



**ECONOMIC DEVELOPMENT CORPORATION**

February 8, 2022 8:30 a.m.

Economic Development Conference Room at 20 Ontario St., Canandaigua, NY 14424 (with mask) or  
Via Zoom:

<https://us02web.zoom.us/j/82176858257?pwd=ZFFjdmpQdFpnZFNNOFRPdW41M1N4dz09>

AGENDA ITEM	POTENTIAL OUTCOME	PERSON RESPONSIBLE
<b>Call to Order</b>	Quorum Present?	Rob Sollenne
<b>New Business:</b>		
Sweet Acres Creamery	Motion to fund loan	Sue Vary/Michael Wojcik
<b>Old Business:</b>		
CDBG CARES Act funding	Update Board on status	Mike Manikowski
Vertex Optics	Motion to start interest only payments	Sue Vary
Pending loans	Update Board on status	Sue Vary
<b>Administration:</b>		
Jan. 11, 2022 Meeting Minutes	Motion to approve minutes as written	Rob Sollenne
Real Estate database proposal	Motion to fund half	Sue Vary
Bills for payment	Motion to approve payments	Michael Wojcik
Informational Reports: Financial statements Investment Report	Motion to accept reports	Michael Wojcik
Open Discussion	Update Board/staff	Rob Sollenne
<b>Adjournment</b>	Motion to adjourn	Rob Sollenne

Next Regular Meeting is March 8, 2022

<b><u>Quorum (confirmation required):</u></b>	<b><u>Members Excused:</u></b>
Erica Wright, Vice-Chair	
Joseph Bridgeford	
Lynn Freid	
Supervisor Peter Ingalsbe	
Supervisor Fred Lightfoote	<b><u>Guests:</u></b>
Karen Parkhurst	
Supervisor Frederick Wille	
Kevin Hill, Treasurer	
Robert Sollenne, Chair	
Walt Matyjas	
<b><u>Staff</u></b>	<b><u>Contract Staff:</u></b>
Michael Wojcik, CFO	Ed Russell, III, Underberg & Kessler
Suzanne Vary, Interim Executive Director	Mike Manikowski
Brigitte Larson, Staff	
Jessica Kazmark, Staff	
Bob Mincer, Staff	

## PROJECT MEMORANDUM

**Borrower:** Sweet Acres Creamery, LLC

**Town:** Town of Seneca

**Project Description:** Sweet Acres Creamery is an eight member LLC. The members own small farms in Ontario, Wayne, Yates, Seneca, and Steuben Counties. They are building a milk processing facility and store at 1100 State Routes 5 & 20 in Seneca. The facility will be built in three phases:

1. The first phase will build an 88 x 64 feet building with a 20 x 40 feet porch. The center of the building will be the store front, processing area and storage will be on the west side, and on the east side will be rest rooms, office, and store storage/food prep.
2. The second phase sees the construction of a larger store and conversion of the existing storefront to a restaurant.
3. The last phase is an addition to the rear of the building as existing warehouse space is used for processing expansion. Phases 2 and 3 timing depends upon the needs of the members and demand for their product.

They plan to process 1,000 gallons to bottle and 2,000 gallons to cheese (26,000 ponds/day).

Production will start 2 days per week and increase as demand increases. Sweet Acres Creamery products are wholesaled to retail outlets and restaurants throughout the Finger Lakes (especially in farm-to-table restaurants) and home delivery of their products. They will also sell their products in the retail store right at the production facility.

Project costs are \$760,000. Sweet Acres Creamery is asking the OCEDC to fund \$400,000 of project costs, with other funds coming from a private loan (\$130,000) and members equity/loans (\$230,000). They will retain 1 FTE and create 4 FTE jobs.

<b><i>Uses of Funds:</i></b>	<b><i>Amount</i></b>
<b>Building construction</b>	\$300,844.00
<b>Café and store finishing</b>	\$ 68,256.00
<b>Processing equipment and installation</b>	\$320,900.00
<b>Sewer extension</b>	\$ 70,000.00
<b>Total</b>	<b>\$760,000.00</b>

<b>Sources of Funds:</b>	<b>Amount</b>
<b>OCEDC</b>	\$400,000.00
<b>Private loan</b>	\$130,000.00
<b>Owners' equity/loan</b>	\$230,000.00
<b>Total</b>	\$760,000.00

**Terms of loan:**

Amount of Loan: \$400,000.00

Term of Months/Years: 120 months (10 years)

Interest rate: The interest rate will be fixed at three quarters of the *Wall Street Journal* prime rate in effect at the date of closing or three percent (3.00%), whichever is greater.

Monthly payments will be required. Borrower will be required to remain in Ontario County during the term of this loan.

**Security/Collateral:**

For this loan, a first mortgage position on the building will be asked for. At present, Abe Martin has first mortgage, and we will ask to be first.

**Employment Impact:**

# of FTE jobs to be retained: 1

# of FTE jobs to be created: 4 within 36 months (3 years )

Amount of assistance divided by FTEs created or retained: \$80,000 per FTE

Our analysis of projected employment indicates a reasonable likelihood of the job creation and/or retention identified above.

**Other/Notes:** \_Sweet Acres Creamery applied for OCIDA and OCEDC assistance in 2019. No action was taken. They returned to the OCEDC with this scaled-down plan. They have been working with Farm Credit East to prepare this manageable project.

**Staff initials:**

Prepared by \_\_SWV\_\_\_\_

Date prepared \_1/25/22\_\_

Reviewed by \_\_MLW\_\_\_\_

Date reviewed \_\_2/1/22\_\_

**ADDENDUM FOR ONTARIO COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
**LOAN REVIEW**

Additional Terms and Conditions:

1. Interest-Only Period? \_\_No\_\_\_\_\_
2. Balloon?\_\_\_No\_\_\_\_\_
3. Additional Information on Security and Collateral:
  - a. Assets/receivables/inventory/intangibles/equipment, etc. \_\_\_Yes\_\_\_ Position: \_2nd\_\_
  - b. Priority lienholder/amount: \_Farm Credit East\_\_\_\_\_
  - c. Mortgage on business premises \_\_Yes\_\_\_\_\_ Position: \_1<sup>st</sup>\_\_
  - d. Priority lienholder/amt: \_\_Request that Abe Martin's mortgage be subordinate to OCEDC debt.\_\_\_\_\_
  - e. Personal guaranty by: All 8 owners of Sweet Acres Creamery\_\_\_\_\_
  - f. Mortgage on home of:  
\_\_\_\_\_
  - g. Position: \_\_\_\_\_ Priority lienholder/amt: \_\_\_\_\_
  - h. Life insurance policy on:  
\_\_\_\_\_
  - i. Cross guarantees by:  
\_\_\_\_\_

**the Harrison Studio**  
160 Washburn Street, Suite 200  
P.O. Box 473  
Lockport, New York 14095  
Tel: (716) 462-6600  
Fax: (716) 201-1738

---

## Memorandum:

To: OCEDC Board of Directors  
From: Michael Zimmerman, the Harrison Studio  
Re: Visit Ontario County COVID Relief Fund  
Date: February 4, 2022

Directors;

The Visit Ontario County COVID Relief Fund provides grants to qualifying small businesses within the tourism and hospitality industries in Ontario County. Funds were provided by the New York State Office of Community Renewal (OCR) and grants can be made to businesses with 25 or fewer employees which were negatively impacted by the COVID pandemic, will utilize the funds to recover from or respond to the pandemic, and can meet Community Development Block Grant (CDBG) requirements for job creation or retention.

Ontario County has received 12 applications to date. Three have been approved for grant funding while the remaining nine are under review for eligibility and feasibility. The approved applications to date are as follows:

**Reinvention Brewing:** Manchester

Reinvention Brewing has been approved for \$20,000 through the Visit Ontario County Fund. The business significantly reduced hours of operation through the pandemic. The grant funds will be utilized to offset the payroll costs of bringing back staff and expanding hours. The business will create 1 full-time brewer position.

**The Rusty Pig:** Geneva

The Rusty Pig has been approved for \$20,000 through the Visit Ontario County Fund. The business significantly reduced hours during the pandemic and closed for 80 days in 2020. The grant funds will be utilized to offset payroll costs. The business will create 2 part-time server positions.

**Cosentino's Ristorante:** Geneva

Cosentino's has been approved for \$60,000 through the Visit Ontario County Fund. The business experienced a 29% loss of revenue during the pandemic. The grant funds will be utilized for payroll,

inventory, and upgrade air filtration systems. The business will create 5 new job positions equating to 3 full-time equivalent positions.

Program Summary as of 2/4/2022:

<b>Company</b>	<b>Award Date</b>	<b>Grant Amount</b>
Reinvention Brewing	1/26/22	\$20,000
The Rusty Pig	1/26/22	\$20,000
Cosentino's	1/26/22	\$60,000
<b>Total Remaining to Award:</b>		<b>\$800,000</b>



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, January 11, 2022

Board Members Present	Board Members Excused
Robert Solenne, Chair (via Zoom)	Walt Matyjas
Erica Wright, Vice Chair (via Zoom)	
Joseph Bridgeford	
Supervisor Peter Ingalsbe (via Zoom)	
Supervisor Fred Lightfoote (via Zoom)	
Karen Parkhurst (via Zoom)	<b>Guests</b>
Lynn Freid (via Zoom)	Aaron Wise, Sweet Acres Creamery
Supervisor Fred Wille (via Zoom)	Nate Faus, Sweet Acres Creamery
Kevin Hill, Treasurer (via Zoom)	Jerry Stewart, Sweet Acres Creamery
<b>Non-Board Members Present</b>	
Suzanne Vary, Interim Executive Director	
Bob Mincer, Staff	<b>Contract Staff</b>
Jessica Kazmark, Staff	Ed Russell III, Underberg & Kessler
Michael Wojcik, CFO	Mike Manikowski
Brigitte Larson, Staff	

**CALL TO ORDER:** Chair Rob Solenne called the meeting to order at 8:30 a.m. Roll call was performed and a quorum was present.

**NEW BUSINESS:**

**Sweet Acres Creamery:**

Suzanne Vary reminded the Board of Sweet Acres Creamery, a company located in Seneca that previously presented to the EDC in 2019. Since then, the project scope has changed significantly. The Creamery is currently focusing on home deliveries and wholesale accounts. Sue introduced Aaron Wise and Jerry Stewart.

Jerry Stewart explained that the project has been revised to a smaller size, much due to the ongoing pandemic. Phase I is proposed to include expansion in the processing facility. The Company plans to add ice cream, butter and cheeses, along with other smaller items. The Company currently has a website showcasing their various products.

Supervisor Fred Lightfoote entered the meeting at 8:35 a.m.

It was discussed that the Company currently has 3 FTEs with many family members assisting.

The total project cost is estimated at \$760,000 and the Company is requesting OCEDC assistance in the amount of \$400,000.

*Supervisor Peter Ingalsbe made a motion to refer the request to the Finance Committee. Kevin Hill seconded the motion. Unanimously approved. Motion carried.*

Aaron Wise and Jerry Stewart exited the meeting at 9:00 a.m.

## **OLD BUSINESS:**

### **CDBG CARES Act funding:**

Mike Manikowski and Suzanne Vary gave a brief update on the CDBG CARES Act funding initiative with the Finger Lakes Visitors Connection. Currently there are 5 or 6 applications pending review. Applications have been processed through Ostrander Consulting and will be brought to the Staff for further review.

It was clarified that services provided by Ostrander Consulting are to be paid by the County using ARPA funds. It was also noted that there has been a decent turnout for applications.

### **Early Loan Payoffs:**

Michael Wojcik shared that a few companies have paid off their loans, including Modern Manufacturing, CCN and EWASTE. Michael stated that jobs were created by these Companies as well.

### **Vertex Optics:**

Michael Wojcik and Suzanne Vary reminded the Board that Vertex Optics is not paying principal or interest until March 1<sup>st</sup>. It was discussed at the Finance Committee meeting that the bad debt reserve for Vertex Optics would be increased to 75%. Total debt for the Company is currently \$368,000.

### **Finger Lakes Goods:**

Suzanne Vary informed the Board that the Commitment Letter for Finger Lakes Goods expired at the end of December. Staff recommends a 60 day extension.

*Supervisor Fred Lightfoote made a motion to extend the Commitment Letter to March 1<sup>st</sup>, 2022. Lynn Freid seconded the motion. Unanimously approved. Motion carried.*

## **ADMINISTRATION:**

### **Finger Lakes Works Sponsorship:**

Suzanne Vary reminded the Board of the events that the EDC has sponsored for Finger Lakes WIB in the past; Finger Lakes Works with Their Hands, Health Career Day and Ag & Food Day. In 2019 the EDC contributed a total of \$2,950 to sponsor these events, which will now be held as one large event.

Lynn Freid commented on how great the events are and how the Company appreciates the EDC's contribution.

*Karen Parkhurst made a motion to approve funding for the "Gold Sponsor" for the event. Supervisor Fred Wille seconded the motion. Unanimously approved. Motion carried.*

### **Annual Report:**



Suzanne Vary and Michael Manikowski shared that they have met briefly with Dixon Schwabl to discuss the Annual Report. The Annual Report is a requirement by the ABO and it was clarified that the EDC would split the cost with the IDA, as done in previous years. The cost has been estimated at \$9112, a total of \$4556 to be paid by the EDC.

Mike Manikowski also shared that more information may be needed to complete an infographic piece, estimated at \$2000.

Suzanne Vary indicated that the Board may vote electronically to approve the additional funds for the infographic detail.

*Supervisor Peter Ingalsbe made a motion to approve payment of 50% of the Annual Report.*

*Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.*

#### **December 22, 2021 Minutes:**

Rob Sollenne presented the December 22, 2021 minutes for approval.

*Karen Parkhurst made a motion to approve the December 22, 2021 minutes as presented.*

*Supervisor Fred Lightfoote seconded the motion. Unanimously approved. Motion carried.*

#### **Invoices for Payment:**

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 6 invoices totaling \$50,429.20.

*Kevin Hill made a motion to approve the invoices for payment. Lynn Freid seconded the motion.*

*Motion unanimously carried.*

#### **Questions on Informational Reports:**

##### **Financial Statements:**

Michael Wojcik presented the Financial Statements

*Supervisor Fred Lightfoote made a motion to approve the Financial Statements as presented.*

*Erica Wright seconded the motion. Unanimously approved. Motion carried.*

##### **Investment Report:**

Michael Wojcik presented the Investment Report for 2021.

*Kevin Hill made a motion to approve the Investment Report as presented. Supervisor Fred Wille*

*seconded the motion. Unanimously approved. Motion carried.*

##### **Open Discussion:**

Mike Manikowski and Suzanne Vary informed the Board that they have found a possible recommendation to fill the vacant seat to replace Dave Bunnell. They will update the Board as necessary.

It was also stated that resolutions have been submitted for approval for Supervisors Ingalsbe, Lightfoote and Wille to be reappointed to the EDC for another year.

#### **ADJOURNMENT:**

*Supervisor Fred Lightfoote made a motion to adjourn at 9:40 a.m. Erica Wright seconded the motion. Unanimously carried.*

Respectfully submitted,

*Brigitte Larson*, Staff

## Real Estate Collection for Ontario County

Goal: To have an industrial inventory of buildings and land available when companies inquire. Gather specifics regarding available industrial properties in Ontario County. To identify space that is available to be leased and / or for purchase. For display on the OED website.

Duties: To collect data from Realtors, Property Owners, and Towns, that will be available for companies in need of space.

Involves: Driving thru each Town and identifying available space. Contacting the appropriate contact and collecting relative data. At the outset a very involved process where each available property is researched.

Continuous updates made throughout the year when changes occur. Each year an annual review, and another in-depth drive-by made.

Maintaining the County Website where listings will be located.

Maintaining the GRE website where some properties are already listed.

Time involved: initially; 50 – 60 hours. On-going; 5 hours per month.

Cost: \$50 per hour. Driving expenses to be billed at the County mileage rate.

\$6,000 annually plus an estimated mileage range of \$1,000 - \$1,500

Total Projected Cost: \$7,000 - \$7,500

**Ontario County Economic Development Corporation  
Canandaigua National Bank**

**OCEDC Payments for February 8, 2022**

<b>Ck #</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>ACH</b>	Philadelphia Insurance	Liability Insurance, PHPK2223490, Inv. 2002885691	\$3,301.13
<b>1758</b>	FLWIB	Prior approval of \$4k, Gold Sponsor & General Sponsor	\$4,000.00
<b>1759</b>	Mike Manikoswki	February Contract Payment	\$2,000.00
<b>Total Checks</b>			<b>\$9,301.13</b>

**Fund transfer CNB Savings Loan Repayment Account to CNB Checking**

**Funds Transfer - 200-4 CNB Savings Account to 200-3 CNB Checking Operating Account :**

\$750.00 is the cash balance before checks are written

\$9,301.13

\$9,301.13 is the transfer amount from 200-4 CNB Savings Loan to 200-3 CNB Checking Operating