Account Analysis statement for details.

Reconciled
9/2/25
MD

~~XXXXXXXXXX~~

10:45 AM

09/02/25

Orleans Revolving Loan Fund

Reconciliation Summary

200 - Orleans Revolving Loan Fund, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	64,477.23
Cleared Transactions	
Checks and Payments - 1 Item	-162.30
Total Cleared Transactions	-162.30
Cleared Balance	64,314.93
Register Balance as of 08/31/2025	64,314.93
Ending Balance	64,314.93

10:45 AM

09/02/25

**Orleans Revolving Loan Fund
Reconciliation Detail****200 - Orleans Revolving Loan Fund, Period Ending 08/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						64,477.23
Cleared Transactions						
Checks and Payments - 1 item						
Check	08/31/2025			X	-162.30	-162.30
Total Checks and Payments					-162.30	-162.30
Total Cleared Transactions					-162.30	-162.30
Cleared Balance					-162.30	64,314.93
Register Balance as of 08/31/2025					-162.30	64,314.93
Ending Balance					-162.30	64,314.93

11:15 AM

09/02/25

Accrual Basis

Orleans Revolving Loan Fund
Balance Sheet Prev Year Comparison
As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Orleans Revolving Loan Fund	64,314.93	47,003.96	17,310.97	36.8%
Total Checking/Savings	64,314.93	47,003.96	17,310.97	36.8%
Accounts Receivable				
392 · Loan payments receivable	0.00	-1,919.69	1,919.69	100.0%
Total Accounts Receivable	0.00	-1,919.69	1,919.69	100.0%
Other Current Assets				
Loan Principal (current yr)				
Medina Hospitality LLC	18,847.72	18,149.52	698.20	3.9%
Total Loan Principal (current yr)	18,847.72	18,149.52	698.20	3.9%
Total Other Current Assets	18,847.72	18,149.52	698.20	3.9%
Total Current Assets	83,162.65	63,233.79	19,928.86	31.5%
Other Assets				
Funds Transf to OEDA/OLRC/ORLF	8,951.82	8,951.82	0.00	0.0%
ORLF Loan Principal -noncurrent				
Medina Hospitality LLC	78,867.45	98,077.75	-19,210.30	-19.6%
Total ORLF Loan Principal -noncurrent	78,867.45	98,077.75	-19,210.30	-19.6%
Total Other Assets	87,819.27	107,029.57	-19,210.30	-18.0%
TOTAL ASSETS	170,981.92	170,263.36	718.56	0.4%
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
ORLF Deferred Revenue				
Allowance - Medina Hospitality	61,500.00	61,500.00	0.00	0.0%
Medina Hospitality LLC	-61,500.00	-61,500.00	0.00	0.0%
Total ORLF Deferred Revenue	0.00	0.00	0.00	0.0%
Total Long Term Liabilities	0.00	0.00	0.00	0.0%
Total Liabilities	0.00	0.00	0.00	0.0%
Equity				
3000 · Opening Bal Equity	1,060,322.72	1,060,322.72	0.00	0.0%
3900 · Retained Earnings	-889,451.31	-874,357.58	-15,093.73	-1.7%
Net Income	110.51	-15,701.78	15,812.29	100.7%
Total Equity	170,981.92	170,263.36	718.56	0.4%
TOTAL LIABILITIES & EQUITY	170,981.92	170,263.36	718.56	0.4%



Michael Dobell <mdobell@orleansdevelopment.org>

Video Asset Progress & Strategic Economic Development Grant (SED)

3 messages

Dina Barone <dina@mindfulmediagroup.com>

Tue, Jul 29, 2025 at 10:00 AM

To: Michael Dobell <mdobell@orleansdevelopment.org>

Cc: Gabrielle Barone <gbarone@orleansdevelopment.org>, John Misiti <jmisiti1020@gmail.com>

We want to report that the local vendor from Orleans County, who participated in the MAP class and was initially selected to capture drone footage of the business park, has been unresponsive to multiple follow-up requests since spring to capture aerial drone footage of the business park. While we intend to reach out again, we have growing concerns about their reliability and may need to engage another service provider to ensure the business park portion of the project is completed. Since we've been in a holding pattern waiting for the final footage, we feel strongly that we should not wait for that footage any longer in order to move forward and begin cutting promotional videos using assets that were captured in Q4 2024 with the intention of utilizing video across the board for testimonial videos, digital ads, and the new OEDA website.

As a result, we prepared a **Strategic Economic Development Program** grant application to National Grid to support OEDA's cross-border initiatives that include the final phase of OEDA's **visual content production** and **digital marketing infrastructure**. This SED request for the development of materials of use by our regional partners and is a separate from the request submitted to National Grid to continue funding OEDA's social media management and digital advertising program from Q3 2025 through 2026.

The SED request focuses on completing foundational tools necessary for regional and cross-border business attraction. The total budget for this project is **\$36,000**. We are requesting **\$10,000 from National Grid** and asking the **IDA to provide the remaining \$26,000**.

This funding will support:

- **Completion of OEDA's updated website***, including target-audience-specific video content.
- **Editing of existing aerial drone and raw footage** captured in 2024. ~~\$6,000~~
- **Production of two professional promotional videos** that can be used by OEDA and its regional economic development partners in their marketing outreach efforts. ~~\$7,000~~

This work is essential. We have not completed any large-scale updates to OEDA's marketing materials or video advertising content since 2017. Prior to the pandemic, we were considered ahead of the curve in digital readiness. Since then, we've fallen behind peer agencies that have refreshed their outreach advertising and promotional tools, branding, and site selector content. Over the past year, we made strong progress reinvigorating OEDA's brand ID, printed collateral materials, and digital campaigns. Analytics confirmed that OEDA posted more frequently than many regional peers and generated strong traffic to the standalone **MedinaBusinessPark.com** website.

To build on that momentum and to position Orleans County for inclusion in international co-marketing campaigns planned for 2026, it's critical that we complete this work now. Our regional partners need high-quality, up-to-date digital marketing and video assets they can access and incorporate into international, domestic, and Southern Ontario marketing strategies that include Orleans County.



Andina Barone

Principal

Direct +1 917-484-2336 Main +1 646-630-4468

This communication constitutes an electronic communication within the meaning of the Electronic Privacy Act, 18 USC 2510 and its disclosure is strictly limited to the recipient intended by the sender of this message.

2 attachments



SED 2025-2026.pdf

74K