

Orleans Land Restoration Corporation

121 North Main Street
Albion, NY 14411

(585) 589-7060

OLRC Board Meeting Agenda Friday November 15, 2024 at 9:00 AM Updated: 10/07/24

This meeting will be held at the offices of 121 North Main St, FL 2, Albion, NY 14411.

- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of the previous Board Meeting Minutes**
 - **October 11, 2024 Meeting Minutes-(Electronic) – Motion**
- **Financials**
 - **Consider the OLRC Monthly Financials – Motion**
- **Legal**
- **Operations Report**
 - **Facilities/Sites**
- **Old Business**
- **New Business**
 - **Consider entering into a shared service agreement with COIDA – Motion**
 - **Consider retaining The Harrison Studio for administration and technical services – Motion**
- **Executive Session – If Required – Motion (Including Invitees)**
 - **Action on any matters from executive session – Motion**
- **Motion to adjourn**



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

Corporate Banking Statement
October 31, 2024
page 1 of 3



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ORLEANS LAND RESTORATION CORPORATION
121 N MAIN ST FL 2
ALBION NY 14411-1237

Questions or comments?
Call 1-800-821-2829

OLRC

Commercial Transaction 9047
ORLEANS LAND RESTORATION CORPORATION

Beginning balance 9-30-24	\$49,947.40
4 Additions	+13,342.84
6 Subtractions	-15,764.85
Net fees and charges	-254.43
Ending balance 10-31-24	\$47,270.96

Additions

Deposits	Date	Serial #	Source	
	10-1		Deposit Branch 0290 New York	\$6,867.93
	10-2		Deposit Branch 0290 New York	2,674.66
	10-15		Deposit Branch 0290 New York	1,125.59
	10-30		Deposit Branch 0290 New York	2,674.66
Total additions				\$13,342.84

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1122	10-4	\$246.99	1124	10-17	148.32	1126	10-28	224.54
1123	10-17	25.00	1125	10-23	120.00	*19792	10-31	15,000.00
Paper Checks Paid								\$15,764.85

Fees and charges

Date		Quantity	Unit Charge	
10-8-24	Sep Analysis Service Chg	1	254.43	-\$254.43
Fees and charges assessed this period				-\$254.43

Reconciled
11/14/24
Muth Hand



10:52 AM

11/04/24

Orleans Land Restoration Corporation
Reconciliation Summary
200.001 · OLRC Checking Acc Non Interest, Period Ending 10/31/2024

	<u>Oct 31, 24</u>
Beginning Balance	49,947.40
Cleared Transactions	
Checks and Payments - 7 Items	-16,019.28
Deposits and Credits - 4 Items	13,342.84
Total Cleared Transactions	<u>-2,676.44</u>
Cleared Balance	<u>47,270.96</u>
Uncleared Transactions	
Checks and Payments - 3 Items	-12,595.98
Deposits and Credits - 3 Items	3,596.14
Total Uncleared Transactions	<u>-8,999.84</u>
Register Balance as of 10/31/2024	<u>38,271.12</u>
Ending Balance	38,271.12

10:52 AM

11/04/24

Orleans Land Restoration Corporation
Reconciliation Detail
200.001 · OLRC Checking Acc Non Interest, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,947.40
Cleared Transactions						
Checks and Payments - 7 Items						
Check	09/26/2024	1122	Hurwitz Fine P.C.	X	-246.99	-246.99
Check	10/07/2024	1123	Roush C.P.A. PC	X	-25.00	-271.99
Check	10/08/2024	1124	Houseman's Landsc...	X	-148.32	-420.31
Check	10/16/2024	1125	BME Associates	X	-120.00	-540.31
Check	10/18/2024	1126	Hurwitz Fine P.C.	X	-224.54	-764.85
Check	10/31/2024		Orleans Economic D...	X	-15,000.00	-15,764.85
Check	10/31/2024			X	-254.43	-16,019.28
Total Checks and Payments					-16,019.28	-16,019.28
Deposits and Credits - 4 Items						
Payment	10/01/2024	89372	Quorum Takeform 3	X	6,867.93	6,867.93
Payment	10/02/2024	2924	ARG Services of W...	X	2,674.66	9,542.59
Payment	10/15/2024	8677	MJZ Restaurant Gro...	X	1,125.59	10,668.18
Payment	10/30/2024	2953	ARG Services of W...	X	2,674.66	13,342.84
Total Deposits and Credits					13,342.84	13,342.84
Total Cleared Transactions					-2,676.44	-2,676.44
Cleared Balance					-2,676.44	47,270.96
Uncleared Transactions						
Checks and Payments - 3 Items						
General Journal	01/01/2022	Audit r...			-91.98	-91.98
Check	01/26/2024	1080	H. Sicherman & Co...		-9,327.20	-9,419.18
Check	01/26/2024	1081	H. Sicherman & Co...		-3,176.80	-12,595.98
Total Checks and Payments					-12,595.98	-12,595.98
Deposits and Credits - 3 Items						
General Journal	12/31/2021	Audit r...			91.98	91.98
Payment	10/11/2023	16914	LynOaken Farms Inc		1,752.08	1,844.06
Payment	01/30/2024	17205	LynOaken Farms Inc		1,752.08	3,596.14
Total Deposits and Credits					3,596.14	3,596.14
Total Uncleared Transactions					-8,999.84	-8,999.84
Register Balance as of 10/31/2024					-11,676.28	38,271.12
Ending Balance					-11,676.28	38,271.12



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

Business Banking Statement
October 31, 2024
 page 1 of 2



13 T 908 00000 R EM AO
 ORLEANS LAND RESTORATION CORP
 GAIN - ACCOUNT
 121 N. MAIN STREET - FLOOR 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

GAIN

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KeyBank Business Interest Checking 3194
 ORLEANS LAND RESTORATION CORP
 GAIN - ACCOUNT

Beginning balance 9-30-24	\$198,646.51
Interest paid	+1.69
Ending balance 10-31-24	\$198,648.20

Interest earned

Annual percentage yield (APY) earned	0.01%
Number of days this statement period	31
Interest paid 10-31-24	\$1.69
Interest earned this statement period	\$1.68
Interest paid year-to-date	\$15.93

Reconciled
 11/14/24
 Matt Howard



10:54 AM

11/04/24

Orleans Land Restoration Corporation
Reconciliation Summary
200.004 · OLRC GAIN Interest Bearing, Period Ending 10/31/2024

	<u>Oct 31, 24</u>
Beginning Balance	198,648.51
Cleared Transactions	
Deposits and Credits - 1 Item	<u>1.69</u>
Total Cleared Transactions	<u>1.69</u>
Cleared Balance	<u>198,648.20</u>
Register Balance as of 10/31/2024	198,648.20
Ending Balance	198,648.20

10:54 AM

11/04/24

Orleans Land Restoration Corporation
Reconciliation Detail
200.004 · OLRC GAIN Interest Bearing, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						198,646.51
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	10/31/2024			X	1.69	1.69
Total Deposits and Credits					1.69	1.69
Total Cleared Transactions					1.69	1.69
Cleared Balance					1.69	198,648.20
Register Balance as of 10/31/2024					1.69	198,648.20
Ending Balance					1.69	198,648.20

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11/13/24

Accrual Basis

Orleans Land Restoration Corporation
Balance Sheet Prev Year Comparison
As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 - Cash Account				
200.001 - OLRC Checking Acc Non Interest	38,271.12	194,229.51	-155,958.39	-80.3%
200.004 - OLRC GAIN Interest Bearing	198,648.20	179,356.35	19,291.85	10.8%
Total 200 - Cash Account	236,919.32	373,585.86	-136,666.54	-36.6%
Total Checking/Savings	236,919.32	373,585.86	-136,666.54	-36.6%
Accounts Receivable				
1200 - Accounts Receivable	-3,800.25	-11,235.15	7,434.90	66.2%
Total Accounts Receivable	-3,800.25	-11,235.15	7,434.90	66.2%
Other Current Assets				
Due from OEDA	182,838.96	132,838.96	50,000.00	37.6%
Loan Principal-Current				
ARG Services of WNY Inc.	5,208.49	5,035.87	172.62	3.4%
LynOaken Farms Inc.	3,359.82	3,326.39	33.43	1.0%
MJZ Restaurant Group/Zambistro	3,304.11	2,152.68	1,151.43	53.5%
Quorum-Takeform	0.00	4,298.39	-4,298.39	-100.0%
Quorum-Takeform#2	0.00	10,334.37	-10,334.37	-100.0%
Quorum Group LLC	0.00	150,000.00	-150,000.00	-100.0%
VelocitII	0.00	-462,237.22	462,237.22	100.0%
Total Loan Principal-Current	11,872.42	-287,089.52	298,961.94	104.1%
Total Other Current Assets	194,711.38	-154,250.56	348,961.94	226.2%
Total Current Assets	427,830.45	208,100.15	219,730.30	105.6%
Fixed Assets				
Accum Depreciation	-4,675.00	-4,675.00	0.00	0.0%
Equipment	4,675.00	4,675.00	0.00	0.0%
Holley Business Park	319,622.09	319,622.09	0.00	0.0%
Land				
OLRC 3959 Bates Road	61,066.18	61,066.18	0.00	0.0%
Land - Other	172,336.26	178,836.26	-6,500.00	-3.6%
Total Land	233,402.44	239,902.44	-6,500.00	-2.7%
Medina Business Park				
MBP Sewer System	160,116.29	160,116.29	0.00	0.0%
SS Interagency Installment	11,034.86	11,034.86	0.00	0.0%
Medina Business Park - Other	87,245.63	87,245.63	0.00	0.0%
Total Medina Business Park	258,396.78	258,396.78	0.00	0.0%
Total Fixed Assets	811,421.31	817,921.31	-6,500.00	-0.8%
Other Assets				
Loan Principal-Contingent				
Quorum Group -Takeform#2	300,000.00	300,000.00	0.00	0.0%
MJZ Restaurant Group/Zambistro	39,000.00	39,000.00	0.00	0.0%
Quorum Group LLC	150,000.00	0.00	150,000.00	100.0%
Total Loan Principal-Contingent	489,000.00	339,000.00	150,000.00	44.3%
Contingent Deferred Loans				
Takeform 3	52,500.00	0.00	52,500.00	100.0%
MJZ Restaurant	-39,000.00	-39,000.00	0.00	0.0%
Quorum-Takeform#2 5/30/19	-300,000.00	-300,000.00	0.00	0.0%
Quorum Group LLC 2/1/2019	-150,000.00	-150,000.00	0.00	0.0%
Total Contingent Deferred Loans	-436,500.00	-489,000.00	52,500.00	10.7%
Deposit for Land Option	51,500.00	45,000.00	6,500.00	14.4%

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11/13/24

Accrual Basis

Orleans Land Restoration Corporation
Balance Sheet Prev Year Comparison
As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change	% Change
Loan Receivable-Non Current				
Takeform 3	195,820.50	0.00	195,820.50	100.0%
ARG Services of WNY Inc.	21,129.22	51,945.77	-30,816.55	-59.3%
LynOaken Farms Inc.	84,088.73	104,163.90	-20,075.17	-19.3%
MJZ Restaurant Group	7,824.02	22,026.91	-14,202.89	-64.5%
Quorum-Takeform	0.00	6,492.87	-6,492.87	-100.0%
Quorum-Takeform #2	0.00	46,932.87	-46,932.87	-100.0%
Velociti	0.00	187,237.22	-187,237.22	-100.0%
Total Loan Receivable-Non Current	308,862.47	418,799.54	-109,937.07	-26.3%
OLRC Deferred Loan				
Velociti	0.00	275,000.00	-275,000.00	-100.0%
Total OLRC Deferred Loan	0.00	275,000.00	-275,000.00	-100.0%
Total Other Assets	412,862.47	588,799.54	-175,937.07	-29.9%
TOTAL ASSETS	1,652,114.23	1,614,821.00	37,293.23	2.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Keppler Site - C/P	5,000.00	5,000.00	0.00	0.0%
Keppler Site Loan Payable	-6,500.00	0.00	-6,500.00	-100.0%
Keppler Site Loan Payable - Cur	-5,000.00	-5,000.00	0.00	0.0%
Mortgage Payable-Current	40,813.00	40,813.00	0.00	0.0%
Repay to OEDA/ORLF/OLRC	81,685.04	81,685.04	0.00	0.0%
Total Other Current Liabilities	115,998.04	122,498.04	-6,500.00	-5.3%
Total Current Liabilities	115,998.04	122,498.04	-6,500.00	-5.3%
Long Term Liabilities				
Current Portion-Contra Account	-40,813.00	-40,813.00	0.00	0.0%
Mortgage Loan-Cardone Trust	-0.17	-0.17	0.00	0.0%
Total Long Term Liabilities	-40,813.17	-40,813.17	0.00	0.0%
Total Liabilities	75,184.87	81,684.87	-6,500.00	-8.0%
Equity				
1110 - Retained Earnings	1,528,466.09	1,509,530.17	18,935.92	1.3%
1120 - Transfer to IDA	161,395.79	226,395.79	-65,000.00	-28.7%
8012 - Transfer to related party	-325,000.00	-146,397.89	-178,602.11	-122.0%
Net Income	212,067.48	-56,391.94	268,459.42	476.1%
Total Equity	1,576,929.36	1,533,136.13	43,793.23	2.9%
TOTAL LIABILITIES & EQUITY	1,652,114.23	1,614,821.00	37,293.23	2.3%

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11/13/24

Accrual Basis

Orleans Land Restoration Corporation
Profit & Loss Budget Performance
October 2024

	Oct 24	B	Jan - Oct 24	Y	A
Ordinary Income/Expense					
Income					
OLRC Interest Income					
MJZ Restaurant Group LLC	25.48		311.23		
OLRC Interest Income - Other	1,226.73		7,936.61		
Total OLRC Interest Income	1,252.21		8,247.84		
4110 · Grants	0.00		287,501.00		
Total Income	1,252.21		295,748.84		
Gross Profit	1,252.21		295,748.84		
Expense					
4191 · Special District Taxes	0.00		443.77		
6110 · Grant Expense	0.00		23,005.00		
6200 · Interest Expense					
6210 · Finance Charge	254.43		2,365.12		
Total 6200 · Interest Expense	254.43		2,365.12		
6270 · Professional Fees					
6280 · Legal Fees	224.54		3,507.78		
6650 · Accounting	25.00		3,109.00		
6655 · Consulting	0.00		4,000.00		
6270 · Professional Fees - Other	268.32		12,866.62		
Total 6270 · Professional Fees	517.86		23,483.40		
6770 · Supplies					
6780 · Marketing	0.00		34,400.00		
Total 6770 · Supplies	0.00		34,400.00		
Total Expense	772.29		83,697.29		
Net Ordinary Income	479.92		212,051.55		
Other Income/Expense					
Other Income					
7010 · Interest Income	1.69		15.93		
Total Other Income	1.69		15.93		
Other Expense					
8011 · Grant- Loan	0.00		0.00		
Total Other Expense	0.00		0.00		
Net Other Income	1.69		15.93		
Net Income	481.61		212,067.48		

2:04 PM

11/13/24

Accrual Basis

Orleans Land Restoration Corporation Transaction Detail by Account September 2024

Type	Date	Name	Memo	Split	Amount	Balance
Sep 24						
Invoice	09/01/2024	ARG Servi...		-SPLIT-	2,674.66	2,674.66
Invoice	09/01/2024	ARG Servi...	Monthly Principle Payment	1200 · Accounts Recei...	-2,586.02	88.64
Invoice	09/01/2024	ARG Servi...	Interest due on this pay...	1200 · Accounts Recei...	-88.64	0.00
Invoice	09/01/2024	Quorum-T...		-SPLIT-	5,258.33	5,258.33
Invoice	09/01/2024	Quorum-T...	Monthly Principle Payment	1200 · Accounts Recei...	-5,249.45	8.88
Invoice	09/01/2024	Quorum-T...	Interest due on this pay...	1200 · Accounts Recei...	-8.88	0.00
Invoice	09/01/2024	LynOaken...		-SPLIT-	1,752.08	1,752.08
Invoice	09/01/2024	LynOaken...	Monthly Principle Payment	1200 · Accounts Recei...	-1,676.41	75.67
Invoice	09/01/2024	LynOaken...	Interest due on this pay...	1200 · Accounts Recei...	-75.67	0.00
Invoice	09/01/2024	MJZ Rest...		-SPLIT-	1,125.59	1,125.59
Invoice	09/01/2024	MJZ Rest...	MJZ Restaurant Group L...	1200 · Accounts Recei...	-1,097.83	27.76
Invoice	09/01/2024	MJZ Rest...	Interest due on this pay...	1200 · Accounts Recei...	-27.76	0.00
Invoice	09/01/2024	Quorum T...		-SPLIT-	6,867.94	6,867.94
Invoice	09/01/2024	Quorum T...	Monthly Principal Paym...	1200 · Accounts Recei...	-5,766.21	1,101.73
Invoice	09/01/2024	Quorum T...	Interest due on this pay...	1200 · Accounts Recei...	-1,101.73	0.00
Payment	09/03/2024	Quorum T...		1200 · Accounts Recei...	6,867.94	6,867.94
Payment	09/03/2024	Quorum T...		200.001 · OLRC Check...	-6,867.94	0.00
Payment	09/03/2024	Quorum-T...		1200 · Accounts Recei...	5,258.33	5,258.33
Payment	09/03/2024	Quorum-T...		200.001 · OLRC Check...	-5,258.33	0.00
Check	09/11/2024	Housema...	Mowing and landscapi...	-SPLIT-	-148.32	-148.32
Check	09/11/2024	Housema...	Mowing and landscaping...	200.001 · OLRC Check...	148.32	0.00
Check	09/12/2024	Roush C...	Accounting services th...	6650 · Accounting	-25.00	-25.00
Check	09/12/2024	Roush C...	Accounting services th...	200.001 · OLRC Check...	25.00	0.00
Payment	09/23/2024	LynOaken...		1200 · Accounts Recei...	3,504.16	3,504.16
Payment	09/23/2024	LynOaken...		200.004 · OLRC GAIN ...	-3,504.16	0.00
Payment	09/23/2024	MJZ Rest...		1200 · Accounts Recei...	1,125.59	1,125.59
Payment	09/23/2024	MJZ Rest...		200.001 · OLRC Check...	-1,125.59	0.00
Check	09/26/2024	Hurwitz Fi...	General matters throu...	6280 · Legal Fees	-246.99	-246.99
Check	09/26/2024	Hurwitz Fi...	General matters throu...	200.001 · OLRC Check...	246.99	0.00
Check	09/30/2024		Service Charge	6210 · Finance Charge	-252.76	-252.76
Check	09/30/2024		Service Charge	200.001 · OLRC Check...	252.76	0.00
Deposit	09/30/2024		Interest	7010 · Interest Income	1.61	1.61
Deposit	09/30/2024		Interest	200.004 · OLRC GAIN ...	-1.61	0.00
Sep 24					0.00	0.00

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF ORLEANS
LAND RESTORATION CORPORATION AUTHORIZING AN
ADMINISTRATIVE SERVICES AGREEMENT WITH COIDA**

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); and

WHEREAS, on September 28, 2024, the OLRC received a proposal from COIDA offering services to assist in the implementation and administration of its programs; and

WHEREAS, County of Orleans Industrial Development Agency (“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 technical services in the areas of economic development, community development, management, administrative services and CDBG program administration; and

WHEREAS, COIDA has submitted a proposal to the OLRC dated September 28, 2024 (the “Proposal”); and

WHEREAS, the OLRC wishes to accept COIDA’s Proposal and 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 Board of Directors of Orleans Land Restoration Corporation as follows:

Section 1: OLRC accepts the Proposal and is hereby authorized to contract with COIDA for the provision of administrative services consistent with the Proposal for the term commencing effective as of January 1, 2025 and ending December 31, 2027 and hereby approves the execution and delivery of an agreement for services.

Section 2: The Chairman, President, Vice President, Treasurer, Secretary and the Chief Executive Officer or Chief Financial Officer of OLRC are each individually authorized to execute all necessary documents to effectuate the actions authorized in this resolution.

Section 3: These Resolutions shall take effect immediately.

The above resolution was moved for adoption by _____ and seconded by _____.

ROLL CALL VOTE:

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

Adopted: November 15, 2024



September 28, 2024

John Misiti, Chairman
Orleans Land Restoration Corporation
121 North Main Street
Albion, New York 14411

Dear Mr. Misiti:

The County of Orleans Industrial Development Agency (COIDA) is pleased to submit this proposal in to the Orleans Land Restoration Corporation (OLRC) for Technical Operational Administration.

The COIDA currently provides a wide variety of services to municipalities and nonprofit organizations throughout Orleans County in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. The Agency's resources in these areas not only include the expertise of the staff, but significant additional support through its contractual relationship with its Technical Assistance Consultant, who specializes in services associated with the planning and implementation of community and economic development programming.

Personnel

The following personnel will provide services associated with this proposal:

Michael Dobell, CEO/CFO
Gabrielle Barone, VP of Business Development/Empire Zone Coordinator
Matt Holland, Manager, MAP Coordinator/Grant Administration
Staff of our Technical Assistance Consultant

Proposed Services

Consistent with the Request for Proposals, COIDA will to provide the following services as requested:

1. Assistance regarding the administration of the OLRC loan program, using the Corporation's own funds or funds obtained through grants, loans or other sources including:
 - a. The review and analysis of loan applications
 - b. Assistance in the preparation of loan closing documents and review of loan disbursement documentation
 - c. Assistance to borrowers regarding employment requirements and documentation
 - d. Monitoring of employment and financial information
 - e. Loan portfolio management activities
 - f. Preparation of loan status reports

2. Technical assistance regarding project development including:
 - a. Economic development program planning and implementation
 - b. Preparation of grant applications and other applications for assistance

3. Oversight and management of the OLRC’s properties and holdings negotiating contracts to sell, lease or otherwise dispose of such property, mortgaging such property and otherwise taking steps to facilitate the development or use and operation of such properties including:
 - a. The processing of grant material
 - b. Overseeing remediation investigations including soil, air and waste sampling.
 - c. Preparing operating budgets
 - d. Accounting, data collection
 - e. Reporting as required.

4. Assist OLRC with regulatory and corporate compliance including but not limited to:
 - a. Generating and filing Public Authority documentation
 - b. Maintaining operational financial records such as check books, charts of account and financial reports
 - c. Provide support for Board meetings including generation of agendas, formal minutes and meeting documentation.

Remuneration

Remuneration for all proposed services will be charged as follows:

1. COIDA labor will be charged at the following rates through December 31, 2025:

Michael Dobell	Labor Rate	\$ 54.11 per hour
	<u>Overhead (20%)</u>	<u>\$ 10.82 per hour</u>
	Total	\$ 64.93 per hour
Gabrielle Barone	Labor Rate	\$ 58.76 per hour
	<u>Overhead (20%)</u>	<u>\$ 11.75 per hour</u>
	Total	\$ 70.51 per hour
Matt Holland	Labor Rate	\$ 34.81 per hour
	<u>Overhead (20%)</u>	<u>\$ 6.96 per hour</u>
	Total	\$ 41.77 per hour

1. Total labor rates will increase 5.0% per each year of the contract following the initial period.
2. Travel by private automobile will be charged at the County of Orleans reimbursement rate.
3. All other expenses, including the services of the COIDA’s Technical Operational Services consultant, will be charged at cost plus a 5.0% processing fee.

Summary

County of Orleans Industrial Development Agency is pleased to have the opportunity to propose services to the Orleans Land Restoration Corporation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Dobell", with a stylized flourish at the end.

Michael Dobell
CEO/CFO



September 26, 2024

Michael Dobell, CEO
Orleans Land Restoration Corporation
121 North Main Street
Albion, New York 14411

Dear Mr. Dobell:

H. Sicherman & Company, Inc. dba The Harrison Studio (*"The Harrison Studio"*) is pleased to have the opportunity to submit this proposal in response to the Requests for Proposal dated July 23, 2024 issued by the Orleans Land Restoration Corporation (OLRC) to provide (1) technical assistance services associated with its administration of funding sources for various economic development projects and (2) services with respect to the implementation and administration of Community Development Block Grant (CDBG) funding awarded through the New York State Office of Community Renewal (OCR).

The Harrison Studio currently provides a wide variety of services to municipalities and nonprofit organizations throughout New York State in the areas of grant administration, economic development, community development, and procurement of public and institutional financing. All of our staff have particular experience and expertise in planning and implementing CDBG projects and programs.

Personnel

The following personnel are available to provide services associated with this proposal:

R. Charles Bell, President - Mr. Bell joined *The Harrison Studio* in 2015 after 12 years managing community and economic development programming for municipalities and local development corporations in three Western New York communities, most recently as the President and CEO of the Greater Lockport Development Corporation. Mr. Bell has extensive experience and expertise in community and economic development and is highly regarded for his ability to take high-profile initiatives from planning through implementation, with a particular emphasis on financing and overall project management.

Michael Zimmerman, Senior Vice President – Mr. Zimmerman joined *The Harrison Studio* in 2021 after a 10-year tenure at the City of North Tonawanda, New York, most recently as the City's Community Development Director and Executive Director of the Lumber City Development Corporation. Mr. Zimmerman manages a variety of economic and community development initiatives including the underwriting and documentation of commercial grants and loans, grant applications and post-approval administration, and the planning and implementation of commercial, industrial, and real estate projects and programs.

Greg Merriam, Senior Planner - Mr. Merriam joined *The Harrison Studio* in 2015 after nine

years supporting community planning, land development, and environmental impact analysis projects for two engineering firms in New York's Capital District. He has a strong academic background and professional experience in leading and supporting project teams in the preparation of community plans, has served as lead author/planner on a variety of environmental impact analysis projects, has a strong working understanding of SEQR, visual impact analysis, and fiscal impact analysis techniques, and has extensive experience in federal environmental review (NEPA) requirements and their applicability to CDBG activities. In addition to providing planning and environmental review services, Mr. Merriam works closely with *The Harrison Studio's* clients during project implementation in addressing cost documentation, funding disbursements, and overall regulatory and institutional compliance.

Diane K. Church, Senior Associate came to *The Harrison Studio* in 2017 after completing a distinguished legal career including 26 years as a senior attorney and partner at Hurwitz & Fine, PC in Buffalo, New York. Ms. Church, who has extensive contract preparation, research, and writing experience and expertise, spent much of her career acting as general counsel to industrial development agencies, local development corporations, and other affiliated not-for-profit entities. Ms. Church assists the firm's clients with a wide variety of community and economic development services including program and project development, regulatory and institutional compliance, commercial and industrial financing, and grant writing.

Michael G. Thomas, Vice President, Commercial Finance – Mr. Thomas joined *The Harrison Studio* in 2021, bringing with him an extensive commercial credit background developed in positions at Northwest Bank and HSBC. Mr. Thomas, who is responsible for the firm's commercial, industrial, and real estate underwriting and financial analysis, also assists small business and microenterprise clients with financial packaging and general business planning decisions.

Karen Burke, Senior Associate – Ms. Burke has extensive administrative experience, including working as the Office Coordinator and Assistant to the Executive Director of the Canisius College Women's Business Center, where she regularly interacted with the Center's clients and assisted with grant reporting, maintained client statistical data, and prepared financial reports. Ms. Burke joined *The Harrison Studio* in 2021 and assists the firm's clients with a variety of technical support services, particularly in the areas of grant management.

Harry Sicherman - Mr. Sicherman has extensive expertise in all facets of community and economic development acquired during a 42-year career that has included positions at the U. S. Department of Housing and Urban Development and as a principal of private consulting firms. Mr. Sicherman has substantial experience in designing, managing, and administering community development programs in both the public and private sectors. He has particular expertise regarding the administration and management of CDBG programs, and currently provides community and economic development services to numerous municipalities and nonprofit development organizations throughout New York State.

Proposed Services-

At the direction of OLRC, *The Harrison Studio* proposes to provide Technical Operational Assistance, summarized as follows:

Technical Operational Assistance

1. Assistance regarding the administration of the OLRC loan program, using the OLRC's own funds or funds obtained through grants, loans or other sources including: the review and analysis of loan applications, assistance in the preparation of loan closing documents and review of loan disbursement documentation, assistance to borrowers regarding

employment requirements and documentation, monitoring of employment and financial information, loan portfolio management activities, and preparation of loan status reports.

2. Technical assistance regarding project development including: economic development program planning and implementation and preparation of grant applications and other applications for assistance.

At the direction of OLRC, *The Harrison Studio* also proposes to provide services in connection with funding administration of grants issued through the CDBG program by OCR summarized as follows:

OCR CDBG Grants

The Harrison Studio has extensive experience in administering OCR CDBG grants for economic development and small business projects.

Our ability to design the forms and systems used to establish administrative compliance are substantially enhanced by our strong economic development background, which includes over 30 years of experience in commercial credit analysis and loan portfolio management. That technical expertise, combined with an intimate and extensive involvement with CDBG activities that spans six decades, forms the basis for the comprehensive approach we take in implementing, and administering OCR economic development and small business grants.

The Harrison Studio proposes to coordinate with OLRC staff and provide the following technical assistance in connection with the administration, management, and implementation of Economic Development Grants within the categories of grant administration and program delivery:

Grant Administration

- Assistance in the establishment and maintenance of books of account
- Development and implementation of management systems to provide appropriate recordkeeping
- Assistance in procurement and selection and award of contracts
- Assurance of consistency with Federal requirements regarding procurement, labor standards, fair housing, and job creation
- Completion of project federal (NEPA) environmental reviews
- Preparation of required reports and funding draws
- Oversight of audit activities and recordkeeping to ensure compliance with the rules, regulations, and policies of the OCR
- Preparation for and oversight of the OCR monitoring process
- Preparation of grant closeout materials
- Other activities of a general administrative nature as required to implement the OCR grant

Program Delivery

- Preparation of grant or deferred loan closing documents and provision of technical assistance as required to facilitate closing and disbursements of funds
- Procurement of cost documentation and interface with companies as required to verify costs and satisfaction of any equity requirement
- Review of grant or loan disbursement documentation
- Technical assistance to ensure compliance with CDBG regulations regarding low-and-moderate income benefit, including assisting companies regarding employment requirements and documentation
- Monitoring of employment and financial information

- Technical assistance as appropriate to ensure that all project activities are implemented in an effective and timely manner

Although *The Harrison Studio* is not proposing to provide services for items 3 (Oversight and management of OLRC's properties and holdings) and 4 (Assist OLRC with regulatory and corporate compliance) contained in the RFP, *The Harrison Studio* staff is available to consult on a case-by-case basis with respect to matters relating to potential development projects involving OLRC-owned property.

Background Information and Client Lists

The Harrison Studio and its staff have a long history of providing economic development services to municipalities, quasi-public agencies and authorities, not for-profit corporations, and other civic entities throughout upstate New York. Some of our current clients that operate similarly to OLRC include the following:

Chautauqua Region EDC	Greene County EDC
Niagara County Development Corp	Ontario County EDC
Livingston County Development Corp	Genesee Gateway LDC
Lumber City Development Corp	Olean Local Development Corp
Finger Lakes Horizon EDC	Hamilton Partnership for Community Dev
Greater Lockport Development Corp	Seneca County EDC
Allegany County IDA	Wyoming County Business Assistance Corp

The Harrison Studio provides a variety of services on behalf of these clients, including the following representative and diverse initiatives:

CDBG Economic Development and Small Business Grants

The Harrison Studio routinely plans, structures, applies for, and administers CDBG grants for small business and large-scale economic development projects for its not-for-profit clients. We have been the leader in this field throughout New York State, having procured and successfully implemented over 100 grants since the State's assumption of the program in 2000. The revenue produced from those grants represents a significant portion of the annual operating budget for many of our clients. OCR grants we have successfully procured and implemented for projects in Orleans County include: Zambistro Restaurant (Village of Medina) (in progress); Velocitii, LLC (Town of Ridgeway) (in progress); Takeform (Village of Medina); and Sierra Biological (Town of Ridgeway).

Business Financing

The Harrison Studio routinely provides a variety of services associated with commercial and industrial financing including the planning and implementation of grant and loan programs, credit analysis and underwriting, loan packaging, and loan management. The firm also has extensive experience in developing, funding, and implementing microenterprise assistance programming.

CDBG CARES

The Harrison Studio is currently assisting the City of North Tonawanda, Livingston County, and Ontario County with the implementation and administration of CDBG CARES business

assistance programs and has provided application and program design assistance to Genesee County and the City of Lockport.

Community and Economic Development

The Harrison Studio assists its clients in all facets of community and economic development including strategic planning; commercial, industrial and residential development; organizational development; and administrative compliance. Specialty areas include downtown revitalization, historic tax credit financing, and access to all municipal, quasi-municipal, and foundation incentives.

Experience and Technical Expertise

As noted in the staff biographies, all senior staff have substantial experience in planning, financing, and implementing a wide variety of community and economic development activities including numerous microenterprise programs. The firm and its staff have had a daily involvement in the procurement, implementation, and management of OCR funding. Mr. Sicherman and Mr. Bell are both highly respected in the community development field.

With respect to CDBG and particularly OCR funding, Mr. Sicherman has maintained an intimate involvement with CDBG funding since his tenure at the U. S. Department of Housing and Urban Development where he had program management responsibilities for \$50+ million in annual CDBG awards. His work in developing and refining the use of CDBG funding for economic development activities served as a foundation for the federal regulations that remain in use to this day. Mr. Sicherman's career in the private sector spans almost 30 years. Mr. Sicherman has a strong technical background in commercial lending including the closing and funding of CDBG loans and grants. The firm has routinely provided commercial credit analysis and loan portfolio management services to a wide range of municipal, quasi-public, and not-for-profit clients throughout New York State since its inception in 1998, and Mr. Sicherman has provided those services throughout his private sector career.

With respect to CDBG funding, Mr. Bell has successfully implemented multiple grants for economic development and small business projects across Western and Central New York, working with communities of all sizes to structure the project funding, apply for the grant, and oversee the implementation and administration of the funding.

Both Mr. Merriam and Mr. Zimmerman have extensive experience in the implementation of CDBG Economic Development grants and microenterprise assistance grants, including interfacing with grant applicants/recipients and OCR staff; in Mr. Merriam's case on behalf of multiple clients of *The Harrison Studio* and in Mr. Zimmerman's case as the Executive Director of Lumber City Development Corporation, which administered North Tonawanda's microenterprise assistance program, as well as his current work with clients of *The Harrison Studio*. All staff have the ability to participate, as needed, in every aspect of a microenterprise program, from program design and document preparation, to processing of applications and review and processing of draw requests.

Remuneration

Remuneration for all proposed services will be charged as follows:

1. The Harrison Studio labor will be charged at the following rates through December 31, 2025:

R. Charles Bell	\$175.00 per hour
Michael Zimmerman.....	\$175.00 per hour
Harry Sicherman	\$175.00 per hour
Greg Merriam II	\$150.00 per hour
Diane Church	\$145.00 per hour
Michael Thomas.....	\$145.00 per hour
Karen Burke	\$120.00 per hour
Rate in travel status	\$ 80.00 per hour (all personnel)

The labor rates for services provided in subsequent calendar years will be computed by multiplying the rates in effect for the prior year by 1.03 and rounding up to the next whole dollar amount. The labor rates are fully loaded and are inclusive of all salaries, fringes, clerical, and related costs. The overhead and profit percentages for all labor rates average approximately 110% and 15% of labor cost respectively.

2. Travel by private automobile will be charged at the maximum Federal reimbursement rate.
3. All other expenses will be charged at cost.
4. Charges for services rendered in connection with activities funded with economic development grants will be consistent with OCR guidelines and shall not exceed the amounts allocated under the grants for grant administration and program delivery.

Summary

H. Sicherman & Company, Inc. dba *The Harrison Studio* is pleased to have the opportunity to propose services to the County of Orleans Industrial Development Agency. Enclosed are materials regarding the firm including references and staff information. If you require additional information, please contact me directly at (716) 462-6600.

Sincerely,



R. Charles Bell
President