

**COUNTY OF CATTARAUGUS
INDUSTRIAL DEVELOPMENT AGENCY**

BOARD MEETING MINUTES

March 22, 2022
CCIDA Offices
9 East Washington Street
Ellicottville NY 14731
11:15 a.m. In Person or via Teleconference Call/Zoom

Roll Call: -Taken-

**Members
Present:**

Mr. Thomas Buffamante – Chairman
Mr. Joseph Higgins
Mr. Joseph Snyder
Mr. Brent Driscoll
Mr. Michael Wimer
Ms. Ginger Schroder

Excused:

Mr. John Stahley

CCIDA Staff/Counsel:

Mr. Corey R. Wiktor, Executive Director CCIDA
Mr. Robert Murray, Harris Beach PLLC Legal Counsel

Presenters/Guests (Teleconference):

Mr. Greg Sehr – *Upstate Consultants LLC*
Mrs. Denise Veloski – *Johnson, MacKowiak & Associates LLP*

Chairman, Thomas Buffamante called the meeting to order at 11:18 a.m.

A roll call of the Board of Directors of the CCIDA was taken. Mr. Buffamante, Mr. Higgins, Mr. Snyder, Mr. Wimer, Ms. Schroder, and Mr. Driscoll were present. John Stahley was excused.

A Motion was made by Brent Driscoll seconded by Joseph Higgins to accept the Board Meeting Minutes from February 8, 2022 as presented to the Board. All in favor. **Motion Carried.** John Stahley was excused.

Mr. Wiktor stated that an Audit Committee Meeting was conducted on March 18, 2022 at 1:30 p.m. to discuss the Draft 2021 Audit. Copies of the minutes of that meeting were included with the Board Packets. The Audit Committee will make a motion to accept the minutes and proceed with the Audit Presentation.

A Motion was made by Brent Driscoll seconded by James Snyder to accept the Audit Committee Minutes from March 18, 2022 as presented to the Board. All in favor. **Motion Carried.** John Stahley was excused.

Mr. Wiktor next introduced Mrs. Denise Veloski from Johnson, MacKowiak & Associates LLP the auditing firm that conducted the 2021 CCIDA/CCCRC Audit. Denise will be presenting the Audit Report via Zoom and answer any questions that are brought up.

Denise stated that the CCIDA and the CCCRC had a clean report with no Management Letter issued. Denise Veloski stated that the Agencies net position has increased to \$1,344,000 up from \$1,187,000 from last year. Revenue for the year was \$379,526. No change was reported in the fixed assets, cash was up and investments were up for the year. Expenses decreased by \$30,127 for the year. The cash balances and also the investment balances have increased.

Denise Veloski asked that Corey Wiktor discuss the activity in 2021. Mr. Wiktor stated that it was a very challenging year and also very exciting year. To mention a few items, Mr. Wiktor said that in June of 2021 he was contacted by Great Lakes Cheese for a proposed 500,000 sq. ft. facility in Farmersville/Franklinville. This project immediately became an all-hands-on deck project. Mr. Wiktor said that he is happy to report that the GLC project closed in December 2021 and the first payment was received in March 2022.

Mr. Wiktor next mentioned the Siemens/Dresser-Rand announcement in February 2021 that they would be moving their manufacturing facility to Texas, this ultimately affected 430 employees. The good news was that Siemens would be keeping 350 back-office positions in Cattaraugus County.

The next item that Mr. Wiktor mentioned that took place in 2021 was the changing of our Legal Counsel from Hodgson Russ LLC to Harris Beach PLLC. This was a very big step as the CCIDA has been with Hodgson Russ for 35+ years. Currently the working relationship and guidance from Robert Murray and his team has been excellent. We look forward to working with Bob and his Partners for many years to come.

Denise Veloski thanked Mr. Wiktor for his summary of the 2021 yearly activity. Denise stated that an agreement was reached with Great Lakes Cheese to pay an administrative fee equal to \$637,500 over the next three (3) years on March 15, of each year. The first payment was received on March 15, 2022 for \$212,500.00. Denise has made a foot note within the 2021 Audit to reflect this agreement.

Denise Veloski congratulated the CCIDA and Staff for a very successful year even during very complicated times dealing with the daily struggle of Covid 19.

A Motion was made by Brent Driscoll seconded by James Snyder to accept the 2021 CCIDA/CCCRC Audit Report as presented to the CCIDA Board. All in favor. **Motion Carried.** John Stahley was excused.

***Executive Session:**

A Motion was made by Michael Wimer seconded by Joseph Higgins to go into Executive Session to discuss a matter of personnel. All in favor – **Motion Carried.** John Stahley was excused.

A Motion was made by Brent Driscoll seconded by Michael Wimer at 12:20 p.m. to return from Executive Session. All in favor – **Motion Carried.** John Stahley was excused.

Mr. Buffamante stated that no action will be taken after the Executive Session. It has been decided that a special meeting will be scheduled to further discuss this matter of personnel. A notice will be posted on our website and also given to the local newspaper as to the date and time of the next meeting will be held.

New Applications/Projects

Mr. Wiktor stated that the CCIDA has received a Sale/Leaseback Application from Mike Lesakowski & Donald Benson for a project, Phase I they plan a remediation of a NY Brownfield at the property located at 351 Franklin Street, in Olean, NY.

(#1.) 351 Franklin Street, LLC:

Mr. Wiktor stated that the CCIDA has received a Sale/Leaseback Application from Mike Lesakowski & Donald Benson for a project, Phase I they plan a remediation of a NY Brownfield at the property located at 351 Franklin Street, in Olean, NY

Phase II they plan on a mixed-use commercial/industrial building that will allow a local company short-term growth and also provide additional warehouse space.

The Total Project Investment: \$6,400,000.

(#2.) Penn Turf – Lebanon Seaboard Corporation:

Penn Turf was acquired in 1997 by Lebanon Seaboard Corp. Product originally was made utilizing recycled newspaper, a super absorbent polymer and fertilizer with over 90% being paper. Through the years numerous developments and challenges occurred as the product developed to include recycled text books and mail. The product is marketed under the Green View Brand as Seedling success to the retail market and as PennMulch Seed Accelerator to both professional accounts and retail establishments. This product is ideal to establish a thicker healthier new lawn or turf in one convenient application.

Penn Turf continues to look for new and future recyclable materials for forward looking product development. This project will be relocated from Arcade, NY to Franklinville, NY in the old Mosler Safe Building.

The Total Project Investment: \$4,025,000

***CCIDA Active Project Update: TimberHut: ***

TimberHut.:

The CCIDA received an application from TimberHut in July of 2021 for a new business in Great Valley NY located in the former O’Laughlin Car Dealership building that has been vacant for several years.

Corey shared an update and various photo of the cabins and progress that TimberHut has completed and is currently working on. The Company has started business and employees 5 people with a great outlook for more investments and hirings!

This is a great project for Cattaraugus County and has generated much interest within the County.

***CCIDA Financial Reports:**

A Motion was made by James Snyder seconded by Brent Driscoll to accept the February 2022 Operating Statement as presented to the Board. All in Favor Motion **Carried**. John Stahley was excused.

February 2022 has income of \$4,000 from the Administrative Fee for Enchanted Mountains Veterinary Care.

The Agency is also working on closing documents relating to fifteen (15) active projects at this time. These projects are projected to close within the second quarter of 2022.

Mr. Wiktor stated that as required each year the Policies must be amended and restated, or new policies created. A full set of policies have been included with the board packets.

***NEW/UPDATED: Policies that require adopting:**

Included in the Board Packets are the new/updated CCIDA Policies to be approved by the Board. Below are the 14 amended and restated and/or new policies.

1. Personnel Policy – **amended and restated**
2. Procurement Policy – **amend and restated**
3. Sexual Harassment Policy - **New**
4. Property Acquisition Policy – **amended and restated**
5. Property Disposition Policy – **amended and restated**
6. Travel & Discretionary Funds Policy – **amended and restated**
7. Whistle Blower Policy – **amended and restated**
8. Code of Ethics and Conflicts of Interest Policy – **amended and restated**
9. Investment Policy – **amended and restated**
10. Defense and Indemnification Policy – **New**
11. FOIL Policy – **New**
12. Board Member Compensation/Reimbursement and Attendance Policy – **New**
13. Finance and Audit Committee Charter – **New**
14. Governance Committee Charter – **New**
15. Continuity of Operations Policy – **New**

A Motion was made by Brent Driscoll seconded by Michael Wimer to accept the new, amended, and restated CCIDA Policies as presented to the Board with the changes recommended. All in Favor **Motion Carried**. John Stahley was excused.

Mr. Wiktor stated that he would like to thank Robert Murray from Harris Beach PLLC for reviewing, updating, and developing new required Policies and Procedures to confirm that the CCIDA/CCCRC are in compliance with the ABO.

Executive Directors Reports:

-Internal (IDA Meetings/Discussions):

- ✓ Attended the Town of Franklinville Board Meeting to give the Board an overview of the IDA and how our various PILOT Agreements “work”, and also discussed and gave an overview of the IDA’s Solar Policy and PILOT.
- ✓ Meeting with Tom Kucharski, Director of Invest Buffalo Niagara on properties and buildings within the County and how we can better market and attract businesses to various sites.
- ✓ Met with Mayor Aiello in the City of Olean for a project and development update meeting.
- ✓ Attended the OBDC Board Meeting.
- ✓ Siemens “Campus” and real estate update and discussion. We have had several meetings with perspective companies that are looking at the facility and its buildings. Much misinformation out there amongst some truth.
- ✓ We spent a day with an out of state Manufacturing company that is looking for Industrial land in the Olean, NY area. The business is looking to make a significant investment, we are hoping to land this Company.
- ✓ Had a lunch meeting at the CCIDA with Greg Sehr & Mark Heberling to discuss economic development ideas and projects in Farmersville and spin off development relating to the GLC project. We are setting up a work committee to meet regularly to discuss various projects. We have a commercial realtor on the Team to help us as well.
- ✓ Met with Julie Schmidt from Senator Borrello’s office to discuss and give the Senator’s Office various updates and progress updates on projects.
- ✓ Attended the Virtual Legislator Luncheon hosted by the Buffalo Niagara Partnership. This was an excellent event allowing us in local economic development to discuss possible Budget Bills, etc.
- ✓ Julie Marshall from Harris Beach spent the day with Sandy and Corey to start to work on Policies, reports, PARIS compliance, etc.
- ✓ Crystal and Corey hosted a meeting at the IDA with Tony Waldie from Frank Ralph’s located in Cattaraugus. Business is picking up and Tony needs employees!
- ✓ 2 meetings with Dan Hickman from the SBDC relating to a small business project that is going into the Village of Cattaraugus. More information to come.
- ✓ Corey had several meetings over the past month to various Companies and projects that have been ongoing. It’s been nice to see the Covid restrictions being eased up and going back to in person meetings.

- ✓ Meeting with the WNY Area IDA Directors to discuss Budget Bills, development, etc.
- ✓ Meeting regarding the Rail Bike proposal. More to come. The IDA receive a proposed lease. We will first discuss with Counsel then the Board.
- ✓ Working with a Developer who is considering a Tourism Destination Project.

-External (Points of Interest relating to the CCIDA):

- ✓ **BNP Government Affairs:** *"NY Legislators Release Budget Proposals"* Advocacy Alert of Governor Hochul's proposal which was released in January serves as the foundation of the budget.
- ✓ **We Are NY:" Governor Hochul Announces Fast NY Grant Program to Attract Key Industries To Shovel-Ready Sites."**
- ✓ **Refugee Outreach:** *"Program Director Matthew Palocy at Mary's Place LLC – Refugee Outreach. Mary's Place is a refugee outreach center that has been serving refugee families living in the City of Rochester since 2009. Corey will update the Board on this thrust. Much thanks to Board Members & Legislators, Ginger Schroder and Joe Snyder for their help thus far on this very important need.*
- ✓ **GOV The Future:** *"How States Can Bring Distressed Places the Jobs They Need"* Federal aid won't be enough to help ailing rural communities and urban neighborhoods. It's time for State Policymakers to target them with cost-effective job creation policies.
- ✓ **Job Fair:** *"In-Person Career Fair" for jobs in Cuba, NY Job Fair for Great Lakes Cheese Company held at JCC Olean Campus Technology Center building, to hire 30 people for their Cuba, NY facility. Additional job Fairs to come as well.*
- ✓ **Step Out Buffalo Business:** *"How Peter Kreinheder Grew Ellicottville Brewing Company into an Empire"*. Great Article on Peter Kreinheder and the EBC whom have done two projects so far with the CCIDA.
- ✓ **Olean Times Herald:** Article by Rick Miller - *"NY's biggest oil producer doesn't like oil above \$100/barrel."* The last time the price of Penn grade crude oil from the Bradford field was more than \$100 a barrel was back in 2008.
- ✓ **Billings Sheet Metal:** February 2022 Monthly Market Bulletin.

Adjournment:

A Motion was made by Brent Driscoll seconded by Michael Wimer to adjourn the meeting at 1:20 p.m. All in Favor – Motion Carried John Stahley was excused.

*** Next CCIDA Board of Directors Meeting: Tuesday, April 26, 2022 at 11:15 a.m. at the CCIDA Offices, 9 E. Washington Street, Ellicottville, NY, and also via Zoom.**