



ECONOMIC DEVELOPMENT CORPORATION

20 Ontario Street
 Canandaigua, NY 14424

Meeting Minutes

Wednesday, February 14, 2018

Board Members Present	Board Members Excused
Rob Solenne, Chair	Joseph Bridgeford, Vice Chair
David Bunnell, Secretary	Jodi Earle
Kevin Hill, Treasurer	Walt Matyjas
Supervisor Fred Lightfoote	
Karen Springmeier	
Karen Parkhurst	<u>Guests:</u>
Supervisor Daniel Marshall	Karl Neubauer, Hollerhorn Distilling
Supervisor Robert Green, Jr.	Melissa Neubauer, Hollerhorn Distilling
<u>Non-Members Present:</u>	<u>Contract Staff:</u>
Mike Manikowski, Executive Director	Jim Coniglio, Underberg & Kessler
Suzanne Vary, Staff	
Michael Wojcik, CFO	
Diane Foster, Staff	
Jessica Kazmark, Staff	

CALL TO ORDER: Chair Rob Solenne called the meeting to order at 8:31 am. A quorum was present.

Dave Bunnell entered the meeting at 8:32 am.

NEW BUSINESS:

Hollerhorn Distilling: Suzanne Vary introduced Karl and Melissa Neubauer with Hollerhorn Distilling LLC in Naples. Karl and Melissa Neubauer gave an in-depth presentation from past to present on the conception of Hollerhorn Distilling. They relayed their passion for the area and its community as well as their passion for producing the highest quality whiskeys; more exclusively single malt whiskey. Karl described what training he has had through different visits/training schools to other distilleries both in the US and other countries such as Austria and Scotland. He explained the need for additional training for him and his staff to be able to create the highest quality product for Hollerhorn Distilling. He is asking for assistance in the form of a forgivable loan for half the costs for the proposed training and travel.

Karen Parkhurst informed the Board that the Small Business Committee met, with additional questions satisfied, recommended the forgivable loan in the amount of \$10,161.50.

Karl and Melissa Neubauer exited the meeting at 9:09 am.

After a brief discussion, *Karen Springmeier made a motion to approve a forgivable loan to Hollerhorn Distilling for half the cost of the training and expenses in the amount of \$10,161.50 with the obligation of creating 3 full time and 3 part time jobs within two years. Dan Marshall seconded the motion. Motion unanimously carried.*

ADMINISTRATION:

December 12, 2017 Minutes: Rob Solenne presented the December 12, 2017 minutes for approval.

Bob Green motioned to approve the December 12, 2017 minutes. Fred Lightfoote seconded the motion. Motion carried.

Workforce Development Funds: Mike Manikowski explained the OCLDC was able to obtain a large fee for the OCLDC through the refunding of bonds to Thompson Health. He explained that the OCEDC could propose a request to the OCLDC for \$100,000 to use for Workforce Development programs. Jim Coniglio explained that it would be a formal grant agreement that spells out an amount of funding and the parameters that would be applied. The request would involve a draft letter presented to the EDC Board for approval. A brief discussion on the use of funds from the OCLDC took place.

Dan Marshall made a motion authorizing the request of funds drawn down from the LDC. Kevin Hill seconded the motion. Motion unanimously carried.

2017 Banking Report: Michael Wojcik reviewed the 2017 Banking Report noting its requirement for PARIS.

Kevin Hill made a motion to accept the 2017 banking report. Karen Springmeier seconded the motion. Motion unanimously carried.

Annual Report: Suzanne Vary explained that the Annual Report by Dixon Schwabl is at a cost of \$7,937.50. She noted that the OCIDA and the OCLDC have each approved paying 1/3 of the cost. Suzanne is asking the Board for approval to cover 1/3 the cost at an amount of \$2,646.

Bob Green made a motion to approve 1/3 cost of the Annual Report at \$2,646. Kevin Hill seconded the motion. Motion unanimously carried.

Annual Board Survey: Suzanne Vary reviewed the results of the Annual Board Survey noting an 82% participation rate. The Survey will be posted on the website.

Karen Springmeier made a motion to accept the results of the Annual Board Survey. Bob Green seconded the motion. Motion unanimously carried.

Extend Dixon Schwabl work for story pitches: Mike Manikowski asked the Board to extend the short term contract for Public Relations until the end of March. He explained that due to the business of the season, more time was needed to fulfill the contract. It was noted that it would be a no cost extension.

A success story video of Z-Axis was presented to the Board as a result of the PR work.

Karen Parkhurst made a motion to approve a no cost extension for the contract to the end of March. Kevin Hill seconded the motion. Motion unanimously carried.

Bob Green exited the meeting at 9:35 am.

Extend Back Bohne contract: Mike Manikowski explained there has been very little response to FTZ other than Crossman Corp. He noted that they recently had a meeting with the new owner of Zotos that look promising in opening up opportunity to Germany. Suzanne Vary recommended Deb Hall come to the next meeting to give an update on the FTZ289. They are asking to extend the contract until March 31, 2018 due to the delay in hiring for the new Asset Manager position. *Fred Lightfoote made a motion to extend Back Bohne's contract until March 31, 2018. Bob Green seconded the motion. Motion unanimously carried.*

Healthcare Alliance sponsorship: Suzanne Vary noted, in the past, the EDC has sponsored \$1,000 for transportation for Ontario County schools to attend the Healthcare Alliance of the Finger Lakes and \$500 for a half page add. Karen Springmeier explained that this is one of three Career Fairs that the Finger Lakes Workforce Investment Board hosts. *Karen Parkhurst made a motion to sponsor \$1,000 for transportation (\$250 per school) and a breakfast sponsor which includes a half page color ad at \$500. Dan Marshall seconded the motion. Motion carried with one abstention by Karen Springmeier.*

Invoices for payment: Michael Wojcik reviewed and submitted ten invoices for payment totaling \$6,063.59. *Fred Lightfoote motioned to approve the ten invoices for payment totaling \$6,063.59. Kevin Hill seconded the motion. Motion unanimously carried.*

Rob Sollenne noted the next OCEDC meeting will be March 13, 2018.

ADJOURNMENT:

Karen Springmeier made the motion to adjourn the meeting at 9:41am. Fred Lightfoote seconded the motion. Motion carried.

Respectfully submitted,

Diane Foster

Staff