

WYOMING COUNTY BAC BOARD MEETING MINUTES

The WCBAC Board of Directors met on November 8, 2022 at 3:00 p.m. at the Wyoming County Agriculture and Business Center 36 Center Street Warsaw, New York.

1. Roll call to establish quorum

Vice-Chairman Berwanger, called the meeting to order at 2:38 p.m., in attendance were: A. Douglas Berwanger, Vice-Chairman; Rebecca Ryan, Treasurer; Thomas McCormick, Secretary; and E. Joseph Gozelski, Director; Niccole Hastings, Director; James Rutowski, 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: Mark Dadd, Chairman

Guests: Jaquie Billings and Travis Barlow, owners of Lumberyard Hospitality, LLC

2. Administrative

A. Review/approve minutes from September 8, 2022 Board Meeting

The minutes from the September 8, 2022 Board Meeting were reviewed. A motion was made to accept the minutes by T. McCormick. The motion was seconded by J. Gozelski and unanimously carried.

B. Review and approve Financial Statements from September and October 2022

R. Marschilok presented the financial report from September and October 2022. After review the Board approved the financial reports on a motion made by J. Gozelski. The motion was seconded by R. Ryan and unanimously carried.

C. Complete Annual Board Evaluations for the WCBAC

The Board Members completed the yearly evaluations and the required financial disclosure, conflict of interest and independence certificates.

3. Revolving Loan Request

A. Loan request from Jaquie Billings and Travis Barlow for gap financing that will assist in the acquisition of the Lumber Yard Restaurant in Perry. Jaquie Billings will present a brief overview of the project and their plans.

Pierce introduced Jaquie Billings and Travis Barlow to the Board. Billings informed the Board that she was the previous owner of the Hole in the Wall Restaurant and closed it down in 2021 due to the lack of employees needed to run the restaurant. She is also the owner of the Wine Bar in Perry. Billings stated that she started working at the Lumberyard for Kevin, she was first a busser and moved up the ranks. Robin and Regina Brown purchased the Lumberyard and have take it to another level. Billings explained that the reason why she and Travis are interested in the restaurant is

because they want to contribute to the revitalization of the community and the Lumberyard is a vital part of Perry, the County and the region. Currently the Lumberyard has a good staff and the jobs will be retained. They plan to pay well and expect the restaurant to grow as the industry has been growing since Covid has subsided. They have found an executive chef to run the kitchen and he is already working there. Billings also stated that they will leave things the same and bring back the salad bar. There may be some simple tweaks to overhaul the beverage program, dollar wrap happy hours and desserts from the Hole in the Wall menu. Billings and Barlow then left the meeting at 2:57 p.m.

Pierce reviewed the loan request in the meeting packet with the Board. Tompkins Bank has committed to \$261,500 for the purchase and has provided a loan analysis and commitment letter. Billings is requesting a loan for \$100,000 to complete the financing needed to purchase the Lumberyard Restaurant and provide working capital for start-up. Billings and Barlow will commit \$50,000 of their own equity as well. The term of the loan requested is amortize over 10 years at 4% interest with personal guarantees of Billings and Barlow and a security mortgage in a junior position to the bank. After review the Board approved the request for \$100,000 at the terms listed above on a motion made by J. Gozelski. The motion was seconded by T. McCormick and unanimously carried.

4. Micro Enterprise Grant Award Recommendation's by the Micro Enterprise Committee

- A.** Laura Anders intends to form Ralph's Café & Bakery as a start-up business in Warsaw. Ms. Anders is requesting microenterprise funds to assist with a variety of business start-up costs including equipment, furniture, inventory, and working capital. Recommended award \$20,000. Pierce added that the applicant has not found a location to open her business at but is hopeful she will find one soon. After review the Board passed a resolution granting Laura Anders a \$20,000 grant contingent on the applicant securing a location for the business on a motion made by N. Hastings. The motion was seconded by T. McCormick and carried. R. Ryan and J. Rutowski both abstained from the vote.
- B.** Carrie Graham founded Precision Graphics, LLC in 2022 to provide vinyl sign printing and graphic design services to local clients. Precision Graphics is a home-based business. Ms. Graham is requesting Microenterprise grant funds to purchase various equipment to allow the company to do larger and higher quality printing projects in order to attract more customers. Recommended award \$20,000. After review the Board passed a resolution approving the grant request of \$20,000 on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.
- C.** Megan Burley owner of Burley Berries & Blooms was awarded \$20,000 from WCBAC Microenterprise funds to support the purchase of equipment and the installation of a new creamery facility on site. The applicant has submitted

information regarding costs increases and has asked for additional grant funds. Recommendation is to provide an additional \$15,000 of funding to support the project. After review the Board passed a resolution approving the grant request of \$15,000 on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.

- D. Amy Smith-Bailey is the owner of The Gainesville Store a convenience store and prepared food retailer with significant opportunity to grow in the local market. Ms. Smith-Bailey is requesting Microenterprise grant funds to purchase a new pizza oven to expand the store's offerings and modernize her outdated equipment. Recommended award \$20,000. After review the Board passed a resolution approving the grant request of \$20,000 on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.

5. Approve Grant Anticipation loans for the Micro Enterprise Grantees if needed

Pierce also explained to the Board that the grants funds are released as reimbursable and due to the businesses being small start-up businesses the funds needed to do their project are not available. In the past the WCBAC has provided grant anticipation notes for the grantees to allow for the purchases needed. Once the receipts are submitted and the grant funds are drawn down from NYSOCR, the notes are paid back with the grant funds. The Board agreed that this is necessary and passed a resolution granting an anticipation note up to the amount of the grant award for each grant applicant on a motion made by T. McCormick. The motion was seconded by N. Hastings and carried. R. Ryan and J. Rutowski abstained from the vote.

6. Other Business

7. **Next Meeting** – December 8, 2022.

8. Adjournment

The meeting was adjourned at 3:10 p.m. on motion by J. Gozelski, seconded by J. Rutowski and unanimously carried.

Minutes prepared by: R. Marschilok