

WYOMING COUNTY
BUSINESS CENTER
BOARD MEETING MINUTES

The WCBC Board of Directors met on June 23, 2022 at 3:00p.m. at the Wyoming County Business Center 36 Center Street and via Zoom Meetings.

Wyoming County Business Center Board Meeting was held in person and electronically via Zoom Meetings. Members of the public could listen to and view the Board meeting at the Wyoming County IDA's You-tube channel.

Chairman Fish called the meeting to order at 3:04p.m.

Roll call to establish quorum

Present were: James Pierce, President/CEO; Jim Brick, Interim Treasurer; Brianna Stone, Director; Robin Marschilok and Jennifer Tyczka, Wyoming County IDA; Brian Beiger, Underwriter.

Attending Via Zoom Meetings: Rick Fish, Chairman; Dan Leuer, Secretary; and Kevin Zanner, Agency Counsel.

Absent: Sam Gullo, Vice-Chair

1. Administrative

A. Introduction and welcome to Brianna Stone to the WCBC Board of Directors.

J. Pierce Introduced Brianna Stone as the newest member appointed to the WCBC Board. Brianna is a Branch Manager at Tompkins Community Bank and brings with her many years of experience and connections to the community and will be an asset to the organization.

B. March 24, 2022 Annual Board meeting minutes were reviewed. A motion was made to accept the minutes by J. Brick and seconded by D. Leuer. The motion was unanimously carried.

C. The financial report from March-May 2022 was reviewed. R. Marschilok presented the financial report. The financial report was accepted on a motion made by D. Leuer, seconded by J. Brick. The motion was unanimously carried.

D. Request for Proposals (RFP) will be going out for auditing services. Authorization request by the President of the WCBC to select an auditing firm and sign preliminary agreements for FY 2022 auditing services, a cost engagement letter will be issued by the selected auditing firm for the Board's consideration in the Fall of 2022.

Pierce explained to the Board that Freed Maxick has informed the organization that it will no longer provide the auditing services for the WCBC as well as the WCIDA and

the WCBAC. Pierce asked for permission to put out an RFP for the auditing services. The Board moved to authorize the RFP for auditing services on a motion made by J. Brick, seconded by D. Leuer. The motion was unanimously approved.

2. Action Items

A. Appoint a replacement for Jeremy Satchell to serve on the Restart Loan Committee with Jim Pierce and Brian Bieger.

Pierce suggested that the Board should consider appointing a new member since Jeremy Satchell resigned and left a vacant position on the Restart Loan Committee. The Board agreed and a motion was made to appoint Brianna Stone to the committee by R. Fish. The motion was seconded by D. Leuer and unanimously approved.

B. Micro Loan request “Diner on the Run” - Underwriting presentation by Brian Bieger

Pierce introduced a request for a microloan from Christopher Warriner, owner of Diner on the Run, LLC. Chris has completed our FastTrac Program, is a grant recipient from our current MAP Grant and has utilized the Business Mentorship Program to complete his application process. Pierce then asked Brian Bieger to present the underwriting review of Diner on the Run, LLC’s request for funding. Bieger presented his analysis stating that Warriner has requested \$46,000, which will complete his financing along with the \$20,000 grant award and \$4,000 of owner equity. The funds will be used to purchase and equip a food trailer, inventory, and working capital. Warriner has over 20 years of food service experience including catering, cooking and managing restaurants. After review of the loan analysis, Bieger recommended the approval of the loan request with the conditions of second mortgage on primary residence, first lien on all equipment and food trailer purchased, as well as a personal guarantee of Chris Warriner. Bieger presented the loan terms of \$46,000 at a 2% APR, amortized over 60 months. After the review and discussion, the Board agreed to the loan with the terms as presented on a motion made by J. Brick. The motion was seconded by D. Leuer and unanimously approved.

3. Emkay Brownfield Project Update

A. Authorization for Jim Pierce to enter into a Cooperative Agreement with EPA for the \$500,000 grant.

Pierce provided an update and sequence of tasks to be completed on the pre-award status of the EPA Brownfield Clean up Grant. Pierce asked the Board to authorize him to completed the process to enter into Cooperative Agreement with EPA for the \$500,000 grant and enter into the needed contracts and agreements to move the grant forward and The Board moved to authorize Pierce to sign all contracts and documents needed to execute the grant on a motion made by D. Leuer. The motion was seconded by J. Brick and unanimously approved.

B. Authorization for Jim Pierce to issue a RFP and sign a contract with a Qualified Environmental Professional who will provide grant administration, solicit and select an abatement/demolition contractor following the bidding and procurement guidelines from EPA and provide appropriate project oversight.

The Board also authorized Pierce to issue an RFP and sign a contract with a Qualified

Environmental Professional who will provide grant administration, solicit and select an abatement/demolition contractor following the bidding and procurement guidelines from EPA and provide appropriate project oversight on a motion made by D. Leuer. The motion was seconded by J. Brick and unanimously approved.

4. Updates

A. Micro Loan Program

Pierce presented the current Micro Loan schedule to the Board pointing out only a couple notes are showing in arrears. Both of the borrowers have been in contact with the WCBC and are working to resume payments.

- B. FastTrac Program** - Pierce asked J. Tyczka to give updates on the entrepreneurship programs. Tyczka informed the Board that the Kaufman foundation has made changes to its platform including technical enhancement, cloud base, new web guidelines and financial contacts. The new platform will launch in the fall. There were 6 graduates from the spring class. The fall 2022 class will run Aust 30th – November 1st and has 5 people signed up already.

C. Business Mentorship Program

Tyczka stated that the Business Mentorship Program has had 13 participants to date. The funding from the CARES Act that came from Wyoming Count Community Action is exhausted. The program offers 8 hours of a mentor at no cost to the businesses. Tyczka asked if the Board wanted to continue the program since grant funds for the program have run out. The exhausted funds totaled \$7,800 and allowed 13 businesses to participate over the past 2 years. The Board agreed that the program was important and agreed to provide \$4,000 a year needed to keep it going.

D. Business Accelerator Program

Tyczka stated that the Business Accelerator Program has been awarded Grant funds of \$1,000 from Key Bank and \$3,600 from the Wyoming Foundation. The spring class was full. The next class will run 4 weeks from Sept. 7th– 28th.

5. Other Business

There was no other business.

6. Next Meeting

The next meeting of the WCBC will be announced when scheduled.

7. Adjournment

There being no further business to discuss the meeting was adjourned at 4:10p.m. on a motion made by J. Brick, seconded by D. Leuer and unanimously carried.