



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, May 10, 2022

| Board Members Present | Board Members Excused |
|--|-------------------------------------|
| Robert Solenne, Chair | Supervisor Fred Lightfoote |
| Erica Wright, Vice Chair | |
| Joseph Bridgeford | |
| Supervisor Peter Ingalsbe | |
| Karen Parkhurst | |
| Lynn Freid | Guests |
| Supervisor Fred Wille | |
| Kevin Hill, Treasurer – via Zoom | |
| David Linger | |
| Walt Matyjas | |
| | |
| Non-Board Members Present | |
| Suzanne Vary, Interim Executive Director | |
| Bob Mincer, Staff | Contract Staff |
| Jessica Kazmark, Staff (via Zoom) | Ed Russell III, Underberg & Kessler |
| Michael Wojcik, CFO | Mike Manikowski, Consultant |
| Brigitte Larson, Secretary (via Zoom) | |

CALL TO ORDER: Chair Rob Solenne called the meeting to order at 8:32 a.m. A quorum was present.

OLD BUSINESS:

Agro Research request:

Suzanne Vary shared that the Company is requesting a six-month deferral of principal and interest payments. Upon receipt of updated financials, the Finance Committee recommended to grant the request.

It was discussed that the Board would like to see interest and penalties paid in full if possible and then offer a six-month deferment.

Joe Bridgeford made a motion to authorize deferment of principal and interest payments for a six-month period. Lynn Freid seconded the motion. Unanimously approved. Motion carried.

Finger Lakes Goods:

Suzanne Vary stated that the Commitment Letter for Finger Lakes Goods expired on March 1st. Sue also indicated that business model has changed significantly since the original application, including that a cookie company was acquired.

The Finance Committee would like to see a new application with an updated business plan. *Supervisor Fred Wille made a motion to request a new application and business plan be presented to the Board. Erica Wright seconded the motion. Dave Linger abstained. Motion carried.*

Job Numbers Reports:

Jessica Kazmark and Michael Wojcik presented job numbers report. Michael pointed out which companies have not met their projected job figures. It was noted that COVID has affected many of the businesses and that all explanations were reasonable.

CDBG CARES Act funding:

Suzanne Vary presented a tracking sheet reflecting the status of each CDBG CARES grant. \$880,000 in funds have been granted to multiple small businesses in Ontario County.

Hybrid Meetings:

Ed Russell and Suzanne Vary provided an update and written procedures for virtual meetings. It was also noted that extenuating circumstances may be considered under the Chairman's' discretion.

Karen Parkhurst made a motion to approve the guidelines for hybrid meetings as presented. Lynn Freid seconded the motion. Unanimously approved. Motion carried.

Pipeline Update:

Suzanne Vary presented a pipeline update.

ADMINISTRATION:

April 19, 2022 Minutes:

Rob Sollenne presented the April 19, 2022 minutes for approval.

Karen Parkhurst made a motion to approve the April 19, 2022 minutes as presented. Joe Bridgeford seconded the motion. Unanimously approved. Motion carried.

Invoices for Payment:

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 4 invoices totaling \$13,467.35.

Karen Parkhurst made a motion to approve the invoices for payment. Erica Wright seconded the motion. Motion unanimously carried.

Committee charters:

It was discussed that the Small Business Committee met and would like to have a one page information sheet for employers on the website. This will include resources for transportation, childcare, mental health, etc.

Questions on Informational Reports:

There were no questions.

Erica Wright made a motion to approve all financial reports as presented. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.

Open Discussion:

Michael Wojcik shared that the Char 900 will be submitted next month.

Joe Bridgeford made a motion at 9:35 to enter Executive Session to discuss an employee contract. Karen Parkhurst seconded the motion. Unanimously approved.

At 9:45 a.m. the Board exited Executive Session.

Karen Parkhurst made a motion to extend Mike Manikowski's consulting contract for six months, on a month to month basis. Walt Matyjas seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

Supervisor Fred Wille made a motion to adjourn at 9:47 a.m. Walt Matyjas seconded the motion. Unanimously carried.

Respectfully submitted,

Brigitte Larson, Staff