



ECONOMIC DEVELOPMENT CORPORATION

Meeting Minutes

Tuesday, January 12, 2016

Board Members Present	Board Members Excused
Karen Parkhurst, Chair	Karen Springmeier
Robert Solenne, Vice Chair	Carla Sieling
David Bunnell, Secretary	Walt Matyjas
Kevin Hill, Treasurer	Supervisor Fred Lightfoote
Joseph Bridgeford	Guests
Supervisor Robert Green, Jr.	Brian Young, Workforce Development
	Kathy Bailey, Workforce Development
	Joe Dickson, e2e Materials
Non-Board Members Present	
Mike Manikowski, Executive Director	Contract Staff
Suzanne Vary, Econ. Dev. Specialist	James Coniglio, Underberg & Kessler
Michael Wojcik, CFO	
Melissa Doyle, Staff	
Diane Foster, Staff	

CALL TO ORDER: Chair Karen Parkhurst called the meeting to order at 8:33 am. A quorum was present.

Jim Coniglio entered the meeting at 8:35 am.

Joe Dickson entered the meeting at 8:46 am.

Brian Young and Kathy Bailey exited the meeting at 8:50 am.

Joe Dickson exited the meeting at 9:02 am.

OLD BUSINESS:

Workforce Development funding: Brian Young of Workforce Development requested a release of budgeted funding in the amount of \$20,000. Mr. Young explained how the funds received in 2015 were used, explaining that it was mainly for incumbent worker training. Mr. Young reviewed with the Board the results of the training and what was learned by the incumbent workers. He also noted that they are all still employed. Mike Manikowski noted that Kathy Bailey, who is in Business Services for Workforce Development has done a “terrific job” and works closely with Jim Armstrong.

Bob Green made a motion to approve \$20,000 to fund Workforce Development. Joe Bridgeford seconded the motion. Motion unanimously carried.

Rochester Computer Recycling & Recovery: Michael Wojcik reported that Mike Whyte contacted OCEDC wanting to buyout the other two shareholders of WAM Properties, LLC (WAM) and Rochester Computer Recycling & Recovery, LLC (RCRR) at an amount equal to the equity in the company. Mr. Wojcik explained that WAM is the holding company for the building and RCRR is the business itself. Mr. Wojcik reported that a confidential email went out for the OCEDC Board to vote on the removal of personal guarantee and the new unsecured debt to former shareholders. Mr. Wojcik reported a unanimous vote of Yea for all who voted. Mr. Wojcik stated that he did not see any issues with Mr. Whyte making the debt payment. *Bob Green made a motion to ratify the vote for the removal of personal guarantee and the new unsecured debt to former shareholders. Joe Bridgeford seconded the motion. Motion unanimously carried.*

e2e Update: Joe Dickson reported on the status of e2e Materials. Mr. Dickson stated that he has been working with a company for about 18 months in developing a process making caskets. He explained that he just gave a full proposal for a complete casket to this company. He noted that there is a patent involved and issues will be resolved by the end of the week. Mr. Dickson reported that if their proposal finalizes, it will be considered a company maker. Mr. Dickson also reported that they are working with a flooring company as well. Joe Bridgeford suggested to the Board to have a plan in place before the May 1st expiration of the extension of the loan agreement. The Board agreed to discuss further as the Mays 1st date approaches.

ADMINISTRATION:

Fiduciary Duties, Conflict of Interest, & Mileage forms: Diane Foster asked the Board to review and sign the Acknowledgement of Fiduciary Duties and Responsibilities and the Annual Disclosure and Conflict of Interest Statement for Comp. Ms. Foster also asked the Board to review the 2015 Mileage Reimbursement Forms for accuracy and sign for accepting or declining the mileage reimbursement.

December 15, 2015 Minutes: Karen Parkhurst presented the December 15, 2015 minutes for approval.

Kevin Hill made the motion to approve the December 15, 2015 minutes. Dave Bunnell seconded the motion. Motion carried.

Healthcare sponsorship: Suzanne Vary presented the request to sponsor a FLWIB event for Serving Community Healthcare in the Finger Lakes. She explained in the past the OCEDC approved two transportation sponsorships to pay for the local school to provide transportation for the students to the event. Ms. Vary explained that the event is for high school students that might be interested in healthcare.

Bob Green made a motion to approve four transportation sponsorships specific to schools in Ontario County at \$250 each and a 1/2 page ad in the program at \$500. Kevin Hill seconded the motion. Motion unanimously carried.

Invoices for payment: Michael Wojcik submitted the invoices for payment for approval, which includes six invoices totaling \$2,837.64.

Joe Bridgeford made a motion to approve the invoices for payment. Rob Solenne seconded the motion. Motion unanimously carried.

Financial Statements: Michael Wojcik reviewed the Preliminary Financial Statements to the Board.

Billing Report: Melissa Doyle presented the January Billing Report.

ADJOURNMENT:

Rob Solenne made the motion to adjourn the meeting at 9:29 am. Joe Bridgeford seconded the motion. Motion carried.

Respectfully submitted,

Diane Foster, Staff