

**WYOMING COUNTY**  
**BUSINESS CENTER**  
**BOARD MEETING MINUTES**

The WCBC Board of Directors met on June 9, 2021 at 2:30 p.m. via Zoom Meetings.

Due to the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Wyoming County Business Assistance Board Meeting was held electronically via Zoom Meeting instead of a public meeting open for the public to attend in person. Members of the public could listen to and view the Board meeting at the Wyoming County IDA's You-tube channel.

Chairman Fish called the meeting to order at 2:32 p.m.

**Roll call to establish quorum**

Present were: James Pierce, President/CEO; Rick Fish, Chairman; Jeremy Satchell, Treasurer; Jim Brick, Director; Robin Marschlok and Jennifer Tyczka, Wyoming County IDA; and Kevin Zanner, Agency Counsel.

Absent: Sam Gullo, Vice-Chair; Dan Leuer, Secretary

**1. Administrative**

- A.** April 21, 2021 Annual Board meeting minutes were reviewed. A motion was made to accept the minutes by J. Brick and seconded by J. Satchell. The motion was unanimously carried.
- B.** The financial report from Apr-May 2021 was reviewed. The financial report was accepted on a motion made by J. Brick, seconded by J. Satchell. The motion was unanimously carried.

**2. Action Items**

**A. Microloan request from Silver Lake Ventures, LLC dba Shenanigans & Gaslight Pizzeria for a restaurant at 425 North Main Street, Warsaw**

Pierce reviewed a request from Doug Tillotson which was sent to the Board earlier along with the analysis write up from Brian Beiger. Tillotson has plans to lease a vacant restaurant building in Warsaw and open a pizzeria called Shenanigans & Gaslight Pizzeria. Tillotson has borrowed from the WCBC previously to open the Wyoming Gaslight Market in 2019. Last year Tillotson recorded better than expected revenues for the first year of having the Pizzeria open at the Wyoming location. Tillotson has asked for a \$50,000 loan for renovation, inventory, furniture and fixtures as well as a food truck he will purchase to provide outside sales at remote venues. The total project costs will be \$85,000 which will include owner equity. The terms of the note would be a 2% APR amortized over 7 years with a personal guarantee from Tillotson and security interest in furniture, fixtures and

equipment. The Board discussed the possibility of securing a lien on the food truck when Tillotson purchases it for additional collateral. After discussion the Board approved the request for the \$50,000 loan with the terms outlined above on a motion made by J. Brick. The motion was seconded by J. Satchell and unanimously carried.

**B. Discuss extension of the deadline for the Re-Start Wyoming County loan program that expires on July 1, 2021**

Pierce reminded the Board that the restart program is set to expire in July and asked for an extension for the program as there has been recent interest for Re-start loan funds. After discussion the Board agreed to extend the program through the end of this year on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

**C. Emkay Site- Authorize execution of a Term Sheet with Frontier Global Companies (Developer) and subsequent Designated Development Agreement aligned with the Term Sheet**

Pierce presented a Term Sheet which he had sent out to the Board to review earlier. The Term Sheet was established to define the rolls of the developer and the WCBC in regards to the Emkay Site proposal. Pierce explained that once he signs the Term Sheet he will then ask Counsel prepare a Designated Development Agreement which will align with the Term Sheet and be a more formal contract. Pierce asked the Board for Authorization to execute the Term Sheet, and the subsequent Designated Development Agreement which he will have counsel prepare. The Board authorized Pierce to sign the Term Sheet and the subsequent Agreement to be prepared by Counsel on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

**3. Updates**

**A. Micro Loan Program**

Pierce reviewed the Micro Loan schedule along with the Board. Everyone agreed that the loan program is doing well.

**B. Re-Start Loan Program-New loan to Gainesville General Store**

Amy Bailey, owner of the Gainesville Store, has just been approved by the Re-start Loan Committee and received \$10,000 to create an outdoor seating area and an outdoor woodfired pizza oven. Pierce noted that Amy Bailey was a past FastTrac participant.

**C. FastTrac Program - Pierce stated that the FastTrac Program just held the Spring graduation last night. The 10<sup>th</sup> and final class of the session is called the “Wrap-up” and it was fitting to cater the graduation with wraps from the Amber Lantern, whose owners also went through the FastTrac class. Pierce then asked J. Tyczka to give the Board a report on the class graduates and the concepts for their businesses. Tyczka stated this was the 20<sup>th</sup> class to complete the FastTrac in the 10 years it has been running.**

**D. Business Mentorship Program – Tyczka stated that the Business Mentorship Program has had 3 businesses participate and there are 3 more that are interested. Tom Lyons, from Lyons Global has joined as a digital marketing mentor for the program joining business mentors Mike Fitch and Brian Bieger. The program is paid for with funds**

from the CARES Act distributed by Community Action for Wyoming County.

E. Business Accelerator Program - Tyczka stated that the Business Accelerator Program was held in March and the class was full. The upcoming Fall class is now full and the next available class will be in the Spring of 2022. All that attended felt that it was a great program and well worth the time. The program was paid for with grant funds from the Wyoming Foundation and a sponsorship from Key Bank.

**4. Other Business**

There was no other business.

**5. Next Meeting**

The next meeting of the WCBC will be announced when scheduled.

**6. Adjournment**

There being no further business to discuss the meeting was adjourned at 3:09 pm on a motion made by J. Brick, seconded by J. Satchell and unanimously carried.

Minutes prepared by R. Marschilok