

Wyoming County Business Center, Inc.
Board Meeting Minutes
July 15, 2020

1. Call to Order

The WCBC, Inc Board of Directors met on July 15, 2020 at 2:30 p.m. Via Zoom Meeting.

Due to the current Coronavirus pandemic and the restrictions on public gatherings the meeting was recorded remotely and everyone attending did do so through Zoom Meeting while the public had the ability to watch and listen to the meeting through You-Tube.

The Chairman called the meeting to order at 2:33 p.m. and roll call was taken.

Present were: James Pierce, President/CEO; Rick Fish, Chairman; Sam Gullo, Vice-Chair; Dan Leuer, Secretary; Jeremy Satchell, Treasurer; Jim Brick, Director; Robin Marschilok and Jennifer Tyczka, Wyoming County IDA; and Kevin Zanner, Agency Counsel.

Guest: Brian Bieger, Underwriter

2. Administrative

A. Review and approval of the Minutes from Annual Meeting April 24, 2020

The Board reviewed and approved the minutes on a motion made by S. Gullo. The motion was seconded by D. Leuer and unanimously carried.

B. Review and approval of Financial Report for April -June 2020.

J. Satchell presented the financial reports for April - June 2020. There was some discussion regarding the effects of the pandemic on the Budget and if any changes are needed. Pierce indicated that there would be a more thorough review of the Budget later on the agenda. The Board then approved the financials on a motion made by J. Brick. The motion was seconded by S. Gullo and unanimously approved.

3. Discussion Item

A. Environmental Assessment Report- Emkay Site, Arcade

Pierce reminded the Board of the previous authorization to follow Rob Napieralski, from La Bella Associates, recommendations in regards to the Emkay Site Assessment findings. Pierce has reported to the County Planning Committee the Asbestos Report noting friable asbestos mingled in with construction debris following a salvage company taking down buildings without a permit. Pierce then filed the report with the NYS Department of Labor requesting the involvement of the Environmental Protection Agency to conduct a removal action of the friable asbestos. There will be a pre-application meeting with the NYSDEC next week to determine the eligibility for a Brownfield Clean-up program, a preapplication meeting worksheet has been submitted for that meeting. Pierce reported that issues at the State level are not moving too fast because of the currently Covid-19 crisis.

4. Action Item

A. Loan Request Windy Brew, Sheldon N.Y.

Brian Bieger presented the loan request to the Board for Windy Brew, owned by Michelle and William Snyder of Sheldon. Windy Brew is a custom brewery, the only one in NYS. They started out as just the brewery and have since opened the Pub and sell wholesale to others. Because of the Pandemic they had to shut down and have only been able to re-open the brewery as of now. They are asking for \$50,000 at 2% for 7 years to complete the construction of a new brewhouse building which was interrupted when the Covid-19 crisis began this winter. Bieger gave his overview and stated that the applicants credit history is excellent. The negative would be that there is no indication when the restrictions from the pandemic will lift completely and allow all aspects of the business to return to normal. The positive is that even with the recent closures the business revenue is still up overall compared to last year at this time.

The Board then moved into Executive Session at 2:50 p.m. to review the financials of the applicant on a motion by J. Satchell, seconded by D. Leuer and unanimously carried. After discussion the Executive Committee agreed to recommend the approval of the loan request as presented by Bieger. The Board moved out of executive session and back into regular session at 3:58 p.m. on a motion made by J. Satchell. The motion was seconded by S. Gullo and unanimously carried.

Once back in regular session the Board moved to approve a recommendation from the executive committee to grant the loan request as presented by B. Bieger; taking a junior position on the security mortgage to the bank and with the personal guarantees of Michelle and William Snyder, on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

5. Updates

A. Re-Start Wyoming Loan Program

Pierce thanked the Board for their decision to allocate \$200,000 for business loans to help with Covid-19 related expenses. To date we have had 6 applications and have closed 4 loans totaling \$40,000. There are still 2 applications pending.

B. Micro Loan Deferral

J. Pierce informed the Board that all the Micro-loans are still on the 6-month deferral. Spot Light Theatre paid off its loan in June. Notes that were in collections are still paying. The Note to Datum Works closed in June.

C. Business Mentorship Program

Pierce described the program as being developed to help business owners identify business needs and move forward in this “new normal” using the expert advice from business mentors. A grant application is being submitted by Wyoming County Community Action to the EDA for CARES Act Funds that is available to Community Action for assisting businesses impacted by the pandemic. The grant amount being requested is \$15,000 for a 2-year program. The grant funds can be used to pay for business mentor’s hours that initially will be B. Bieger and Mike and Jeff Fitch.

D. Business Accelerator Academy

This program is being designed to help businesses that have started up and are ready for the boost to move to the next level. It will help with things like marketing, employee management, cash flow management and tech support. The plan is a 4-session program running concurrently with the FastTrac Program and held on Wednesday nights. Pierce stated that Program Manager J. Tyczka applied for and was awarded grants from Key Bank for \$1,000 and \$5,000 from the Wyoming Foundation to support the Business Accelerator Program scheduled to begin March 03, 2021.

E. FastTrac Restart

J. Pierce updated the Board on the activities stating that the program was put on hold and is scheduled to restart September 1, 2020. We will be limiting the size of the class and currently have 6 people signed up.

6. Other Business

A. 2021 Budget

The County has requested submission of all agencies 2021 Budgets with a 20% reduction from funds received in 2020. Pierce and the staff reviewed and made the \$14,000 cut to the Business Attraction Marketing line. J. Brick and D. Leuer updated the Board on the cuts incurred by the County because of the pandemic and indicated that there may also be a carry over into the 2022 year as well. After discussion the Board approved the proposed 2021 Budget on a motion made by J. Brick. The Motion was seconded by S. Gullo and unanimously carried.

7. Adjournment -Next Meeting

The next meeting date will be determined as needed. There being no other business the Chairman adjourned the meeting at 3:22 p.m. on a motion made by D. Leuer, seconded by J. Satchell and unanimously carried.

