

Orleans County Local Development Corporation

121 North Main Street
Albion, NY 14411

Office: (585) 589-7060
Fax: (585) 589-5258

Agenda Thursday April 4, 2024 at 8:30 AM Updated: 03/29/24

- Call OCLDC 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
 - February 1, 2024 (Electronic)-Motion
- Financials
 - Consider the acceptance of the monthly financials report for OCLDC – Motion
 - Consider the approval of the 2023 Audit report – Motion
 - Consider the approval of the 2023 Investment report - Motion
- Legal-Kevin Zanner
- Executive Session – If Required – Motion (Including invitees)
 - Close-Executive Session – Motion
 - Action on any matters from executive session – Motion
- Loans/Grants
 - Matt -
- Operations
 - Report
- Projects
- Old Business
- New Business
 - Consideration of Guidelines and Policies
 - Investment Policy (See Governance Packet Pg.) – Motion
 - Real property acquisition policy (See Governance Packet pg.) - Motion
 - Property Disposal Guideline (See Governance Packet Pg.) – Motion
 - Procurement Policy (See Governance Packet Pg.) – Motion
 - Consideration for the approval of the 2023 property report – Motion
 - Annual Meeting – By Laws (Separate Handout)
 - Section 1. Election of officers (Page) – Motion
 - Chairman
 - Vice Chairman
 - Treasurer
 - Secretary
 - CEO/CFO
 - Committee Appointments (Page)-Motion
 - Consideration for the approval of the Governance Committee Charter – Motion
 - Consideration for the approval of the Audit Committee Charter - Motion
 - Mission statement and Performance Measurements – Motion
 -
- Motion to adjourn



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

Business Banking Statement
March 31, 2024
 page 1 of 3

329681266741

1 13 T 908 00000 R EM AO
 ORLEANS COUNTY LOCAL DEVELOPMENT
 CORPORATION
 HUD UNRESTRICTED ACCOUNT
 121 NORTH MAIN STREET
 FLOOR 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
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OCLDC

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KeyBank Business Interest Checking 329681266741
 ORLEANS COUNTY LOCAL DEVELOPMENT
 CORPORATION
 HUD UNRESTRICTED ACCOUNT

Beginning balance 2-29-24	\$5,249.20
1 Addition	+717.08
1 Subtraction	-170.00
Interest paid	+0.05
Ending balance 3-31-24	\$5,796.33

Additions

Deposits	Date	Serial #	Source	
	3-11		Deposit Branch 0290 New York	\$717.08
Total additions				\$717.08

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount
371	3-13	\$170.00

Paper Checks Paid \$170.00

Interest earned

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 3-29-24	\$0.05
Interest earned this statement period	\$0.04
Interest paid year-to-date	\$0.19

*Recursion
 4/11/2024
 Hony*

Business Banking Statement
March 31, 2024
page 2 of 3

329681266741

**Interest
earned**
(con't)

Interest earned (2023)

\$1.86

9:33 AM

04/01/24

Orleans County Local Development Corporation
Reconciliation Summary
Checking Key Bank-HUD Unrest, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	5,249.20
Cleared Transactions	
Checks and Payments - 1 Item	-170.00
Deposits and Credits - 2 items	717.13
Total Cleared Transactions	<u>547.13</u>
Cleared Balance	<u>5,796.33</u>
Uncleared Transactions	
Checks and Payments - 2 Items	-795.00
Deposits and Credits - 2 Items	916.67
Total Uncleared Transactions	<u>121.67</u>
Register Balance as of 03/31/2024	<u>5,918.00</u>
Ending Balance	<u>5,918.00</u>

9:33 AM

04/01/24

Orleans County Local Development Corporation
Reconciliation Detail
 Checking Key Bank-HUD Unrest, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,249.20
Cleared Transactions						
Checks and Payments - 1 Item						
Check	03/06/2024	371	Roush C.P.A. PC	X	-170.00	-170.00
Total Checks and Payments					-170.00	-170.00
Deposits and Credits - 2 items						
Deposit	03/31/2024			X	0.05	0.05
General Journal	04/01/2024	Unde...		X	717.08	717.13
Total Deposits and Credits					717.13	717.13
Total Cleared Transactions					547.13	547.13
Cleared Balance					547.13	5,796.33
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	01/31/2023				-15.00	-15.00
Check	03/28/2024	372	HurwitzFine, P.C.		-780.00	-795.00
Total Checks and Payments					-795.00	-795.00
Deposits and Credits - 2 items						
Payment	04/21/2021	1123	Laura Loxley Vintag...		250.00	250.00
Payment	01/23/2023	0216	Gallo's Hauling		666.67	916.67
Total Deposits and Credits					916.67	916.67
Total Uncleared Transactions					121.67	121.67
Register Balance as of 03/31/2024					668.80	5,918.00
Ending Balance					<u>668.80</u>	<u>5,918.00</u>



220 Liberty Street, Box 227, Warsaw, NY 14569-0227

Page: 1 of 1
Statement Date: 03/29/2024
Primary Account: XXXXXX8102

Address Service Requested



3

1-FVNY-DDAs-07 240330
00001-00001-006550 000669271



6550 1 AV 0.507 21
THE ORLEANS COUNTY LOCAL
DEVELOPMENT CORPORATION
121 N MAIN ST # 2
ALBION, NY 14411-1237

Contact us.



877.226.5578



220 Liberty Street
Warsaw, NY 14569

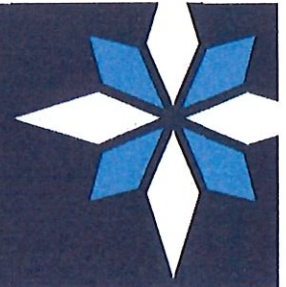


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Money Market Corporate

THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION

Money Market Corporate		Number of Enclosures	0
Account Number	XXXXXX8102	Statement Dates	3/01/24 thru 3/31/24
Beginning Balance	85,291.82	Days in the Statement Period	31
Deposits/Credits	.00	Average Ledger	85,291.82
Checks/Debits	.00	Average Collected	85,291.82
Service Charge	.00	Interest Earned	14.49
Interest Credited	14.49	Annual Percentage Yield Earned	0.20%
Ending Balance	85,306.31	2024 Interest Paid	42.52

Account Activity in Date Order

Date	Description	Amount	Balance
3/31	INTEREST DEPOSIT	14.49	85,306.31

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
3/01	85,291.82	3/31	85,306.31

INTEREST RATE SUMMARY

Date	Rate
2/29	0.200000%

10:44 AM

04/03/24

Orleans County Local Development Corporation
Reconciliation Summary
HSBC Savings Acct High Interest, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	85,291.82
Cleared Transactions	
Deposits and Credits - 1 item	<u>14.49</u>
Total Cleared Transactions	<u>14.49</u>
Cleared Balance	<u><u>85,306.31</u></u>
Register Balance as of 03/31/2024	85,306.31
Ending Balance	85,306.31

10:44 AM

04/03/24

Orleans County Local Development Corporation
Reconciliation Detail
HSBC Savings Acct High Interest, Period Ending 03/31/2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						85,291.82
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	03/31/2024			X	14.49	14.49
Total Deposits and Credits					14.49	14.49
Total Cleared Transactions					14.49	14.49
Cleared Balance					14.49	85,306.31
Register Balance as of 03/31/2024					14.49	85,306.31
Ending Balance					14.49	85,306.31

2023 Annual Investment Report
Orleans County Local Development Corporation (OCLDC)
Updated: 04/03/24

Section 2925(6) of New York Public Authorities Law requires that State Authorities prepare and approve an investment report annually. The Law requires the Annual Investment Report to include the following:

- **A copy of the Investment Policy in force at year end;**
 - Found at: <http://www.orleansdevelopment.org/#locldcx6s>

- **An explanation of the Policy;**
 - To conform with all applicable federal, state and other legal requirements;
 - To adequately safeguard principal;
 - To provide sufficient liquidity to meet all operating requirements; and
 - To obtain a reasonable rate of return.

- **Results of the Annual Independent Audit;**
 - Found at: <http://www.orleansdevelopment.org/#locldc-reports/c21mx>

- **The investment income record;**
 - \$ 2,925.00 interest earned.

- **List of the total fees paid to anyone rendering investment;**
 - No investment-related fees were incurred during reporting period.

2024 OCLDC Board

Updated 04/04/24

<u>Member/Office</u>	<u>Slot Filled/Address</u>	<u>Telephone/Email/Appointment/Term</u>
Kathy Blackburn Secretary	901 West Center Street Medina, NY 14103 Business Representative – Western	585-734-5801 kblackburn@orleanschamber.com Appointed by: OCLDC Term: As Appointed
Skip Draper	210 William Street Medina, NY 14103 At Large	585-798-7055 skipdraper@verizon.net Appointed by: OCLDC Term: As Appointed
William Eick	10471 Freeman Road Medina NY 14103 Orleans County Legislature	585-735-7363 Bill.Eick@orleansny.com Appointed by: Legislature Term: As Appointed
John Misiti Chairman	10894 Ryan Road, Medina, NY 14103 Member COIDA Board	585-798-3327 JMisiti@rochester.rr.com Appointed by: COIDA Term: As Appointed
Fred Miller	5 Linwood Avenue, Albion NY 14411 At Large	585-589-5573 Fred.Miller@orleansny.com Appointed by: OCLDC Term: As Appointed
Laura Bentley Treasurer	13936 Route 31 Albion, NY 14411 Business Representative – Central Business Representative – Eastern	585-589-9610 laura@bentleybrosinc.com Appointed by: OCLDC Term: As Appointed Appointed by: OCLDC Term: As Appointed
<hr/>		
<u>Staff</u>		
Matt Holland Manager	121 North Main Street, Albion NY 14411	585-589-7060 mholland@orleansdevelopment.org Appointed by: OCLDC Term: As Appointed
Michael Dobell CEO/CFO; Procurement Officer	121 North Main Street, Albion NY 14411	585-589-7060 jwhipple@orleansdevelopment.org Appointed by: OCLDC Term: As Appointed
Kevin Zanner OCLDC Counsel	1300 Liberty Building, Buffalo NY 14202	716-849-8900 kjz@hurwitzfine.com Appointed by: OCLDC Term: As Appointed

Orleans County Local Development Corporation

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Albion, NY 14411

Office: (585) 589-7060
Fax: (585) 589-5258

2024 Committee Structure

Adopted: 04/04/24

Finance/Loan Committee

Laura Bentley
Kathy Blackburn
Skip Draper
John Misiti

Audit Committee

Skip Draper
Laura Bentley
Kathy Blackburn
John Misiti
William Eick
Fred Miller

Governance Committee

Skip Draper
Laura Bentley
Kathy Blackburn
John Misiti
William Eick
Fred Miller

Approved:

2023 New York State Local Public Authority Mission Statement and Measurement Report
Orleans County Local Development Corporation

Local Public Authority Name: Orleans County Local Development Corporation

Fiscal Year: January 1, 2024 – December 31, 2024

Enabling Legislation: The Corporation is a not-for-profit corporation as defined in subparagraph (a)(5) of Section 102 of the Not-for-Profit Corporation Law formed for the purposes set forth in Section 1411 of the Not-For-Profit Corporation Law. The Corporation is a Type C corporation as defined in Section 201 of the Not-for-Profit Corporation Law.

Mission Statement: The mission of the OCLDC is to work with Orleans County residents and businesses to promote additional employment, to maintain and encourage job opportunities and business development, to instruct or train individuals to improve or to develop their capabilities for jobs and business development and to enhance the general prosperity and the economic welfare of the people of Orleans County.

2023 Measurements:

1. Provide Orleans County residents with microenterprise business Grants.
 - a. Goal -5 per year
 - b. Achieved: 8 grantees for \$200,000
2. Provide Orleans County residents instruction or training to improve or to develop their capabilities for jobs and business development.
 - a. Goal - 20 residents per year
 - b. Achieved: 9 graduates from the MAP program
3. Provide Orleans County residents with programs to enhance the general prosperity and the economic welfare of the people of Orleans County.
 - a. Goal - 1 in force per year
 - b. Achieved: 1

2024 Measurements:

4. Provide Orleans County residents with microenterprise business Grants.
 - a. Goal -5 per year
5. Provide Orleans County residents instruction or training to improve or to develop their capabilities for jobs and business development.
 - a. Goal - 10 residents per year
6. Provide Orleans County residents with programs to enhance the general prosperity and the economic welfare of the people of Orleans County.
 - a. Goal - 1 in force per year

Authority Stakeholder(s): Orleans County

Authority Beneficiaries: The residents of Orleans County

Authority Customers: The business community and residents of Orleans County

Approved:

Authority self-evaluation of prior year performance (based upon established measurements):
To be provided by March 31, 2024 related to 2023 performance.

Governance Certification:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?
Board of Directors Response: **Yes/No**
2. Who has the power to appoint management of the public authority?
Board of Directors Response: **The Board of Directors**
3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority.
Board of Directors Response: **Yes/No**
4. Briefly describe the role of the Board and the role of management in the implementation of the mission.
Board of Directors Response: **The role of the Board regarding the implementation of the public authority's mission is to provide strategic input, guidance, oversight, mission authorization, policy setting and validation of the authority's mission, measurements and results. The role of management is to collaborate with the board in strategy development / strategy authorization and to implement established programs, processes, activities and policies to achieve the public authority's mission.**
5. Has the Board acknowledged that they have read and understood the response to each of these questions?
Board of Directors Response: **Yes/No**