

Wayne County Industrial Development Agency
Regular Meeting – September 23rd, 2016
M I N U T E S

The regular meeting of Wayne County Industrial Development Agency was called to order at 9:35 a.m. on Friday, 9/23/2016 by Chairman David Spickerman. The meeting was held in the 2nd floor conference room, 9 Pearl Street, Lyons, NY. Members present: David Spickerman, James Hoffman, Pamela Heald and Steven LeRoy. Also Present: Ora Rothfuss, Ag Dev. Specialist; Tanya Hasseler, Business Outreach Coordinator; and M. Churchill and M. Leisenring.

Tanya Hasseler, the new Business Outreach Coordinator was introduced by Ms. Churchill. Tanya has begun reaching out to various industries and will be scheduling visits in the near future. She was welcomed by the board.

On motion of Ms. Heald, seconded by Mr. Hoffman, the minutes of the meeting of 7/22/2016 were unanimously approved.

Ms. Churchill next gave a brief update on the marketing strategy/opportunity analysis. The website update should be done in October; Ms. Hasseler is part of the outreach to industries; news articles regarding both the opportunity analysis and the hiring of the business outreach coordinator have appeared in local papers. The new logo is currently being used on all county e-mails. Once the logo is officially approved by the Board of Supervisors it will appear on all letterhead and outgoing correspondence, promotional materials, etc.

Resolution – Split Rite Micro Enterprise Loan

Ms. Churchill next discussed the micro loan under consideration for Split Rite, Michael Gile, Sole Proprietor. The loan committee met and reviewed the loan on 9/22/2016. The committee approved the loan with the following contingencies:

- All required tax filings are filed
- Accepts technical assistance for setting up bookkeeping, etc.
- Monthly financials provided for at least 1 year and quarterly CPA; quarterly starting in year two
- Attend SCORE training for both owner and bookkeeper, to be paid by WCIDA under technical assistance
- Lien on trailer at loan closing
- 2% interest rate on loan

On motion of Ms. Heald, seconded by Mr. Hoffman the loan to Michael Gile, Sole Proprietor of Split Rite was unanimously approved with the above contingencies.

Resolution – CoreNet Site Selector Show – Philadelphia

On motion of Ms. Heald, seconded by Mr. Hoffman it was unanimously approved for the Business Outreach Coordinator to attend the upcoming CoreNet site selector show in Philadelphia to include registration, hotel, meals and mileage not to exceed \$4,000.00. Ms. Hasseler will distribute the economic opportunity overview as well as a tourism package and business cards.

Resolution – Contract for Application Writing/EPA

Mr. Rothfuss next discussed the RFP's that were sent to various engineering firms regarding the EPA Brownfield Program. After discussion, on motion of Mr. LeRoy, seconded by Mr. Hoffman it was unanimously approved to accept the engineering services proposal for EPA Brownfields Community Wide Assessment Grant Proposal from Barton & Loguidice at a cost not to exceed \$4,000.00.

Resolution – Accept New, Updated PILOT Application

Ms. Heald next discussed the governance committee meeting attended by Mr. Hoffman, Ms. Churchill and Ms. Heald at which the proposed new PILOT application was reviewed for compliance with new PAAA regulations. On motion of Mr. LeRoy, seconded by Mr. Hoffman the new PILOT application was unanimously approved.

With the retirement of the CFO, it necessitates having the analysis of potential loans be done by an outside entity. The governance committee also reviewed the risk based loan review proposal submitted by t.gschwender & associates, inc. After discussion, on motion of Mr. LeRoy, seconded by Mr. Hoffman it was unanimously approved to contract with t.gschwender & associates, inc. to provide loan analysis on a case by case basis.

Resolution – Subordination Agreement – Micro Loan

Ms. Churchill next discussed the request for the WCIDA to sign a subordination agreement on the micro loan for Ultimate Petroleum/Tiffany Williamson that is currently under a repayment plan. On motion of Ms. Heald, seconded by Mr. Hoffman the board was unanimous in denying the request to sign a subordination agreement; and supports continuation of the current repayment plan or for payoff of the balance owed.

Ms. Churchill informed the board that the broadband study is moving forward.

Ms. Churchill informed the board that the Newcut/Newchem project located in Newark will close on 9/23/2016.

Ms. Churchill briefly discussed the letter received from the ABO regarding the WCIDA's website. The issues noted are being addressed.

Ms. Churchill is working with some inquiries on the vacant greenhouse in the Village of Newark. She is also working with GRE on two sites in the county. Ms. Churchill noted the McAlpin project in the Town of Walworth is progressing well.

At 11:10 a.m. the board went into executive session to discuss real estate. The regular meeting resumed at 11:20 a.m. at which time the meeting was adjourned.

Respectfully submitted

Marie Leisenring, Assistant Secretary

