

OEDA Board Meeting Minutes

December 08, 2023

121 N Main Street 2nd 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
Carol D'Agostino, Assistant Treasurer
Ed Urbanik, Secretary

Members Absent: *[None.]*

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 8:00 a.m. Matt called the roll of Board members. All board members were present except Skip Draper, constituting a quorum of the Board. Skip joined the meeting during the presentation of the PILOT Report.

I. Approval of Board Meeting Minutes November 17th 2023 Board Meeting Minutes (Electronic)

The November 17th, 2023 Board meeting minutes were reviewed by the Board. A motion was made by Craig Tuohey to approve the meeting minutes as presented, seconded by John Fitzak. Motion unanimously carried.

II. Financial Reports

COIDA/ORLF Accept Monthly Financials

Michael Dobell presented the COIDA and ORLF financial reports for the month ending November 30th, 2023. The ending balance for the main OEDA account was \$95,199.02 with current cash on hand of \$64,112. The balance in the high interest savings account is \$100,063.58. The CD matures on December 29th. Michael will find out later in the month what the new interest rates will be for the CD. The finances are currently in line with the

2024 budget. The Board discussed the finances of the Agency. At the conclusion of the discussion, Jeff Martin made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by John Fitzak and unanimously carried.

PILOT Report – Matt Holland reported that all CSD PILOT payments have been collected. The Agency is now waiting on the Falls Railroad PILOT payment, the invoice for which was sent last month.

III. Report of Committees/Departments/Sites

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

Thrive, Freeze Dried Foods-

Thrive, Freeze Dried Foods, LLC is still looking to increase employment in order to meet OCR funding requirements. However, this process is continues to progress slowly. This aspect of the project is being communicated to OCR.

Takeform

Takeform’s software project continues to progress and is expected to go live in March 2024, which will also ramp up employment. In spite of OCR’s rigid timeline, Takeform has received funding from them in the past and it is expected that they will be able to receive OCR funding for this project.

Walsh Hotel

Gabrielle met with Rollin Hellner, owner of Walsh Hotel. They are pursuing an OCR project with the restaurant’s expansion, now being open seven days a week. The OCR funding would assist in equipment purchases and staffing. The Village of Medina is a potential sponsor for the project.

NY Forward

NY Forward projects are possible candidates for OCR funding and for sales tax abatement through the Agency.

Hendrickson Holdings, LLC, Brunner International Inc, Acquisition

Gabrielle will provide OEDA Board members with an article about Hendrickson Holding, LLC’s acquisition of Brunner. Hendrickson Holdings, LLC appears positioned for growth.

Project Updates – Michael presented the following project updates:

Medina Hospitality

Medina Hospitality has obtained financing through USDA to pay off the loan from Bri-Mark.

Hemlock Ridge

A proposal for the sharing of PILOT revenues for this project among the six affected taxing jurisdictions is being prepared, which will be shared with the Towns of Barre and Shelby. Michael is also working with the developer regarding the Agency's administrative fee for the project. An agreement could come by third quarter but the process will stretch out the closing date.

Warehouse/ Manufacturing Building Opportunity

The owner of a vacant building on Route 31 reached out to Gabrielle and Michael to visit the property. The building could serve as a warehouse or manufacturing building on the eastern side of the county.

Medina Team Track

Medina Team Track continues to make progress. Erdman Anthony submitted another request for reimbursement to NDRC. The Agency will start to explore submitting new applications to NDRC and decide on possible projects such as the fifth rail spur for WNY Energy or road extension. Submissions are due by the end of April.

WNY Energy

WNY Energy is investigating adding a fifth rail spur at its facility. The company has seen a higher moisture content in local corn and is bringing in drier corn from the Midwest via rail which is currently complicated by the lack of rail space. WNY Energy needs a staging area for west to east bound rail cars. The OEDA is exploring project funding opportunities with the company.

Lake Ontario Fruit

Lake Ontario Fruit is working to secure municipal approvals for its projects from the Town of Gaines. The Gaines planning board meeting is scheduled for December 13th. Gabrielle and Michael plan to attend the meeting.

Facilities/Sites-

ESD Shovel Ready Sites

ESD has all the needed information to perform the recertification process for all shovel ready sites. We are now waiting on approval.

MAP and LDC Report

Matt reported that the last \$35,000 of MAP grant funding has been approved and awarded to Serenity Spa and Holistic Center, LLC. The OCLDC will apply for more funding with the assistance of H. Sicherman and Company, which is anticipated for the spring or summer of 2024. The OCLDC Finance Committee also discussed establishing new guidelines for grant awards, program monitoring, and support for businesses beyond the six-month grant award period. Michael further discussed changing policies relating to equity requirements of the MAP grantees. The OCLDC is still planning on a Fall 2024 program launch for the Small Business and Entrepreneur classes, but local businesses and entrepreneurs can still attend the SBDC courses at UB-Brockport and Niagara County Community College to qualify for MAP grants from the OCLDC.

Matt also reported that all OCLDC loan repayments are current except for one business that is behind on its loan payments by more than three months. Matt is reaching out to the borrower to find out why payments have not been made and to have the borrower resume payments.

Legal –No report.

Marketing ---

Michael shared Mindful Media’s social media and electronic report with the Board. This report included webpage and social media data and analytics. Michael discussed the LinkedIn platform with the Board, and there was a discussion about the COIDA joining the platform in the future as well as increasing its FaceBook presence.

IV. Executive Session

A motion to enter into executive session to discuss the financial and credit history of a corporation was made by Jeff Martin. The motion was seconded by Craig Tuohey and unanimously carried at 8:47AM.

A motion to exit executive session was made by Skip Draper, seconded by John Fitzak and unanimously carried at 9:32 AM. No action was taken during the executive session. Ed Urbanik and Carol D’Agostino left the meeting at the close of the executive session.

V. Unfinished Business – None.

VI. New Business

Consider change in health insurance coverage for staff

Michael outlined the benefits of the Agency switching its healthcare coverage plan from the Orleans County plan in which the Agency's employees currently participate. He noted that Agency employees will lose some benefits as a result of the change, and he is therefore recommending that a small stipend be approved by the Board to offset this loss of benefits. Employee stipends included, COIDA will save approximately \$26,758.41. The plan includes dental.

A motion to approve COIDA's new insurance plan and the employee stipends was made by Jeff Martin, seconded by Craig Tuohey and unanimously carried.

Consider Resolution of the 2024 Staff Compensation

The Board discussed the resolution for 2024 staff compensation. John Misiti read the resolution of the 2024 COIDA staff compensations and the resolution was moved for adoption by John Fitzak and seconded by Jeff Martin. By roll call vote, Board members Craig Tuohey, Jeff Martin, John Fitzak, John Misiti, and Skip Draper voted in the affirmative. Resolution was unanimously approved, copy attached.

Consider the Proposed 2024 COIDA Operating Budget

Michael reviewed the proposed 2024 budget with the Board. Michael noted adjustments for changes in the County's annual funding for the Agency as well as the changes in health insurance coverage and staff wages. Skip Draper made a motion to approve the proposed 2024 COIDA operating budget, seconded by Craig Tuohey and unanimously carried.

Consider Resolution Authoring the reinstatement of certain lease agreements in connection with Medina Hospitality

Consideration of this resolution was tabled pending confirmation that certain documents relating to Medina Hospitality's new financing have been recorded with the Orleans County Clerk.

Adjournment

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by Jeff Martin and unanimously carried at 9:45 a.m..

Respectfully submitted,

Matt Holland

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 John Fitzak, who moved its adoption, seconded by
Jeff Martin

ROLL CALL VOTE:

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

ADOPTED: 12/11/23