



**Wyoming County Business Center, Inc.  
Annual Board Meeting Agenda  
April 13, 2026 at 3:00 PM  
Wyoming County Ag & Business Center, 2<sup>nd</sup> Floor Conference Room**

**Roll call to establish quorum.**

**1) Administrative**

- A. Review/approve minutes from August 7, 2025
- B. Review/approve financial report for August – December 2025 and January - March 2026
- C. Review/approve WCBC Mission Statement
- D. Approve/Re-affirm Scott Gardner as President and signatory for all financial and legal instruments for the Wyoming County Business Center, Inc.
- E. Board Annual Compliance Documents

**2) Governance Committee Recommendations**

- A. Review Board Member terms and status
- B. Approve Board Officers Appointments
- C. Approve Governance Committee Members Appointments
- D. Approve Finance and Audit Committee Members Appointments
- E. Approve Governance Policies

**3) Finance/Audit Committee Recommendations**

- A. Approve the 2025 Audit Report
- B. Approve annual MOU with the IDA for administration of the WCBC for \$30,000
- C. Approve annual \$5,000 for Invest Buffalo Niagara
- D. Approve Investment Policy
- E. Approve WCBC Investment Report

**4) Review and Approve 2025 Annual Report**

**5) Program Updates**

- A. Micro Loan Program
- B. Wyoming County Rapid Start Loan Program
- C. Fast Track Program
- D. Business Accelerator Academy
- E. Business Mentorship Program

- 6) **Other Business**
- 7) **Next Meeting:** TBD
- 8) **Adjournment**



## **BOARD MEETING MINUTES**

The WCBC Board of Directors met on August 07, 2025 at 9:30 a.m. at the Five Star Bank Community Room, 55 North Main St. Warsaw, NY 14569.

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

Chairman, Sam Gullo, called the meeting to order at 9:37 a.m. In attendance were: James Pierce, President/CEO; Dan Leuer, Vice Chair; Jim Brick, Treasurer; Robin Marschilok, Jennifer Tyczka and Scott Gardner, Wyoming County IDA; and Carly Brown, Agency Counsel.

Absent: Rick Fish Jr., Secretary; Brianna Stone, Director.

### **1. Administrative**

#### **A. Review/approve minutes from March 7, 2025**

The minutes from the March 7, 2025 meeting were reviewed. The minutes were approved on a motion made by J. Brick. The motion was seconded by D. Leuer and unanimously carried.

#### **B. Review/approve financial report for March – July 2025**

J. Brick presented the financial report for March – July 2025 to the Board. After review a motion was made by D. Leuer to approve the financial report. The motion was seconded by J. Brick and unanimously carried.

#### **C. Review and approve proposed 2026 budget request for consideration by the Wyoming County Board of Supervisors.**

J. Pierce reviewed the proposed 2026 Budget, pointing out the \$80,000 request is the same as the 2024 and 2025 requests. Pierce explained that the Emkay cleanup project was completed however, there may be an issue with the developer. Pierce stated there are changes in budgeted expenses and revenue for 2026 to reflect the on-going site development services the WCBC provides. R. Marschilok continued reviewing the budget stating that there are increases to the revenue and expense lines for the Fast Trac and Mentorship Programs to reflect training of new

facilitators and the increased need for the programs. The total budget has increased to \$112,000 for 2026 however, the ask for funding from the County will remain at \$80,000.

The Board moved to approve the 2026 draft Budget as presented on a motion made by J. Brick. The motion was seconded by D. Leuer and unanimously carried.

## **2. Program Updates**

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

J. Tyczka reported that the Microloans are all on schedule, except for one borrower who ran into hard times because of a divorce. The borrower hasn't been communicating with us, we will continue to pursue the borrower.

### **B. Wyoming County Rapid Start Loan Program**

Tyczka stated that there is one Re-start loan that has had a hard time making payments. We have been in contact with the borrower on this and will continue to pursue payments.

### **C. Wyoming County Business Fast Track Program**

Tyczka stated that we are very appreciative of all our sponsors, without whom we couldn't fund the programs. Ten participants graduated in May from the spring class. We are preparing for the fall class that begins on August 26<sup>th</sup> and runs to October 28<sup>th</sup>. Six people are registered currently.

We have an ad on AD Monitor and have sent out 56 letters to DBAs.

Jeff and Mike Fitch are stepping back as facilitators of the FastTrack program in 2026. Parker Bray and Tom Schiltz have shown interest and will complete a mandatory training to receive Kauffman FastTrac Facilitator Certification, which is required to facilitate the FastTrack class.

### **D. Wyoming County Business Accelerator Academy**

The fall offering for the academy is scheduled for September 3<sup>rd</sup> through 24<sup>th</sup>. We will be advertising the availability soon.

### **E. Wyoming County Business Mentorship Program**

We applied for and received a grant of \$5,000 from the Wyoming Foundation from the Majorie and Charles Van Arsdale Family Fund. The Mentorship Program has been growing and has had more participants needing the service. Eight businesses are currently active in the program with our mentors. Our newest Mentor, Nikki Boxler, is a social media influencer and a marketing specialist.

### **3. Emkay Project Update**

Pierce updated the Board on the EPA Brownfield Cleanup Grant, stating that the Emkay Brownfield Cleanup project has been completed for the demolition and disposal of the buildings that contained asbestos. WCBC North received an EPA Grant of \$500,000 with a \$100,000 local match. The WCBC partnered with Frontier Global, the Designated Developer and split the local match amount. An agreement was put in place to transfer the property to the designated developer who will be able to register the site as a NYS Brownfield and receive tax credits for removal and clean up any hazardous materials underground. The Agreement gave Frontier 9 months to have the property signed up in the New York State Brownfield program or the property would revert back to the WCBC North for a \$1. September will be 9 months and Pierce has not heard from the developer. Our Counsel has reached out to Frontier to determine its intentions. Pierce asked the board for a motion allowing the WCBC to take back ownership of the property if the requirements were not met. The Board moved to allow WCBC North to take back ownership of the property if the terms of the Agreement are not met, a motion in support of that was made by S. Gullo. The motion was seconded by D. Leuer and unanimously carried.

Pierce informed the Board that if the WCBC North, LLC takes back the property he will work to find another brownfield developer interested in the property. D. Leuer suggested that we prepare to move on if Frontier does not come through and not limit the use of the property to mixed use.

**4. Other Business** – Pierce announced to the Board that he is planning to retire as the Executive Director of the Wyoming County IDA and will be working parttime during the months of October and November of 2025. The IDA will be advertising the job position soon and a committee has been formed to interview the applicants. S. Gullo stated that he is disappointed to see Jim go, he has been a big part of economic development in the County and will be missed. Gullo asked that the WCBC Board be informed when a candidate has been picked.

**5. Next Meeting:** TBD

### **6. Adjournment**

With no other official business, the meeting adjourned at 10:26 a.m. on a motion by J. Brick, seconded by D. Leuer and unanimously carried

Minutes Prepared by: R. Marschilok

A video recording of this Board Meeting can be found at:  
<https://www.youtube.com/watch?v=WA7bS3nzO2o>



## **Mission Statement and Performance Measurements**

**Name of Public Authority:** Wyoming County Business Center, Inc.

### **Public Authority's Mission Statement:**

The Business Center provides opportunities for business growth by promoting and assisting economic development projects that result in capital investments and job creation and retention in Wyoming County

### **Wyoming County Business Center- 2025 Measurements**

#### **1. Entrepreneurship Development**

- a. Serve as the primary point of contact for individuals interested in starting/growing a business in Wyoming County.
  - b. Administer key entrepreneurship programs, including:
    - Wyoming County Business Fast Track Program
    - Wyoming County Business Accelerator Academy
    - Wyoming County Business Mentorship Program
- Program Responsibilities include:
- Market programs and manage application intake
  - Coordinate subsidy funding
  - Assess entrepreneurs' skills and identify areas for development
  - Provide business development training through the Kauffman Foundation Fast Track curriculum with certified facilitators and experienced entrepreneurs
  - Coordinate professional real-world expertise to enhance learning
  - Identify a distinct competitive advantage to tap into new markets
  - Identify sources for cash flow
  - Provide networking opportunities and additional resources
  - Coordinate remediation services when needed
  - Assist in the completion of business plans
  - Coordinate access to low-cost startup locations

- Develop new business strategies and tactics to promote growth
- Learn how strategic thinking can dramatically improve business performance

## **2. Small Business Micro-Lending**

- a. Manage existing loan portfolios
- b. Market the availability of loan funds
- c. Process new applications for start-ups and small businesses with less than 5 employees

## **3. Economic Development Marketing Plan**

- a. Implement stages of the economic development marketing plan for Wyoming County Economic Development.

## **4. Redevelopment Projects**

- a. Continue to seek out and work with appropriate projects as they arise.
- b. Emkay Trading Company site in Arcade- EPA Brownfield Clean-up Grant \$500,000. In 2024 the WCBC North, LLC, completed the demolition of remaining buildings and removal of asbestos debris from the site using Federal-EPA grant dollars. In 2025, the property has been transferred to a developer who has future plans for the site including mixed use, market rate housing and commercial.

**Authority Stakeholders:** Wyoming County Board of Supervisors

**Authority Beneficiaries:** All Municipalities in Wyoming County

**Authority Customers:** Job Seekers and Businesses

**Authority Self-evaluation of prior year performance** (based upon established measures): related to 2025 performance.

## **Governance Certification**

### **Additional Questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

**Yes**

2. Who has the power to appoint the management of the public authority?

**Wyoming County Business Center Board of Directors**

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

**Yes, the Board reviews and approves the Management Agreement with the WCIDA annually.**

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

**Management with guidance and support from Board carries out the measurements approved by the Board.**

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

**Yes**