

**OEDA Board Meeting Minutes**

**March 8th, 2024**

**121 N Main Street 2<sup>nd</sup> Floor Albion NY  
Board Room  
8:00 a.m.**

**Members Present:**

John Misiti, Chairman  
Skip Draper, Vice Chairman  
Craig Tuohey, Assistant Secretary  
John Fitzak, Treasurer  
Jeff Martin, Member

**Members Absent:**

Ed Urbanik, Secretary  
Carol D'Agostino, Assistant Treasurer

**Also Present:**

Michael Dobell, CEO/CFO OEDA  
Gabrielle Barone, Vice President Development  
Matt Holland, OEDA Admin/MAP Manager  
Kevin Zanner, Hurwitz Fine P.C., Legal Counsel

**Roll Call**---- The meeting was called to order by Chairman John Misiti at 8:04 a.m. Matt called the roll of Board members. Board members John Misiti, Skip Draper, Craig Tuohey, John Fitzak, and Jeff Martin were present, constituting a quorum of the Board.

**I. Approval of February 16<sup>th</sup> 2024 Board Meeting Minutes (Electronic)**

The February 16th, 2024 Board meeting minutes were reviewed by the Board. A motion was made by Jeff Martin to approve the meeting minutes as presented, seconded by Skip Draper. Motion unanimously carried.

**II. Financial Reports**

**COIDA/ORLF Accept Monthly Financials**

Michael Dobell presented the COIDA and ORLF financial reports for the month ending February 29<sup>th</sup>. The ending balance for the main OEDA account was \$60,813.68. The balance in the high interest savings account is \$36,065.19. Michael noted that the County

loan payment of \$189,166.67 was paid on March 1<sup>st</sup>. He also noted that the auditors are completing their work on the 2023 year-end financial audit. The audit process has been efficient. The Board discussed the financial reports. At the conclusion of the discussion, John Fitzak made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by Jeff Martin and unanimously carried.

**PILOT Report** – Matt Holland reported that all PILOT payments have been collected and disbursed to the respective municipalities for County and Town PILOTs.

### **III. Report of Committees/Departments/Sites**

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

#### **Thrive Freeze Dry LLC Employee Recruitment**

Gabrielle facilitated a meeting between the director of employee relations at Thrive and Kelly Kiebala at Orleans County Workforce Development. There was a discussion of how the County can assist in Thrive's workforce expansion requirements. Thrive is looking for more maintenance and production employees. Thrive's OCR project requires an increase in employees.

#### **Village of Medina Trustees Tour of Business Parks-**

Village of Medina Trustees toured the Medina Business Park as well as the area around Bernzomatic. There was a discussion about extensive infrastructure needs in the business park, including wastewater and electricity. Gabrielle discussed with the Village Trustees COIDA's strategy to receive funding for infrastructure planning. Town of Shelby council members will also tour the business park and discuss infrastructure planning with Gabrielle.

#### **Lake Ontario Fruit-**

The Lake Ontario Fruit project is temporarily on hold. Lake Ontario Fruit has the necessary permit, but the contractor is waiting for the Town of Gaines Planning Board to approve the site plan. Lake Ontario Fruit plans to attend the next Town of Gaines Planning Board meeting to help further progress on the project.

#### **Pickle Factory Complex-**

John Dutcher, manager of the Pickle Factory Complex, informed Gabrielle that buildings 6 and 10 will be occupied by the year's end, which will completely fill in the remaining capacity at the complex.

#### **Holley Rail Siding-**

The Holley rail siding project is going out to bid. All work is estimated as completed by the end of the year as per Dennis Elias of Erdman Anthony.

### **Medina Infrastructure Meetings-**

Gabrielle met with Jason Watt to discuss Village of Medina infrastructure preparation meetings, which will affect large projects in the business park and around the village. Michael discussed wastewater management needs for the southern end of the business park and complications involved in moving wastewater from this area to the Village wastewater plant. Michael and COIDA staff are looking for ways to fund an infrastructure study that will address needed upgrades.

**Project Updates** – Michael Dobell presented the following project updates:

### **Hemlock Ridge Solar-**

Michael submitted an administrative fee proposal to Hemlock Ridge Solar for the administration of their PILOT project. The proposal is under review by the organization. Michael also discussed the schedule of PILOT payments with the Town of Barre.

### **H. H. Dobbins**

Michael received an application from H.H. Dobbins' for their project in Holley. He explained the process for moving the application forward including the requirement for a public hearing.

### **Agricultural Projects**

Michael and Gabrielle met with a local farmer in the apple growing industry. They discussed expansion possibilities such as equipment purchases through OCR and MAP program grants.

### **Facilities/Sites-**

#### **Engineering Quotes**

Michael explained the need for updated quotes for wetlands delineation and geotechnical studies for Medina Business Park. Site selectors and grant sources want updated information. These quotes are especially important for any proposed infrastructure improvements. Michael has reached out to BME for quotes.

#### **Spec Building**

Former COIDA CEO, Jim Whipple had a spec building design created with a marketing video. Michael discussed continuing the creation of the spec building and use as a small business incubator.

### **MAP and LDC Report**

Matt Holland discussed the status of all Local Development Corporation loans as well as progress on the final MAP grantee. After this final grant is completed, Michael and Matt plan to have H. Sicherman and Co. apply for another round of funding (\$300,000). Matt has been discussing the Fall 2024 course syllabus with both the Brockport and Niagara SBDC's. Both branches of the SBDC have committed support to the MAP class and will participate as instructors for some particular topics. The MAP class will now be held at the Orleans County Cornell Cooperative Extension.

**Legal** –No report.

**Marketing** --- Michael updated the Board regarding setting up the Agency in various grant platforms so that the Agency can apply for grant funding. Mindful Media has been assisting in this effort. Discussions with National Grid have been positive, and the Agency will apply for funding for marketing and other projects. ESD has funding for development, which the staff is also preparing for.

### **IV. Executive Session**

John Fitzak made a motion for the Board to enter into executive session to discuss pending litigation. The motion was seconded by Jeff Martin and unanimously carried. A motion to exit the executive session was made by John Fitzak, seconded by Jeff Martin and unanimously carried. No votes were taken during the executive session.

### **V. Unfinished Business – None.**

### **VI. New Business**

#### **Consider Resolution regarding the Northern Border Regional Commission Grant**

Michael presented a resolution regarding the Northern Border Regional Commission. Skip Draper made a motion to approve the resolution, seconded by John Fitzak, and unanimously carried by roll call vote (5-0-0)..  
See attached resolution.

#### **Consider Authorization to release restrictive covenant on property located in Holley, NY**

Michael presented the Board with a proposal to authorize the release of a restrictive covenant on property located in Holley, NY. Skip Draper made a motion to release the

restrictive covenant, which was seconded by John Fitzak. The motion carried with four affirmative votes, with Jeff Martin abstaining from the vote (4-0-1).

**Consideration for the approval of the 2023 Year End Report**

Michael presented the 2023 Year End Report. Craig Tuohey suggested two formatting changes. John Fitzak made a motion to approve the year-end report with the changes suggested by Craig Tuohey. The motion was seconded by Craig Tuohey, and unanimously carried.

**Adjournment**

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by John Fitzak and unanimously carried at 9:13 a.m..

Respectfully submitted,

Matt Holland

**RESOLUTIONS OF THE COUNTY OF ORLEANS INDUSTRIAL  
 DEVELOPMENT AGENCY REGARDING THE NORTHERN BORDER  
 REGIONAL COMMISSION GRANT**

WHEREAS, the Northern Border Regional Commission (NBRC) administers a federally funded Economic and Infrastructure Development Grant Program, which makes funding available to municipal applicants for eligible infrastructure improvement projects; and

WHEREAS, the Agency as grantee/co-recipient, and the Genesee/Finger Lakes Regional Planning Council as co-recipient (G/FLRPC), have been awarded grant funding by the NBRC in the amount of \$480,000 to be utilized for the design and construction by the Falls Road Railroad Company of improvements to six railroad bridges and culverts located in Orleans County (the "Project"); and

WHEREAS, at its September 13, 2019 meeting, the Agency Board adopted a resolution authorizing the Agency to enter into a Grant Agreement (NBRC19GNY05) for the Project (the "Grant Agreement"); and

WHEREAS, it is a requirement of the NBRC grant program that changes to the designated "Authorized Official" of the Agency for the NBRC grant must be approved by the governing board of the Agency.

NOW, THEREFORE, BE IT RESOLVED by the County of Orleans Industrial Development Agency as follows:

1. The Agency hereby designates Michael Dobell, CEO/CFO of the Agency, as the Authorized Official of the Agency for purposes of the NBRC grant. As the Authorized Official, Michael Dobell is authorized to execute and deliver all agreements and documents that bind the Agency in connection with the NRBC grant and the Project, and he is further authorized to take such actions as may be necessary or appropriate to facilitate the Project.
2. These Resolutions shall take effect immediately.

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Carol D'Agostino	[    ]	[    ]	[ X ]	[    ]
Merle Draper	[ X ]	[    ]	[    ]	[    ]
John Fitzak	[ X ]	[    ]	[    ]	[    ]
Jeffrey Martin	[    ]	[    ]	[    ]	[ X ]
John Misiti	[ X ]	[    ]	[    ]	[    ]
Craig Tuohey	[ X ]	[    ]	[    ]	[    ]
Edward Urbanik	[    ]	[    ]	[ X ]	[    ]

Adopted: March 8, 2024

