

**WYOMING COUNTY**  
**BUSINESS CENTER**  
**BOARD MEETING MINUTES**

The WCBC Board of Directors met on September 21, 2022 at 9:00 a.m. at the Wyoming County Business Center 36 Center Street.

Vice-Chairman Gullo called the meeting to order at 9:03 a.m.

**Roll call to establish quorum**

Present were: James Pierce, President/CEO; Sam Gullo, Vice-Chair; Jim Brick, Interim Treasurer; Brianna Stone, Director; Robin Marschilok and Jennifer Tyczka, Wyoming County IDA.

Absent: Rick Fish, Chairman; Dan Leuer, Secretary

**1. Administrative**

**A. Review/approve minutes from June 23, 2022**

The minutes from the June 23, 2022 meeting were approved on a motion made by S. Gullo. The motion was seconded by J. Brick and unanimously carried.

**B. Review/approve financial report for June, July & August 2022**

R. Marschilok presented the financial report for June-August 2022. The Board approved the financial report on a motion made by J. Brick. The motion was seconded by S. Gullo and unanimously carried.

**C. Review and approve the 2023 WCBC Budget (there was a consensus by email to approve the budget and funding request that was submitted to Wyoming County in August)**

J. Pierce asked the Board to formally adopt the 2023 Budget which was approved by email consensus to allow for submission to the County in August. The Board moved to approve the 2023 Budget as presented on a motion made by B. Stone. The motion was seconded by J. Brick and unanimously carried.

**D. Review and approve a five-year cost engagement letter for our new auditing firm EFPR Group CPAs out of Rochester.**

Pierce then reminded the Board that Freed Maxick PC had announced that they will no longer be providing auditing services to the WCBC, the WCIDA or the WCBAC. The IDA as the lead agency sent out an RFP for auditing services and received three proposals back. The IDA and the WCBAC has met and approved the five-year proposal from EFPR Group CPAs. EFPR Group had the lowest

cost proposal and has a substantial list of clients that include other IDAs and LDCs.

After review the Board agreed to approve the proposal from EFPR Group for auditing services for 2022 on a motion made by S. Gullo. The motion was seconded by J. Brick and unanimously carried.

**E. Nominate and appoint a permanent Treasurer for the WCBC Board of Directors**

Pierce then asked the Board to consider nominating a Board member to become the Treasurer of the WCBC. J. Brick stated that he has had no issues with doing the Treasurer duties as the Interim Treasurer and would gladly continue as the Treasurer. The Board moved to appoint J. Brick as the Treasurer on a motion made by S. Gullo. The motion was seconded by B. Stone and unanimously carried.

**F. Designate a Board member as a second signature on the WCBC bank accounts and for payments greater than \$5,000 (the By-laws dictate it should be either the Treasurer or Secretary)**

Pierce informed the Board that the By-laws state there needs to be a second party for signature on the WCBC bank accounts. Previously it had been Jeremy Satchell who has resigned from the Board. The Board moved to designate J. Brick as the second signatory party for the bank accounts on a motion made by S. Gullo. The motion was seconded by B. Stone and unanimously carried.

**2. Emkay Brownfield Project**

**A. Review and approve updated Board policies to be in compliant with the EPA requirements for administering the \$500,000 Brownfield Cleanup Grant Program.**

The Board then reviewed drafted Board Policies to be compliant with the requirements for administering the federal grant funds for the EPA Brownfield Clean-Up Project at the Emkay site in Arcade. After review the Board moved to adopt the following policies: Procedures and Guidelines for Drawing, Managing and Accounting of Federal Funds; Payroll Procedures Regarding Federally Funded Projects; Travel Procedures and Guidelines Regarding Federally Funded Projects; Procurement Procedures Regarding Federally Funded Projects; and Equipment Purchasing and Disposal Procedures Regarding Federally Funded Projects, on a motion made by J. Brick. The motion was seconded by S. Gullo and unanimously carried.

Pierce updated the Board on activity regarding the Emkay Project. Pierce recently met with the Designated Developer who will take over the site once it is remediated. The Developer shared a concept drawing of a potential 80-unit

market rate senior housing facility to be built on the site as phase 1 of a multi-use redevelopment plan. There will possibly be retail/commercial space included in Phase 2 of the project. With the EPA grant the WCBC plans to clean the demolish and clear the site, removing the buildings and debris. The Developer will apply for a Brownfield Clean-up Program to clean up the contaminates below the surface like the petroleum contamination and tanks.

### **3. Program Updates**

#### **A. Micro Loan Program**

Pierce presented the Micro-loan report and updated the Board on the Micro-loan status. Pierce pointed out that Max's Bakery has not been in touch lately, Jacked 24/7 has paid its loan in full, Relax Salon and Spa has paid off the balance of its loan while refinancing with a different bank. Hybrid Design, a Re-start Loan client has fallen behind but recently started working again and has resumed making payments.

#### **B. FastTrac Program**

J. Tyczka updated the Board stating that currently we are working with Tom Lyon, from Lyon Global on digital marketing for the FastTrac and Business Accelerator Program. This includes ad creation and target for social media, one long-form video outlining the FastTrac program and one outlining the Business Accelerator Academy along with four short videos containing brief participant success stories that will be used for marketing purposes.

Tyczka stated that there are nine participants in the fall class. One is a recipient of the Wyoming County Business Center Entrepreneur Scholarship; is a high school student. His concept is custom farming and grain storage facility to store and broker grain in Arcade. We are in week four "Planning Your Product/Service". Attorney RD Strassel was the guest speaker for last night's class speaking about business formations and protecting intellectual property. Graduation is November 1<sup>st</sup> and the next offering for FastTrac is March 28, 2023

#### **C. Business Mentorship Program**

Tyczka stated that currently there are three mentors working with eight businesses. Since the board approved the continuation of the program, three businesses have registered. Tyczka reviewed the new participants and their businesses.

#### **D. Business Accelerator Program**

Tyczka updated the Board on the Business Accelerator Program; the fall class is full with six businesses. At tonight's class they will be starting to prioritize their

objectives, strategies and tactics for implementation. Kim Brown Webster from Complete Payroll is the guest speaker discussing an HR Person's Perspective. The 4-week class ends next week the 28<sup>th</sup>, unless they need another week to finalize their objective, strategy and tactics process to be able to prioritize implementation. The next class will start April 5<sup>th</sup>, 2023.

#### **4. Other Business**

Pierce presented the WCIDA and WCBAC Annual Report for 2022 to the Board. Pierce stated that he thought it would be good for the WCBC Board to know what the IDA and BAC have been working on.

#### **5. Next Meeting: TBD**

#### **6. Adjournment**

With no other business, the Board adjourned at 9:54 a.m. on a motion made by S. Gullo, seconded by B. Stone and Unanimously carried.

Minutes prepared by R. Marschilok