

## WYOMING COUNTY BAC BOARD MEETING MINUTES

The WCBAC Board of Directors met on August 11, 2022 at 3:00 p.m. at the Wyoming County Business Center, 36 Center Street Warsaw, New York 14569.

### **1. Roll call to establish quorum**

Chairman Dadd, called the meeting to order at 3:03 p.m., in attendance were: Mark Dadd, Chairman; A. Douglas Berwanger, Vice-Chairman; Rebecca Ryan, Treasurer; Niccole Hastings, Director; E. Joseph Gozelski, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner, Economic Development Specialist and Kevin Zanner, Hurwitz & Fine, Agency Counsel.

Absent: Thomas McCormick, Secretary and James Rutowski, Director

### **2. Administrative**

#### **A. Review/approve minutes from June 9, 2022 Board Meeting**

The minutes from the June 9, 2022 Board Meeting were reviewed. A motion was made to accept the minutes by D. Berwanger. The motion was seconded by N. Hastings and unanimously carried.

#### **B. Review and approve Financial Statements from June and July 2022**

R. Marschilok presented the financial report from June and July 2022. After review the Board approved the financial reports on a motion made by R. Ryan. The motion was seconded by N. Hastings and unanimously carried.

#### **C. Review Audit RFP's and authorize engagement of a new auditor 2022-2026**

Pierce informed the Board that there have been three responses from auditing firms on the RFP for auditing services that was advertised. The RFP asked for services to include complete auditing of the IDA, BAC and the WCBC for five years, 2022-2026, in accordance with Government Auditing Standards. After review of the three proposals the Board authorized Pierce to sign an engagement for the BAC with EFPR Group, CPAs for five years of auditing services on a motion made by D. Berwanger. The motion was seconded by R. Ryan and Unanimously carried.

### **3. Micro Enterprise Grant Award Recommendation's by the Micro Enterprise Committee**

Pierce reviewed the status of the \$300,000 Micro Enterprise Grant, awarded the County from NYS OCR. Recently 2 applications were received and after complete review and processing of the applications, they are moving forward with recommendations from the Micro Enterprise Grant Committee. The following are

the applicants and businesses recommended to receive a \$20,000 grant award:

- A. Bruce Perry/Silver Lake Home Services, LLC, Perry. Proposed project is a new business startup to provide housekeeping and janitorial services for short term rental units at Silver Laken and other Airbnb in and around Silver Lake. Recommended award \$20,000 for working capital, equipment, supplies and soft costs.**
- B. Judy Singh/Countryside Retreat, Arcade. Proposed project is new business startup Airbnb on 247 Park Street in Arcade with a connection to Under the Sun Honey for a unique Agri-tourism experience. Recommended award \$20,000 for furnishing and fixtures.**

After discussion and review of each applicant the Board approved the requests for the recommended grant awards as described on a motion made by J. Gozelski. The motion was seconded by N. Hastings and unanimously carried.

#### **4. Action Item**

- A. Request by William Proietti from Letchworth Valley Campground and Resort for a credit on interest payments made without access to the WCBAC Loan funds.**

Pierce informed the Board that he was recently contacted by William Proietti in regards to his loan with the BAC. He stated that he has not had access to our funds as the Bank had not released the draws he had asked for and he feels the interest he has paid to the BAC since June 1<sup>st</sup> is not fair and he would like to have it credited back and then pay interest only on what has been drawn and released from the bank each month. The Board agreed and authorized the return of interest paid to date and a rebilling of interest actually due based on an updated report from the bank on funds released on a motion made by D. Berwanger. The motion was seconded by R. Ryan and unanimously approved. Agency Counsel stated that he would draw up the amendment to the loan documents to reflect what the Board approved.

- 5. Next Meeting** – The next meeting of the WCBAC Board is the Annual Meeting scheduled for September 8, 2022 immediately following the WCIDA Board Meeting. The Staff will inform the Board on a venue and time once its scheduled.

#### **6. Adjournment**

The meeting was adjourned at 3:27 p.m. on motion by D. Berwanger, seconded by J. Gozelski and unanimously carried.

Minutes prepared by: R. Marschilok