



WYOMING COUNTY BAC BOARD MEETING MINUTES

Thursday, March 14, 2024 @ 2:30 p.m. at the Wyoming County Agriculture and Business Center 36 Center Street, 2nd Floor Conference Room Warsaw, NY 14569

1. **Roll call** to establish quorum.

Vice Chairman Berwanger, called the meeting to order at 3:21 p.m., in attendance were: A. Douglas Berwanger, Vice-Chairman; Niccole Hastings, Director; E. Joseph Gozelski, 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; Rebecca Ryan, Treasurer; and Thomas McCormick, Secretary

2. **Administrative**

1. **Review/approve minutes from January 11, 2024 Board Meeting**

The minutes from the January 11, 2024 Board Meeting were reviewed. A motion was made to accept the minutes by N. Hastings. The motion was seconded by J. Rutowski and unanimously carried.

2. **Review and approve Financial Statements from January and February 2024**

R. Marschilok presented the financial reports from January and February 2024. After review the Board approved the financial reports on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.

3. **Review/approve 2023 Audit Report- Presentation by Christopher Johnston, EFPR Group.**

Pierce asked the Board to approve the Audit Report that was presented by Chris Johnston from EFPR Group, during the IDA Meeting. The Board moved to accept the report as presented by Chris Johnston on a motion made by J. Rutowski. The motion was seconded by N. Hastings and unanimously carried.

4. **Review and approve the WCBAC 2023 Investment Report**

Pierce then presented the WCBAC 2023 Investment Report. After review, the Board approved Investment Report on a motion made by J. Gozelski. The motion was seconded by J. Rutowski and unanimously carried.

3. Action Item

- 1. The WCBAC assisted Wyoming County to secure another \$300,000 grant that was just awarded from NYS Office of Home and Community Renewal for the Micro Enterprise program. The intent is that the WCBAC will manage the grant and given that, we will need authorization by the WCBAC Board for the following items:**

- To execute a subrecipient agreement with Wyoming County for managing the grant program.
- To authorize the issuance of Request for Proposals for administration services and execute the administrative agreement with the selected consultant.

Pierce informed the Board that the County has received an award letter from NYS Office of Community Renewal for the grant request that was authorized to submit in early January. The next steps for initiating the grant are to establish a sub-recipient agreement with the County, issue an RFP for administrative services and execute an administrative agreement once a consultant is selected. The Board authorized Pierce to execute a sub-recipient agreement between the County and the WCBAC, issue an RFP for administrative services and execute a contract for services once a consultant is chosen on a motion made by N. Hastings. The motion was seconded by J. Rutowski and unanimously carried.

4. Discussion Item

- 1. The 2023 WCBC Annual Report**

Pierce presented the 2023 Annual Report of the WCBC to the Board. The WCIDA manages the day to day activities of the WCBC along with the WCIDA and the WCBAC and it is important that the Board knows what the staff does for all the entities. Pierce reviewed all the entrepreneurship programs managed primarily by Jennifer Tyczka. The WCBC continues to provide business attraction marketing for economic development in the County and the staff participates in the Glow With Your Hands event for kids from all the area schools to gain hands on experiences in skilled trades. The WCBC formed WCBC North LLC to carry out the process for demolition and remediation of the Emkay site on Church Street in Arcade. The WCBC North LLC has been awarded an EPA Brownfield Clean-up Grant to help cover costs for the clean-up. The EPA Grant is managed by the staff to facilitate needed procurement contracts for engineering, environmental, technical, construction and administration of the Grant.

5. Other Business

Jay-Bee Contracting - In the packet was a last minute item concerning a previously approved loan with Jay-Bee Contracting. The Board requested a key-man life insurance policy collateral assignment as part of the collateral needed for the loan approval. Justin Britton has authorized the assignment of his existing life insurance policy with Mass Mutual to the WCBAC. Mass Mutual is requesting a Board resolution authorizing James Pierce to sign the assignment on behalf of the WCBAC. The Board passed the resolution on a motion

made by J. Rutowski, seconded by N. Hastings and unanimously carried. Mass Mutual requires the Secretary of the Board to sign the Resolution, the staff will contact Tom McCormick and arrange for his signature on the Resolution before submitting the executed document to Mass Mutual.

Arcade and Attica Railroad - Pierce asked the Board if they would consider amending the A& A Railroad Grant Anticipation Note, previously approved; to add additional funds which have been awarded to the A&A, through yet another NYSDOT grant award for the same type of work. Pierce added that Chris Lester, General Manager, from the A&A Railroad inquired if the Board would be receptive to the idea of amending the current grant anticipation note to include the additional funds and continuation of the same type of rail work. The Board without a formal vote would be in favor of amending the current project agreement to include the new funds and work.

6. **Next Meeting** – April 11, 2024
7. **Adjournment** With no other business the Vice-Chairman adjourned the meeting at 3:50 p.m. on a motion made by J. Rutowski seconded by N. Hastings and unanimously carried.

Minutes Prepared by: Robin Marschilok