



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, May 14, 2020

Board Members Present	Board Members Excused
Robert Solenne, Chair	Supervisor Fred Wille
Joseph Bridgeford, Vice Chair	
Supervisor Fred Lightfoote	
Kevin Hill, Treasurer	
Erica Wright	Guests
Walt Matyjas	Kathy Bailey, Workforce Development
Supervisor Dan Marshall	Michael Sykes, Workforce Development
Karen Parkhurst	
Karen Springmeier	
David Bunnell, Secretary	
Non-Board Members Present	
Mike Manikowski, Executive Director	
Suzanne Vary, Staff	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	James Coniglio, Underberg & Kessler
Brigitte Larson, Staff	
Bob Mincer, Staff	

CALL TO ORDER: Robert Solenne called the meeting to order at 8:30 a.m. A quorum was present.

NEW BUSINESS:

Workforce Development:

Kathy Bailey presented her report to the Board in detail and explained how funds from the OCEDC were allocated this year. Kathy also stated that 99% of the cases were a result of Jim Armstrong’s BR&E efforts. It was discussed that after completion of training, success is tracked for the following 90 days. Kathy indicated that due to the current circumstances of COVID-19 that an increase in online and virtual training is foreseeable.

Kathy requested OCEDC assistance in the amount of \$40,000 for workforce training, including incumbent and OJT. Michael Wojcik confirmed that this was budgeted.

Karen Parkhurst made a motion to approve OCEDC funding in the amount of \$40,000 to Workforce Development. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.

Construction Robotics:

James Coniglio explained that there has been a request from Construction Robotics. Jim stated that in the loan agreement there is a covenant that limits the Company from borrowing over a certain amount in addition to what they have already borrowed from the OCEDC. Any additional debt taken on by Construction Robotics needs to be approved by the Board. The Company has an opportunity for funding from the Economic Injury Disaster Loan (EIDL), a relief program related to COVID-19.

Supervisor Dan Marshall made a motion to allow additional debt from EIDL for Construction Robotics. Supervisor Fred Lightfoote seconded the motion. Unanimously approved. Motion carried.

Timberline Hardwood Flooring:

Suzanne Vary reminded the Board of Timberline Hardwood Flooring. The Company will be relocating from Fulton to Manchester. Sue stated that the Commitment Letter expired on April 30th and that the Village of Manchester Planning Board is meeting on May 19th. Staff suggests extending the commitment letter to the end of June.

Supervisor Fred Lightfoote made a motion to extend the Commitment Letter to June 30th. Walt Matyjas seconded the motion. Unanimously approved. Motion carried.

ADMINISTRATION:

April 14, 2020 Minutes:

Rob Sollenne presented the April 14, 2020 minutes for approval as presented.

Supervisor Dan Marshall made a motion to approve the April 14, 2020 minutes as presented. Kevin Hill seconded the motion. Motion carried.

990 and Char500:

Michael Wojcik explained that there was an extension for the 990 Form and Char500. Both will be forwarded to the Board when received.

OED Response to COVID-19:

Mike Manikowski explained to the Board that the website is being updated daily with general practices and guidance. Information is also being sent to Ontario County companies through an email blast as necessary. Staff will update the Board as necessary.

Report on Principal Deferments:

Suzanne Vary presented the current report on principal deferments, indicating that eleven out of nineteen Companies have asked for a deferment. Staff will update the Board as necessary.

Invoices for Payment:

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 5 invoices totaling \$17,441.33.

Supervisor Fred Lightfoote made a motion to approve the invoices for payment. Erica Wright seconded the motion. Motion unanimously carried.

ADJOURNMENT:

Supervisor Dan Marshall made the motion to adjourn the meeting at 9:01 a.m. Supervisor Fred Lightfoote seconded the motion. Motion unanimously carried.

Respectfully submitted,
Brigitte Larson, Staff