

Wyoming County Business Center, Inc.  
Meeting Minutes  
April 3, 2013

The WCBC, Inc Board of Directors met on April 3, 2013 at 9:00 a.m. at the Wyoming County business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; Jim Fleischman, Secretary; Jim Brick

Also in Attendance: Robin Marschlok Wyoming County IDA; Art Buckley, Wyoming County Planning; Scott Gardner, Wyoming County Chamber

Mark Merrill called the meeting to order at 9:00 a.m.

**Review and Approval of Minutes**

M. Merrill asked for comments on the minutes from the February 20, 2013 meeting. There were no comments, J. Fleischman made a motion to accept the minutes as presented. R. Fish seconded the motion, and it was unanimously approved .

**Review and Approval of Monthly Financial Report**

M. Merrill asked for a review of the monthly financials. J. Pierce discussed the revenue; Wyoming County Funding came in Feb. and the regular monthly loan principal payments, the amount in the checking and savings was discussed and how the Genesee Valley Microloan account was closed and put into the checking account. Pierce went over the Micro loans and discussed those that are behind. Most of the loans are in good shape. Pierce defined a legal fee in the expenses of \$245 as a fee that was charged by our attorney for work on loan agreements for Laughing Mary's Winery/Perry Wine and Brew Supplies. The loan was declined at the last minute by the borrowers. Mark Merrill recommended and the Board agreed that the fee responsibility should be added to all future commitment letters.

R. Fish moved to approve the financial reports seconded by J. Brick, it was approved unanimously.

**Guest Introduction-** Pierce introduced Scott Gardner, new President of the Wyoming County Chamber of Commerce.

**Review of 2012 Financial Audit**

Pierce then presented the completed 2012 Audit to the Board. Pierce reviewed the comparisons of 2011 to 2012 noting that the LDC cut back significantly on marketing expenses in 2012 because of the nearly 50% reduction in County funding. Pierce reviewed the auditor's comments in regards to some material weaknesses identified, mostly reflecting the auditors recognition that the LDC bookkeeper lacked the expertise needed for the job. In the Management response to the Auditors Comments Pierce explained that the LDC recognized the lack of expertise for the

person responsible for the finances, even with additional training there was no improvement, subsequently the person was relieved of her duties. Once Pierce had completed the review the Board approved the Annual Audit for 2012.

Regarding PAAA requirements, Pierce asked the Board to complete a Self Evaluation form to be submitted to the ABO. Pierce then asked the Board to review the Effectiveness of Internal Controls as required by the PAAA. The Board completed the review and J. Fleischman signed the Certification of Effectiveness of Internal Controls on behalf of the WCBC Board.

## **Presidents Update:**

### **Economic Development Updates**

- Continue discussions with representatives from American Classic Outfitters (Liebe) regarding their efforts to secure more manufacturing work for the Perry facility. Currently the company is working with another substantial manufacturer in the industry about a possible merger that if successful would bring 100 jobs to the Perry site and help retain 65 positions. Should know by early next month if the deal will come together.
- Another potential purchaser of Devin Manufacturing in Arcade has come and gone and if something does not happen soon layoffs may be in the offing. In a discussion with another Arcade manufacturer about their business and future plans, Jim P. learned that the company is considering buying an existing machine shop to serve as a finishing operation for their components and to also compliment their Arcade operation. The two businesses are now in discussion about a potential sale.
- A contractor from the Varysburg area is still in discussions with the folks from American Heritage Homes, both of whom have an interest in starting a modular home manufacturing operation. They are considering leasing space in the former Robeson Appliance building now known as Toy Storage Inc. rather than building new. The project has been slowed because the building is not in compliance with building codes regulations. The project is still projecting 100 jobs if it can be pulled together.
- The former owner of Hilec, Bob Karius is in discussion with another Arcade manufacturer about the sale of their real estate that became available after the business was acquired and moved to Niagara County.
- There was follow up discussion with Hulme Construction to define the potential IDA assistance that could be made available if he were to move forward with the development of the gravel mining operation.
- Attica Millworks proposed merger with Brauen Woodworks in Arcade is no longer moving forward, Attica Millworks and their 10 jobs will stay in Attica.
- Assistant is being provided to a developer who is interested in acquiring a building in the Arcade business district for a tenant that he is working with.
- Jim P. had a business visit with Bliss Machine in Arcade to see how they are progressing on an expansion plan. Plans have been put on hold for now after receiving some cost estimates on the construction.
- Jim P. also called on TPI Castings in Arcade who before the recession hit was planning and expansion that would have doubled the size of their building to a total of 80,000 sq. ft. While the company is doing fine they are not quite confident in moving the project forward

yet.

- The BNE has supplied a business lead that calls for locations that can satisfy the needs of a yogurt plant that will create 70 jobs. Two sites have been submitted for consideration.

### **A & A Metal Site Update**

- The DEC has awarded the bid for the cleanup of the petroleum contamination discovered at the former A & A Metal site. Once cleaned up the LDC can then take steps to take and/or transfer ownership rights to a business prospect. Two businesses have expressed an interest in acquiring the site.

### **FastTrac New Venture**

- The spring session of FastTrac New Venture has been cancelled due to low registrations. The fall session has been scheduled and will begin on September 3<sup>rd</sup>.

### **Request by Town of Perry**

Jim Brick of the Town of Perry has reached out to the WCBC to request assistance for a grant application to receive funds for a treatment of leachate from the closed landfill in Perry, with the Town responsible for all of the work. The Town needs a 501(c)3 organization for the grant application and funds if awarded through the Environmental Justice Grant. The Board passed a resolution agreeing to the administrative support on a motion made by J. Fleischman and seconded by R. Fish. The motion was unanimously approved.

### **Discussion of the WCBC and IDA working relationship**

Pierce asked the Board for some discussion on defining a role for the WCBC. Pierce explained that he now is the Executive Director of the IDA and carrying out the functions of both entities. The WCIDA could provide administrative services to the Business Center in exchange for economic development services that support the work of the IDA. Pierce defined the role and the need for continuation of the WCBC which includes, business attraction marketing, micro lending, FastTrac New Venture (entrepreneurship), business startup assistance, redevelopment of environmental sites, serve as a 501-c-3 applicant for municipal projects, and acquisition of property for economic development projects. There was discussion about how this new alignment will improve efficiencies, create a one stop economic development shop and down the road could result in some cost savings. The Board agreed we still need direction from counsel regarding what is allowed by the ABO and State Comptroller's Office in terms of a legal relationship and how best to handle the addition of a program administrator to work in both entities.

### **Other business:**

In other business Jim Fleischman mentioned the need to discuss the IDA's interest in the use of the LDC's LLC for property acquisition for the Attica Rail Initiative. Pierce explained that IDA concluded they would like to utilize the WCBC Washington LLC (an affiliated corporation of the WCBC) in order to acquire property from Hillcrest for the completion of the project at that site. Pierce explained the necessity to purchase the property under an LLC is in order to alleviate any conflict of interest with an IDA PILOT, and to protect the assets of the IDA and WCBC

should there be any potential problems associated with ownership of the site. After discussion, the Board agreed to the use of the Washington LLC for procurement acquiring the property from Hillcrest on a motion made by R. Fish, seconded by J. Brick. The motion was unanimously approved.

**Meeting adjourned a.m. at 10:15 a.m.**

**Next Meeting** – The next meeting will be called when there is new business or action items.