

**OEDA Board Meeting Minutes**

**October 11th, 2024**

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

**Members Present:**

Skip Draper, Vice Chairman  
John Fitzak, Treasurer  
Craig Tuohey, Assistant Secretary  
Jeff Martin, Secretary  
Carol D'Agostino, Assistant Treasurer

**Members Absent:**

John Misiti, Chairman  
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  
Tom Rivers, Orleans Hub

**Roll Call** - The meeting was called to order by Vice Chairman Skip Draper at 8:00 a.m. Matt called the roll of Board members. Board members Skip Draper, Craig Tuohey, Carol D'Agostino, Jeff Martin, and John Fitzak were present, constituting a quorum of the Board.

**I. Approval of September 30<sup>th</sup> 2024 Board Meeting Minutes (Electronic)**

The September 30<sup>th</sup>, 2024 Board meeting minutes were reviewed by the Board. A motion was made by Craig Tuohey to approve the meeting minutes as presented. The motion was seconded by John Fitzak and unanimously carried.

**II. Financial Reports**

**COIDA/ORLF Accept Monthly Financials**

Michael Dobell presented the COIDA and ORLF financial reports for the month ending September 30, 2024. The closing balance for the main OEDA account was \$71,641.29. The balance in the high interest savings account is \$161,404.92. Michael commented on

anticipated fee revenue for the Lake Ridge Fruit PILOT closing and the County operating support funding. The Board discussed the monthly financials. At the conclusion of the discussion, Jeff Martin made a motion to accept the COIDA and ORLF financial reports. The motion was seconded by Craig Tuohey and unanimously carried.

**PILOT Report** – Matt reported that all but one of the Central School District PILOT payments are current.

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

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

#### **Glow with Your Hands-**

Gabrielle attended the GLOW with Your Hands workforce development event. Dozens of schools throughout the four county GLOW region attended the event. Gabrielle reported to the Board the competitive wages along with training programs offered by the several trade unions attending the event.

#### **Project Digital-**

Gabrielle reported that there is a business interested in leasing space in the Medina Business Park.

#### **Coffee Pot-**

The Coffee Pot in downtown Medina is looking to expand its business to Main Street where Case-Nic Cookies was formerly located. The company is working with the SBDC on its business plan and is interested in utilizing MAP grant funding to acquire equipment.

#### **231 East Avenue, Albion-**

The 231 East Avenue property was sold to an interested party but the building did not fit their needs. A new business is interested in the building.

#### **Wastewater Study-**

OEDA staff met with Wendel to discuss the wastewater study that they have been contracted to undertake. This study will have several uses and will assist incoming potential projects with a better understanding of current and potential wastewater infrastructure.

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

**Wastewater Study-**

Michael provided a further report on the meeting between Wendel and the OEDA that took place on October 3<sup>rd</sup>, 2024. He explained the details of the report and how the timelines, evaluations, and costs will come from the wastewater study. The November Board meeting will be the tentative timeline for the reporting.

**Hemlock Ridge Solar-**

Michael reported that Orleans County passed a resolution to opt out of the PILOT for the Hemlock Ridge Solar project. The Town of Barre plans to adopt a similar resolution at its next meeting. It is expected that the Town of Shelby and the three school districts will pass resolutions waiving the right to PILOT payments as well. Once all the resolutions are adopted, OEDA will set dates for the public hearings in the Town of Barre and Town of Shelby. Michael also reported that Camoin Associates is working on a cost benefit analysis for the project.

**Falls Road Railroad-**

Michael updated the Board regarding the NYSDOT grant for Falls Road Railroad. NYSDOT clarified that OEDA does not need to retain a property interest in the property being improved with NYSDOT grant funds. He also reported that NBRC clarified that its grant funding does not require OEDA to remain in fee ownership title, as had been suggested by Falls Road Railroad.

**Facilities/Sites-**

**Wetlands Delineation Study-**

OEDA staff met with BME and US Army Corps of Engineers to evaluate wetlands near Pride Pak. More spraying will need to be done to manage invasive species. If the spraying is sufficient, the US Army Corps of Engineers will sign off the project.

**MAP and LDC Report**

Matt reported that the MAP class finished up its marketing portion of the program and is moving on to the Finances and Financing portion of the program. H Sicherman and Co. is assisting the County with completing the final paperwork for the 2024 MAP grant program funding.

One of the delinquent RLF loan debtors is discussing making payments again.

**Legal-** No report.

**Marketing**

Michael reported that Matt and Mindful Media Group are working on SAM renewal.

**IV. Executive Session**

Craig Tuohey made a motion for the Board to enter into executive session to discuss the financials of the corporation and acquisition of real property. The motion was seconded by Jeff Martin and unanimously carried. At the conclusion of executive session, a motion to exit the executive session was made by Jeff Martin. The motion was seconded by John Fitzak and unanimously carried. No votes were taken during the executive session.

**V. Unfinished Business – None.**

**VI. New Business**

**Consider the approval of the 2025 Operating Budget**

Michael discussed the 2025 operating budget with the Board. Craig Tuohey made a motion to approve the 2025 operating budget. The motion was seconded by John Fitzak and unanimously carried.

**Consider entering into a shared services agreement with the Orleans Land Restoration Corporation.**

Michael presented the following resolution to authorize an administrative services agreement between OEDA and Orleans Land Restoration Corporation:

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL  
DEVELOPMENT AGENCY AUTHORIZING AN  
ADMINISTRATIVE SERVICES AGREEMENT WITH THE  
ORLEANS LAND RESTORATION CORPORATION**

Jeff Martin made a motion to approve the resolution as presented. The motion was seconded by Craig Tuohey and unanimously carried by roll call vote (5-0-0). See attached resolution.

**Consider entering into a share services agreement with The Orleans County Local Development Corporation.**

Michael presented the following resolution to authorize a shared services between the OEDA and The Orleans County Local Development Corporation:

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING AN ADMINISTRATIVE SERVICES AGREEMENT WITH THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION**

Carol D'Agostino made a motion to approve the resolution as presented. The motion was seconded by Jeff Martin and unanimously carried by roll call vote (5-0-0). See attached resolution.

**Consider the approval for scheduling public hearings for the Hemlock Ridge Solar Project**

Michael asked the Board to authorize the scheduling of public hearings for the Hemlock Ridge Solar Project once all the taxing jurisdictions have adopted resolutions waiving their right to PILOT payments. John Fitzak made a motion to authorize the scheduling of public hearings for the Hemlock Ridge Solar Project once all the taxing jurisdictions have adopted resolutions waiving their right to PILOT payments. The motion was seconded by Jeff Martin and unanimously carried.

**Consider retaining The Harrison Studio for administration and technical services**

Michael explained the RFP process for grant administration and technical services. Harrison Studios presented the most competitive RFP response and is being recommended for approval. Michael then presented the following resolution:

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH H. SICHERMAN & COMPANY INC. FOR THE PROVISION OF ADMINISTRATION & TECHNICAL SERVICES IN CONNECTION WITH THE AGENCY'S ECONOMIC DEVELOPMENT ACTIVITIES**

John Fitzak made a motion to approve the resolution as presented. The motion was seconded by Craig Tuohey and unanimously carried by roll call vote (5-0-0).

**Consider extending agreement with Diane Blanchard for 1 year**

Michael reviewed the updated consulting contract to retain Diane Blanchard's services for an additional year. Jeff Martin made a motion to approve the consulting contract. John Fitzak seconded the motion, and it was unanimously carried.

**Adjournment**

Motion to adjourn subject to Vice Chairman's recall made by Craig Tuohey, seconded by Carol D' Agostino and unanimously carried at 9:13 a.m.

Respectfully submitted,

Matt Holland

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL  
DEVELOPMENT AGENCY AUTHORIZING AN ADMINISTRATIVE  
SERVICES AGREEMENT WITH THE ORLEANS LAND  
RESTORATION CORPORATION**

**WHEREAS**, the County of Orleans Industrial Development Agency ("**COIDA**") is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

**WHEREAS**, COIDA is authorized to enter into contracts in furtherance of its corporate purposes of advancing the job opportunities, general prosperity and economic welfare of the people of the State of New York and improving their prosperity and standard of living and has the personnel and expertise to provide administrative and technical services in the areas of economic development, community development and CDBG program administration; and

**WHEREAS**, Orleans Land Restoration Corporation ("**OLRC**") is a not-for-profit corporation formed for the purpose of combating community deterioration and blight within Orleans County and is authorized, among other things, to acquire and improve real property to facilitate the development or use and operation of the properties in order to encourage economic development within Orleans County and, in furtherance of its corporate purposes has undertaken a variety of economic development and community development initiatives, including activities funded with Community Development Block Grant (CDBG) funds, as administered by the United States Department of Housing and Urban Development (HUD) and the New York State Office of Community Renewal (OCR), which activities are consistent with the mission and purpose of COIDA; and

**WHEREAS**, COIDA submitted a proposal to the OLRC dated September 28, 2024 (the "Proposal"); and

**WHEREAS**, in the event that the OLRC accepts COIDA's proposal, COIDA wishes to authorize an agreement regarding the provision by COIDA of administrative services to the OLRC in accordance with the Proposal.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:**

Section 1: Subject to acceptance by the OLRC of its Proposal, COIDA is hereby authorized to contract with the OLRC for the provision of administrative services consistent with

the Proposal for a term commencing effective as of January 1, 2025 and expiring December 31, 2027 and the execution and delivery of an agreement with OLRC is hereby authorized.

Section 2: The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the Chief Executive Officer or Chief Financial Officer are each individually authorized to execute all necessary agreements and documents to effectuate the actions authorized by this resolution.

Section 3: These resolutions shall take effect immediately.

The above resolution was moved for adoption by Jeff Martin and seconded by Craig Tuohy

ROLL CALL VOTE:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Carol D'Agostino	[ X ]	[ ]	[ ]	[ ]
John Fitzak	[ X ]	[ ]	[ ]	[ ]
Merle Draper	[ X ]	[ ]	[ ]	[ ]
Craig Tuohy	[ X ]	[ ]	[ ]	[ ]
John Misiti	[ ]	[ ]	[ X ]	[ ]
Ed Urbanik	[ ]	[ ]	[ X ]	[ ]
Jeff Martin	[ X ]	[ ]	[ ]	[ ]

ADOPTED: October 11, 2024



**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING AN ADMINISTRATIVE SERVICES AGREEMENT WITH THE ORLEANS COUNTY LOCAL DEVELOPMENT CORPORATION**

**WHEREAS**, the County of Orleans Industrial Development Agency ("COIDA") is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

**WHEREAS**, COIDA is authorized to enter into contracts in furtherance of its corporate purposes of advancing the job opportunities, general prosperity and economic welfare of the people of the State of New York and improving their prosperity and standard of living and has the personnel and expertise to provide administrative and technical services in the areas of economic development, community development and CDBG program administration; and

**WHEREAS**, The Orleans County Local Development Corporation (the "LDC") has undertaken a variety of economic development and community development initiatives, including the operation of a microenterprise loan fund and other activities which are funded with Community Development Block Grant (CDBG) funds, all for the purpose of relieving and reducing unemployment, promoting employment and job opportunities, attracting businesses to Orleans County and encouraging the development and retention of businesses in Orleans County and lessening the burdens on government, which activities are consistent with the mission and purpose of COIDA; and

**WHEREAS**, COIDA submitted a proposal to the LDC dated September 28, 2024 (the "Proposal"); and

**WHEREAS**, in the event that the LDC accepts COIDA's Proposal, COIDA wishes to authorize an agreement regarding the provision by COIDA of administrative services to the LDC in accordance with the Proposal.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:**

Section 1: Subject to acceptance by the LDC of its Proposal, COIDA is hereby authorized to contract with the LDC for the provision of administrative services consistent with the Proposal for a term commencing effective as of January 1, 2025 and expiring December 31, 2027, and the execution and delivery of an agreement with LDC is hereby authorized.

Section 2: The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the Chief Executive Officer or Chief Financial Officer are each individually authorized to execute all necessary agreements and documents to effectuate the actions authorized by this resolution.

Section 3: These resolutions shall take effect immediately.

The above resolution was moved for adoption by Carol D'Agostino and seconded by Jeff Martin

ROLL CALL VOTE:

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

ADOPTED: October 11, 2024

**RESOLUTION OF THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH H. SICHERMAN & COMPANY, INC. FOR THE PROVISION OF ADMINISTRATION & TECHNICAL SERVICES IN CONNECTION WITH THE AGENCY'S ECONOMIC DEVELOPMENT ACTIVITIES**

**WHEREAS**, the County of Orleans Industrial Development Agency ("COIDA") is authorized under the laws of the State of New York, and in particular the New York State Industrial Development Agency Act, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended, and Chapter 918 of the 1971 Laws of New York, as amended to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York and to improve their prosperity and standard of living; and

**WHEREAS**, COIDA, in furtherance of its corporate purposes, undertakes a variety of economic development and community development activities which are funded from various sources, including the Federal Community Development Block Grant (CDBG) program; and

**WHEREAS**, COIDA also provides administrative services under contract to the Orleans County Local Development Corporation (LDC) and the Orleans Land Restoration Corporation (OLRC), both of which are New York not-for-profit corporations, in support of their economic development and community development activities; and

**WHEREAS**, on July 30, 2024, COIDA issued a request for proposals ("Request for Proposals") for the provision of technical assistance for the administration of OCR grant programs, CDBG microenterprise programs, the financing of economic development projects through loan transactions and the development and implementation of commercial and industrial projects and programs, microenterprise assistance and other community and economic development activities as required, all as more particularly described in the Request for Proposals; and

**WHEREAS**, H. Sicherman & Company, Inc. d/b/a The Harrison Studio ("H. Sicherman") submitted a proposal dated September 26, 2024 for the provision of professional services consistent with the Request for Proposals and on terms acceptable to COIDA.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF ORLEANS INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:**

1. The execution and delivery by COIDA of an agreement with H. Sicherman for the provision of technical services for a term of three (3) years commencing effective January 1, 2025 and otherwise consistent with the Request for Proposals and the consultant's proposal, and with such other terms and conditions as may be agreed to by COIDA and H. Sicherman which are not inconsistent therewith, is hereby authorized.

2. The Chairman, Vice Chairman, Treasurer, Secretary, any Assistant Treasurer or Assistant Secretary and the CEO/CFO of COIDA are each individually authorized to execute and deliver such agreement and to take such other actions as may be necessary to effectuate the transactions contemplated by this resolution.

3. This resolution shall take effect immediately.

The above resolution was moved for adoption by John Fitzak and seconded by Craig Tuohey.

ROLL CALL VOTE:

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

ADOPTED: October 11, 2024