Wyoming County Business Assistance Corporation
WCBAC
Assisting Your Business Growth

GOVERNANCE COMMITTEE MEETING
WYOMING COUNTY BUSINESS ASSISTANCE CORPORATION BOARD OF DIRECTORS

Thursday, September 17, 2026 - 12:00 PM
(following the Governance Committee Meeting)
at River Spring Lodge, 1961A Church Road, Attica, NY

MEETING AGENDA

1. **Roll call to establish quorum**
2. **Review and Approve Committee Minutes**
   A) Review and approve the Minutes from the September 11, 2025
   Governance Committee Meeting
3. **Recommendations to the WCBAC Board of Directors**
   A) Appointment of WCBAC Board of Director Officers
      i) Recommend slate of officers for adoption
      (Board Chair, Vice-Chair, Secretary, Treasurer)

   B) Appointment of Governance Committee Members
   C) Appointment of Finance Committee Members
   D) Review Agency Governance Policies
      i) Procurement Policy (readopt)
      ii) Acquisition and Disposition of Real Property Policy (readopt)
      iii) Receipts of Accounting, Internal Controls and Auditing Complaints Policy (readopt)
      iv) Conflict of Interest Policy (readopt)
      v) Governance Committee Charter (readopt)

4. **Adjourn Governance Committee Meeting**

Wyoming County Business Assistance Corporation
Assisting Your Business Growth

GOVERNANCE COMMITTEE MEETING of the
WYOMING COUNTY BAC BOARD

Thursday September 11, 2025 @ 12:00 p.m. at Farmcraft Brewery 567 Route 20A Strykersville, NY 14145

MINUTES

Chairman Dadd called the meeting to order at 12:12 p.m.

1. **Roll call**

   In attendance were: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chairman; R. Ryan, Treasurer; Thomas McCormick, Secretary; E. Joseph Gozelski, Director; Brianna Stone, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner Economic Development Specialist and Kevin Zanner, Agency Counsel.

2. **Review and Approve Minutes**

   The Committee reviewed and approved the minutes from the September 12, 2024 Governance Committee Meeting on a motion made by R. Ryan. The motion was seconded by T. McCormick and unanimously carried.

3. **Recommendations to the Board**

   A. **Appointment of Governance Committee Members**
   The Governance Committee agreed to recommend to the WCBAC full Board the appointment of all members of the WCBAC Board to the Governance Committee on a motion made by D. Berwanger. The motion was seconded by T. McCormick and unanimously carried.

   B. **Appointment of Finance and Audit Committee Members**
   The Governance Committee agreed to recommend to the WCBAC full Board the appointment of all members of the WCBAC Board to the Finance and Audit Committee on a motion made by D. Berwanger. The motion was seconded by T. McCormick and unanimously carried.

   C. **Appointment of Officers to the WCBAC Board – recommend slate of Officers for the Board**
   The GovernanceCommittee agreed to recommend to the WCBAC full Board the appointment of the following slate of officers to the WCBAC

Board: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chair; Thomas McCormick, Secretary; and Rebecca Ryan, Treasurer on a motion made by D. Berwanger The motion was seconded by T. McCormick and unanimously carried.

D. Review, Adopt and Re-adopt Governance Policies and Charter

1. **Procurement Policy**
   The Committee moved to recommend to the full Board the re-adoption of the Procurement Policy on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

2. **Acquisition of Real Property Policy**
   The Committee moved to recommend to the full Board the re-adoption of the Acquisition of Real Property policy on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

3. **Disposition of Real Property Guidelines**
   The Committee moved to recommend to the full Board the re-adoption of the Disposition of Real Property Guidelines on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

4. **Policy for Receipts of Accounting, Internal Controls and Auditing Complaints**
   The Committee moved to recommend to the full Board the re-adoption of the Policy for Receipts of Accounting, Internal Controls and Auditing Complaints on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

5. **Conflict-of-Interest Policy- Re-adopt Policy**
   The Committee moved to recommend to the full Board the re-adoption of the Conflict-of-Interest Policy on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

6. **Governance Committee Charter- Re-adopt Charter**
   The Committee moved to recommend to the full Board the re-adoption of the Governance Committee Charter on a motion made by D. Berwanger, seconded by T. McCormick and unanimously carried.

4. <u>Adjourn Governance Committee Meeting</u>

Having no further items to discuss the Committee adjourned at 12:14 p.m. on a motion made by R. Ryan seconded by T. McCormick and unanimously carried.

Minutes prepared by Robin Marschilok

https://www.youtube.com/watch?v=ZBoimsWbYdM

FINANCE & AUDIT COMMITTEE MEETING
WYOMING COUNTY BUSINESS ASSISTANCE CORPORATION BOARD OF DIRECTORS

Thursday, September 17, 2026 - 12:00 PM
(following the Governance Committee Meeting)
at River Spring Lodge, 1961A Church Road, Attica, NY

MEETING AGENDA

1. **Roll call to establish quorum**

2. **Review and Approve Minutes**
   A) Review for approval the Minutes from the September 11, 2025 Finance and Audit Committee Meeting

3. **Recommendations to the Board**
   A) Review and recommend preliminary budget for 2027
   B) Review Finance and Audit Policies and Charter
      i) Investment Policy (Readopt)
      ii) Finance and Audit Committee Charter (Readopt)

4. **Adjourn Finance/Audit Committee Meeting**

FINANCE/AUDIT COMMITTEE MEETING

of the

WYOMING COUNTY BAC BOARD

Thursday September 11, 2025 @ 12:00 p.m. at Farmcraft Brewery 567 Route 20A Strykersville, NY 14145

MINUTES

Chairman Dadd called the meeting to order at 12:14 p.m.

1. **Roll call**

   In attendance were: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chairman; R. Ryan, Treasurer; Thomas McCormick, Secretary; E. Joseph Gozelski, Director; Brianna Stone, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner Economic Development Specialist.

2. Review and Approve Minutes

   The Committee reviewed and approved the minutes from the September 12, 2024 Governance Committee Meeting on a motion made by T. McCormick. The motion was seconded by R. Ryan and unanimously carried.

3. **Recommendations to the Board**

   A. **Review/Recommend Preliminary Budget for 2026**
   After review and discussion of the preliminary 2026 Budget, the Committee agreed to recommend to the full Board the Adoption of the 2026 Budget as presented on a motion made by D. Berwanger. The motion was seconded by T. McCormick and unanimously carried.

   B. **Review/Re-adopt Finance/Audit Policies**
   1. Investment Policy – re-adopt
   The Committee moved to recommend to the full Board the re-adoption of the Investment Policy on a motion made by D. Berwanger. The motion was seconded by T. McCormick and unanimously carried.

2. Finance and Audit Committee Charter – re-adopt charter
   The Committee moved to recommend to the full Board the re-adoption of the Finance and Audit Committee Charter on a motion made D. Berwanger. The motion was seconded by T. McCormik and unanimously carried.

4. Adjourn Finance/Audit Committee Meeting

Having no further items to discuss the Committee adjourned at 12:15 p.m. on a motion made by R. Ryan, seconded T. McCormick and unanimously approved.

Minutes prepared by Robin Marschilok

https://www.youtube.com/watch?v=ZBoimsWbYdM

ANNUAL MEETING
WYOMING COUNTY BUSINESS ASSISTANCE CORPORATION BOARD OF DIRECTORS

Thursday, September 17, 2026 - 12:00 PM
(following the Governance Committee Meeting)
at River Spring Lodge, 1961A Church Road, Attica, NY

ANNUAL MEETING AGENDA

1. **Roll call to establish quorum**

2. **Administrative**
   A) Review/approve minutes from July 9, 2026
   B) Review/approve financial reports for July and August 2026

3. **Act on Governance Committee recommendations**
   A) Approve Appointments of Agency Board of Director Officers
   B) Approve Governance Committee Member Appointments
   C) Approve Finance and Audit Committee Member Appointments
   D) Approve Policies and Charter as recommended

4. **Act on Finance/Audit Committee recommendations**
   A) Approve Policies and Charter as Recommended
   B) Approve Recommended Agency Budget for 2027

5. **Review and Approve 2026 Annual Report**

6. **Action Items**
   A) Authorization to apply for a third NYS HCR/CDBG Micro-enterprise grant in the amount of $300,000. Update on the County public hearing to approve the request and retaining the Harrison Studio to apply for the grant.

7. **Next Meeting:** October 8, 2026 at 2:30 PM

8. **Adjournment**

WYOMING COUNTY BUSINES ASSISTANCE CORPORATION
BOARD MEETING MINUTES

The WCBAC Board of Directors met on July 09, 2026 at 2:30 p.m. at the Wyoming County Agriculture and Business Center 36 Center Street, 2nd Floor Conference Room Warsaw, NY 14569.

Chairman Dadd called the meeting to order at 3:06 pm.

1. **Roll call:**

   In attendance were: Mark Dadd, Chairman; Rebecca Ryan, Treasurer; Thomas McCormick, Secretary; Brianna Stone, Director; Daniel Burling, Director; and E. Joseph Gozelski, Director; Scott Gardner Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; and Carly Brown, Agency Counsel.

   Absent: A. D. Berwanger, Vice-Chairman
   Guest: Mark George, Underwriter (joined the meeting at 3:25 pm)

2. **Administrative**

   a. Minutes of the March 14, 2026 Board meeting were reviewed. A motion was made to accept the minutes by T. McCormick and seconded by D. Burling. The motion was unanimously carried.

   b. The financial report from May and June 2026 was reviewed. The financial report was accepted on a motion made by R. Ryan and seconded by T. McCormick. The motion was unanimously carried

3. **Action Item**

   a. S. Gardner presented the Board with a request for authorization to approach the Wyoming County (Board of Supervisors) to apply for a grant to continue the MAP Grant Program. In 2024, the County of Wyoming received $300,000 in Community Development Block Grant (CDBG) funding from the New York Housing Trust Fund Corporation through the Microenterprise Program to implement the "County of Wyoming Microenterprise Grant Program." The County and the Wyoming County Business Assistance Corporation entered into an agreement whereby the WCBAC used the OCR grant funds to implement a local grant program. The WCBAC received 20 grant applications, of which we awarded 13 businesses. The Program has been successful and the WCBAC seeks County approval to apply for a third grant round to continue the grant program for small businesses. After review, the Board authorized a request to the Wyoming County Board of Supervisors to apply for another CDBG Grant on a motion made by B. Stone. The motion was seconded by D. Burling and unanimously carried.

b. S. Gardner asked Mark George to join the meeting to discuss the loan analysis for two companies requesting business loans from the WCBAC. Due to the confidential financial information of the businesses, Gardner recommended that the Chairman move into Executive Session. The Board moved into executive session at 3:27 p.m. to discuss the finances of the borrowers on a motion made by D. Burling, seconded by R. Ryan and unanimously carried. The Board moved out of executive session at 3:46 p.m. on a motion made by D. Burling, seconded by B. Stone and unanimously carried.

   The Board then made the following motions as recommended by the Executive Committee:

   The Board moved to approve the request from JC Equipment Rental, LLC, for $200,000 with a 10-year term, at 4% APR, a collateral mortgage on the self-storage building in Castile, owned by Jesse Cole, behind two mortgages held by Tompkins Community Bank and the personal guarantee of Jesse Cole, on a motion made by D. Burling. The Motion was seconded by T. McCormick and unanimously carried.

   The Board moved to approve the request from 55 Main Street LLC for a $200,000 loan with a 15-year amortization term, with a 10- year term balloon payment, interest at 4% APR, with a mortgage on the 55 South Main Street, Perry Property, behind NexTier Bank, and the personal guarantee of Jeremy Bateman. The loan will be contingent on the borrower providing written affirmation that the project has been awarded $321,000 in NYS DRI Grant funds and a written Confirmation Letter from NexTier Bank regarding their commitment to a $1,000,0000 construction loan, and that the end loan/amortizing loan will be for a maximum of $750,000, amortized over a 25-year period on a motion made by D. Burling. The Motion was seconded by T. McCormick and unanimously carried.

4. **Next Meeting -** The next meeting will be the Annual Meeting on September 17, 2026. The place and time to be determined.

5. **Adjournment**

The Board moved to adjourn the meeting at 3:48 p.m. on a motion made by T. McCormick seconded by D. Burling and unanimously carried.

Minutes prepared by R. Marschilok

https://www.youtube.com/watch?v=gQvbJX29-Lc