



BOARD MEETING MINUTES

The WCBC Board of Directors met on August 7, 2023 at 3:00 p.m. at the Wyoming County Ag & Business Center in the 2nd Floor Conference Room

Roll call to establish quorum.

Chairman, Sam Gullo, called the meeting to order at 3:10 p.m. In attendance were: James Pierce, President/CEO; Sam Gullo, Chairman; Dan Leuer, Vice Chair; Jim Brick, Treasurer; Brianna Stone, Director; , Director; Robin Marschilok, Jennifer Tyczka and Scott Gardner, Wyoming County IDA; and Kevin Zanner, Agency Counsel

Absent: Rick Fish Jr., Secretary

1. Administrative

A. Review/approve minutes from March 23, 2023

The minutes from the March 23, 2023 meeting were reviewed. The minutes were approved on a motion made by B. Stone. The motion was seconded by J. Brick and unanimously carried.

B. Review/approve financial report for March – July 2023

J. Brick presented the financial report for March – July 2023 to the Board. After review a motion was made by B. Stone to approve the financial report. The motion was seconded by D. Leuer and unanimously carried.

C. Review and complete Board member compliance documents

The Board members each completed the Financial Disclosure, Certificate of Independence and Certificate of No Conflict of Interest as required by PAAA.

2. Action Items

A. Review and approve proposed 2024 budget request for consideration by the Wyoming County Board of Supervisors.

J. Pierce reviewed the proposed 2024 Budget, pointing out the \$10,000 increase in funding requested from the County. The increase in funding is due to the expected increase in administration cost for the WCBC to oversee the EPA Cleanup Grant for the Emkay site in Arcade. Pierce explained that the Emkay cleanup project is an important project for the Village, and Town of Arcade, as well as the County. The WCIDA pays the salaries of the staff who devote time to the programs run by the WCBC with very little recouped, only \$20,000 annually from an Administrative Agreement. Pierce wishes to increase the funds paid to the WCIDA for admin expense to \$30,000 for 2024, an increase of \$10,000. Pierce continued the review of the Proposed Budget pointing out a small increase in revenue from other sources. Included in this budget is an Economic Development Project Funding line for the EPA Brownfield Clean-up Grant of \$500,000, which will be used exclusively for the Emkay Project, and the agreed upon portion of matching funds, allocated from the Designated Developer involved with the Emkay site clean-up, of \$50,000. Pierce then reviewed the proposed expenses which reflect a small increase in legal fees and the cost of the underwriter for the loan program. The amount needed for the Business Mentorship Program is expected to increase due to the larger than expected response to the Program. The increase for Administration of \$10,000, as explained above, for the increased staff time devoted to the WCBC for the Emkay Project. The WCBC will contribute matching funds of \$50,000 for the Emkay Project which is required by the EPA for the Brownfield Clean-up Grant, this leaves the total 2024 expenses proposed at \$50,000 more than the revenue, creating a loss for the year.

The Board moved to approve the 2024 draft Budget as presented on a motion made by J. Brick. The motion was seconded by B. Stone and unanimously carried.

3. Emkay Project Update

Pierce provided a bulleted activity schedule for the Project. There were many steps up to the EPA Grant being executed. The community will be updated on the progress of the project as it moves forward. The Designated Developer will take ownership of the property once this first phase of the site clean-up is completed and will apply for a NYS State Brownfield designation to receive tax credits while completing the site remediation and repurposing the site for possible mixed use with new market rate senior housing and small retail storefronts. D. Leuer inquired as to the involvement of the Village and the Town with the financial support of the project and the decision of the final use of the

site. Pierce explained that there will be in-kind contributions from the Village of Arcade for site security and coordination of site access when demolition begins. In addition, the Village has completed a study for the type of housing and retail needs and will have a part in deciding what will be developed at the remediated site.

4. Program Updates

A. Micro Loan Program

J. Tyczka stated that the Microloans were all on schedule, except for one borrower who ran into hard times because of a divorce. The borrower has recently communicated that the payments may resume in October.

B. Wyoming County Rapid Start Loan Program (formerly named the Re-Start Loan Program)

J. Pierce reported that this loan program is the replacement for the former Re-Start Loan Program that was created during the pandemic to help small businesses that were struggling. Since then, the Loan Program has been vital in helping several small start-up businesses and since the last meeting there has been 4 new businesses that have received the funding.

C. Fast Track Program

- J. Tyczka reported that the funding for the 2023 Fast Track program has been received. The Spring class wrapped up on May 30th, there was a student scholarship given to Pioneer Central School graduate, Reagan Fontaine, who completed the class and plans to manage her family farm, start a micro-creamery and optimize efficiencies.
- The Fall class will run from August 29th through October 31st and is full.
- Another student scholarship recipient will attend. Landon Nickerson is a recent graduate from Warsaw High School and is looking to scale his automotive detailing business.

D. Business Accelerator Program

- The Business Accelerator Academy, (BAA), received its sponsorship from Key Bank, and an award of \$3,600 from the VanArsdale Family Fund at the Community Foundation for Greater Buffalo.
- There is a full class signed up for the fall session which will run for 4 weeks, starting September 6th.
- There have been 26 class participants since the BAA started in 2021.

E. Business Mentorship Program

- Tyczka continued with the update of the Business Mentorship Program which had participants from 2022 finish up with mentors in 2023. There's been 27 participants with this program, to date. There is a need for more mentors as more businesses anticipate the need to use the service.

J. Pierce discussed the importance of these programs for the success of our small businesses and the collaboration with the Chamber programs offered to support the businesses.

5. Other Business

S. Gardner updated the Board on an award of a \$250,000 EDA grant for a Tourism Destination Project that will implement the strategy recently completed on the Visitor Economy which was presented in the Spring.

S. Gullo discussed the \$25,000,000 Downtown Revitalization Initiative (DRI) which was awarded to Perry. There has been \$39,000,000 in applications submitted which will be weeded down to the best projects and the ones ready to go.

6. Next Meeting: TBD

7. Adjournment

With no other official business, the meeting adjourned at 4:03 p.m. on a motion by J. Brick, seconded by D. Leuer and unanimously carried.

Minutes Prepared by: R. Marschilok