

OEDA Board Meeting Minutes

September 13th, 2024

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

Members Present:

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

Members Absent:

Jeff Martin, Secretary
Carol D'Agostino, Assistant Treasurer
Ed Urbanik, Member

Also Present:

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

Roll Call - The meeting was called to order by Chairman John Misiti at 8:03 a.m. Matt called the roll of Board members. Board members John Misiti, Skip Draper, Craig Tuohey, and John Fitzak were present, constituting a quorum of the Board.

I. Approval of August 16th 2024 Board Meeting Minutes (Electronic)

The August 16th, 2024 Board meeting minutes were reviewed by the Board. A motion was made by Craig Tuohey to approve the meeting minutes as presented and 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 August 31st, 2024. The closing balance for the main OEDA account was \$58,624.77. The balance in the high interest savings account is \$161,351.86. The Board discussed the monthly financials. At the conclusion of the discussion, Skip Draper made a motion to

accept the COIDA and ORLF financial reports. The motion was seconded by John Fitzak and unanimously carried.

PILOT Report – Matt reported that all Central School District PILOT invoices have been sent out and one payment has been received so far.

III. Report of Committees/Departments/Sites

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

Pro-Housing Community Program-

Gabrielle reported to the Board that the Village of Albion intends to adopt a resolution to be designated as a pro-housing community for the OCR's Pro-Housing Community Program. Participation in the program is required by New York State to be eligible for certain types of funding through ESD and OCR. Other municipalities in Orleans County will need to pass resolutions in order to apply and receive various types of NYS project funding.

Medina Business Park-

Gabrielle reported on inquiries by parties interested in building in the Medina Business Park in the area behind the Cobblestone Hotel on Enterprise Road. The project would require five hundred feet of additional road. New signs have been placed along Enterprise Road to address the issue of idling tractor trailers. Over time, the road is being damaged by these tractor trailers.

Thrive Foods-

Garbielle reported that there have been no further communications from Thrive Foods in relation to their OCR project.

Wastewater-

COIDA staff is working with its consultant Wendel to evaluate how to deliver wastewater across the Medina Business Park from the south to the north side. Aging infrastructure will be a barrier for any wastewater projects in the area.

Project Updates – Michael Dobell presented the following project updates:

Lake Ridge Fruit-

The Lake Ridge Fruit building should be completed by September 16th. Michael is waiting for confirmation. Counsel is working on documents for the PILOT transaction for the project.

R.P. Baker Fruit Closing-

R.P. Baker Fruit closed on the purchase of a building in Holley. The lease-leaseback transaction with the company was closed and the administrative fee was paid to COIDA.

GRE-

Michael reported on multiple recent inquiries from businesses referred to COIDA through the Greater Rochester Enterprise.

Expansion Project in Albion-

Michael reported on a business that is looking at a building in Albion for an expansion project.

Facilities/Sites-

Wetlands Delineation Study-

The US Army Corps of Engineers has finished inspecting the Keppler Site and have given several areas of the site a non-jurisdictional determination, which will allow for development without wetland mitigation.

Char-500 and Reporting-

Matt has submitted the Char-500 for the OLRC and OCLDC.

MAP and LDC Report

Matt reported that 15 program participants have been selected for the Fall 2024 MAP program. The lineup of speakers has been solidified. The program will begin on September 19th and continue on every Thursday until November 21st.

Legal- No report.

Marketing

Michael reported on several items that Mindful Media Group has worked on for the Agency. He shared the QR code advertisement that was developed for the MAP program as well as the Facebook posts sharing free small business-related educational resources. Social media is drawing visitors to the Medina Business Park's website. There has been an 80% rise in website views. Matt is working with Mindful Media Group to create office supplies with the agency's new logo.

IV. Executive Session

Skip Draper made a motion for the Board to enter into executive session to discuss the financial information of a corporation. The motion was seconded by Craig Tuohey and unanimously carried. At the conclusion of executive session, a motion to exit the executive session was made by Craig Tuohey. The motion was seconded by John Fitzak and unanimously carried. No votes were taken during the executive session.

V. Unfinished Business

Wastewater Study

Wendel has sent the OEDA an updated scope to perform a wastewater study as per Board approval. The study will take eight weeks to complete.

VI. New Business

GRE Sponsorship

Michael discussed GRE's sponsorship fee, which is \$5,500 for 2025. Skip Draper made a motion to approve payment of \$5,500 to GRE. The motion was seconded by John Fitzak and unanimously carried.

Hurwitz Fine P.C. Engagement Letter

Michael presented Hurwitz Fine's September 11, 2024 engagement letter for the Board's review and approval. Craig Tuohey made a motion to accept Hurwitz Fine's engagement letter and the firm's hourly rate for the two-year period commencing October 1, 2024. The motion was seconded by Skip Draper and unanimously carried.

Adjournment

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by John Fitzak and unanimously carried at 9:11 a.m.

Respectfully submitted,

Matt Holland