

Wyoming County Business Center, Inc.
Meeting Minutes
January 8, 2010

The WCBC, Inc Board of Directors met on January 8, at 9 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; James Fleischman, Secretary; Frank Vitagliano, Director.

Also in Attendance: Linda Leblond, Business Education Council; Arthur Buckley, Wy Co Planning and Development; Robin Marschlok, Wyoming County IDA; Kelly Ashcraft, Wyoming County Business Center.

Mark Merrill called the meeting to order at 9 a.m.

Mark Merrill asked for comments on the minutes from the November 20, 2009 meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Jim Fleischman seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of December. Jim stated that under the income, monies have been received from the Wy Co IDA for the Market Research Study in the amount of \$10,000.00 as well as from three municipalities. There was also one interest-only payment made from the microloan made to CSI Tax Service. Under the expenses, Jim noted that the last payment was made to the Chamber for administrative services. Jim P. reviewed the year-end P&L. Jim stated that all of the funds from the county have been received, but that the funding from the Empire Zone in the amount of \$11229.00 is expected to be received sometime in the near future. He stated that the funding from the IDA which was budgeted at \$99,000 for the year slated for the A&A Metals project still has one more draw of \$33,000 for the third phase of the project. Jim stated that there are still some expenses that will be applied to the 2009 year. Kelly will send out an updated year-end P&L as soon as those payments are made.

Frank Vitagliano made a motion to accept the financial report, Jim Fleischman seconded the motion and it was unanimously approved.

2010 Contract Authorizations

2010 Economic Development Services with Wyoming County

Jim P. stated that the contract for economic development service with Wyoming County is the same as it had been in past years, with the only difference being the amount of the contract. Jim reminded the Board that when the budget had been worked up, it was suggested by the County to include a 10% reduction in the funding request. The total amount of funding from the County was in fact reduced by 10% bringing the total of the contract to \$112,050 for 2010.

MOU for Empire Zone Coordination

Jim stated that although the Empire Zone Program is slated to sunset on June 30, 2010, the Business Center is responsible for administration including a contract with the IDA for Empire Zone Coordination. The MOU is in the amount of \$10,000 payable to the IDA.

Frank Vitagliano made a motion to authorize Jim to sign the 2010 contract with the County as well as the MOU with the Wyoming County IDA. Jim Fleischman seconded the motion and it was unanimously approved.

Micro-Loan- Norse Paddle Company, LLC

Jim P. informed the Board that on January 6th, the Micro Loan committee met and discussed the application for Norse Paddle Company, with a recommendation for approval by the WCBC. The recommendation is for loaning \$48,500 with the loan proceeds to be used as follows: \$18,000 for equipment that has been purchased as well as an additional \$9,000 for equipment yet to be purchased; \$7,000 for inventory and \$14,500 for working and start-up capital. The loan will have an interest rate of 5% with a three-month deferral on P & I. After a discussion, two additional conditions were placed on the loan by the WCBC Board one of which includes Donald Nelson and Tracey Nelson taking out a term-life policy in the amount of \$50,000.00. While the Loan Committee only asked that a \$50,000.00 term life insurance be in place for Donald Nelson, Frank Vitagliano stated that because Tracey Nelson is a guarantor of the loan, that she too should be required to have a term-life policy in the amount of \$50,000.00. The second condition recommended by Mark Merrill is for a list of equipment to be provided so the WCBC has a clear understanding of what equipment will be placed on the lien.

Frank Vitagliano made a motion to approve the loan with the two additional conditions, Jim Fleischman seconded the motion and it was approved unanimously.

Business Development Updates

- Jim has been identifying buildings for a Erie County based tool company that manufactures knives and sells them along with assorted other tools. The company employs five people and they are looking for a minimum of 8,000 sq. ft. of space located in an Empire Zone.
- Jim and Mike met with a group of business and community leaders in Attica regarding the grocery store situation there since Penn Traffic has declared bankruptcy and will be selling off their stores. The group did some brain storming and came up with some names about replacement grocers should the store close.
- Continue to working with the owner of the closed Emkay Trading Corp. , a cream cheese processing plant that was operating in Arcade. He has developed a new business plan for reopening and expanding the plant's capacity including a building makeover. The project is an estimated \$13.8 million redevelopment of the site and new equipment for a cream cheese making operation that will employ 61 people over 3 years. The most recent challenge includes putting together some financing.
- Work continues with a local restaurant owner in Warsaw who is interested in building a new restaurant in Rt. 19 across from the hospital. The project has been approved by the WCBC for mortgage and sales tax exemption. Financing continues to be a challenge on this project.
- Working with a machining business from Arcade that is making plans for an 18,000 sq. ft. expansion. They are also in the process of applying to the IDA for some assistance.
- Met with a gentleman who is currently serving as the president/CEO of a bank in Wisconsin, who will be moving back to Silver Lake because of a bank merger. He is interested in starting a new business venture.

Ag-diversification Grant Clients

- Working with a bulk maple producer who is interested in the development of value added maple products and a retail operation.
- Working with two partners who will be starting a business that involves the purchase of a mini-baler that will make small "craft sized" bales.

Entrepreneurship Activities

- Jim has been involved as a mentor for the YEA program at the Warsaw High School, during three classes Jim met individually with each student to offer ideas and recommendations about their respective business plans being developed. Related to this initiative is the development of a pilot program focused on the creation of a entrepreneurship curriculum to be offered in all of Wyoming County's high school being pushed by the BEC and SBDC. The role of the Business Center will be to help foster these young

entrepreneurs and their ideas into viable business opportunities here and which we hope will be influenced by the results of the Market Research Study. Linda Leblond briefly described for the Board the high school based entrepreneurship initiatives.

Micro Loan Update

- Loans were closed for CSI Tax Services and West's Bookkeeping Service
- Hellwig's Son Raised Alpacas' closing is on hold per the client's request

Real Estate Project Updates

A&A Metal

Jim informed the Board that he has received, in draft form, the Brownfield application. He will be meeting with the DEC, Business Center Counsel and Clark Patterson to go through the application and work on suggested changes.

Robeson Appliance Property

Jim stated that the agreement between Tim Calmes, the IDA and the Business Center has been signed. Mr. Calmes has placed funds in escrow to cover the initial legal fees for the work that the IDA has begun. Jim will keep the Board updated.

Village Silver Springs Business Park

Jim P. told the Board that he recently took Rick Henry of Clark Patterson Lee to the sites to discuss infrastructure, access roads, and site layout. Jim also had a conversation with Tom Dixon, a Village of Silver Springs Trustee about the improvements that the Village is going to be making to its electrical system. Jim will follow up with Tom to discuss the project.

Other Business

Jim P. spoke to Board about the partnership with the BNE (Buffalo Niagara Enterprise). In the past, an investment in the amount of \$2500.00 had been made through the Chamber. Moving forward, this would be taken out of the marketing fund for the Business Center and Jim wanted to know the thoughts of continuing this relationship. All of the Board members felt that it was an important relationship to continue.

Frank Vitagliano stated that he would like to see if the County should consider appointing another director to the Board since the work and number of items that need addressing continues to grow. Jim Fleischman suggested if additional directors are appointed, two should be appointed to avoid issues with the quorum number. It was decided that the item should be tabled until the next meeting when all five directors are present to discuss this item.

The next meeting is scheduled for Friday, February 12th, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Fleischman and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
February 12, 2010

The WCBC, Inc Board of Directors met on February 12th, at 9 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; James Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.

Mark Merrill called the meeting to order at 9 a.m.

Mark Merrill asked for comments on the minutes from the January 8, 2010, meeting. There were no comments and Jim Fleischman made a motion to accept the minutes as presented. Frank Vitagliano seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of January. Jim stated that under the income, an interest-only payment for one of the microloans has been received. As well as a contribution to the Market Research study from the Town of Perry. Under the expenses, half of the cost for the Market Research study has been paid. As well as a reimbursement from the Chamber for one pay period of Jim's time that was incorrectly billed.

On the balance sheet, Jim reported a good balance in both the checking account as well as in the Money Market account.

Kelly also provided the Board with an updated year-end P&L that is reflective of all bills paid for 2009.

Rick Fish made a motion to accept the financial report, Frank Vitagliano seconded the motion and it was unanimously approved.

President's Report

Jim reminded the Board that an email was sent out at the end of January regarding the Microloan that was approved for Norse Paddle Company. At the January Board of Directors meeting, a condition was placed on the loan that made it necessary for Tracey Nelson to obtain a life insurance policy as well as Don Nelson. Tracey had an existing policy and after some research by Don, it was discovered that the life insurance policy was not assignable to the WCBC due to the fact that it was a group policy. It was suggested by counsel that if Don was her sole beneficiary, that the WCBC place in the guarantee that Don would remain the sole beneficiary for the term of the loan and if that needed to be changed, the WCBC would need to be notified.

Jim Fleischman made a motion to amend the January 8th Norse Paddle Co., loan approval by waiving the requirement of Tracey Nelson to provide an assignment of her life insurance to the WCBC. Rick Fish seconded the motion and it was unanimously approved.

Business Development Updates

- Continue to working with Don Nelson, a business start up that has purchased the assets of a former paddle making business known as Norse Paddle Company. The company is planning on hiring three part-time people within two years and has committed to leasing space in the former Darien Knitting

Building in Attica. We are expecting to close on his micro loan on February 25th.

- Jim met with Adeeb Saba, VP of operations for Windtamer. Mr. Saba filled in on short notice for William Schmitz, President of Windtamer who had promised to sit down with Jim. There was good discussion about a couple of building options in Wyoming County and the package of incentives that has been previously presented to the former COO.
- Jim followed up with business prospect American Tool Company out Erie County that was considering a move to Wyoming County. The company has ruled out the buildings and sites that Jim presented within an Empire Zone area. Their reason, it is too far to relocate for their existing employees.
- Continue to working with the owner of the closed Emkay Trading Corp who used to process cream cheese at their plant in Arcade. He has developed a new business plan for reopening and expanding the plant's capacity including a building makeover. The project is an estimated \$13.8 million redevelopment of the site and new equipment for a cream cheese making operation that will employ 61 people over 3 years. The challenge continues to be securing the financing and making good on some past tax obligations.
- Work continues to identify financing for a local restaurant owner in Warsaw who is interested in building a new restaurant on Rt. 19 across from the hospital. The project has been approved by the WCBC for mortgage and sales tax exemption. The owner is making another run at optioning the property.
- Worked with a Warsaw business that is faced with some severe cash flow issues. Attempts in identifying financing options to get the company back on track have been not been successful to this point.
- Working with a machining business from Arcade that is making plans for a \$650,000 capital investment that will include a 19,500 sq. ft. expansion. The project is expected to create 7 new jobs over the next 3 years bringing the total workforce to 56. The company is finalizing applications to the IDA for their assistance and possibly that of the Office of Community Renewal. It does appear that Empire State Development will be coming in with an incentive. The project will expand their ability to sell to distributors of machined parts, something that was done by their largest customer prior to it relocating to Wisconsin.
- Working with auto parts retailer in Perry who has outgrown their existing space and will likely be relocating to the former Family Dollar space in the Larkin Plaza.

Entrepreneurship Activity – Working with:

- A gentleman who is currently serving as a President of a bank in Wisconsin, who will be moving back to Silver Lake because of a bank merger. He is interested in starting a business consulting venture.
- A couple from Sheldon that want to start a carpentry/wood working business
- A mother and daughter from Perry who want to start a bakery
- A gentleman from Castile that wants to buy the Pike Red & White
- A couple from Wyoming that are considering the purchase of the former Oil Spout business in Warsaw.
- A woman from Perry who wants to sell her handmade crafts on-line and at local events.
- A woman from Rock Glenn who want to start a restaurant.

- The draft survey for the Market Research Study is nearing completion. Plans are to rollout a press release prior to its release.

Micro Loan

- Hellwig's Son Raised Alpacas' wants to delay his loan closing until around the beginning of April.
- Jim met with Josh Wolcott who is working on revisions to his business plan and providing market assessment information for his proposed music store business in Perry. His loan application was deferred some months ago by the Loan Committee pending information about the market assessment.

Other Items

- Jim is working on a Work Plan for the Wyoming County Business Center. A draft of the Work Plan will be presented at the March Board meeting.

Real Estate Project Updates

A&A Metal

Jim showed the Board an aerial shot of the outlet and proposed dredging project that is being proposed by the Village of Perry. Jim showed where the Village initially wanted to dump the materials from the outlet. Due to the nature of the materials, placing them in the proposed area would create an environmentally sensitive area that could not be developed. Jim P. said the group he met with reached a consensus on an alternative to leaving the contaminated soils on site forever. It involves setting up a staging area where the sediment could dewater and once dried be removed from the site, leaving the area then open to development. Jim reminded the Village Board that the WCBC does not actually own the property and all of this was contingent upon ownership. Jim Brick stated that the Village will not be doing the project at all if the grant funding is not awarded. The WCBC Board had an overall consensus to allow the Village to place the materials in an area that will be lined as to allow the materials to dewater without contaminating the area as long as there are strict stipulations that the Village is responsible for removing the materials when deemed dried.

Robeson Appliance Property

Jim P. stated that the agreement between Tim Calmes, the IDA and the Business Center has been signed. Mr. Calmes has placed funds in escrow to cover the initial legal fees for the work that the IDA has begun. Jim P. will keep the Board updated.

Village Silver Springs Business Park

Jim P. told the Board that he recently attended a Village of Silver Springs Board to discuss the project and show them the concept drawing done by Clark Patterson. Jim will be meeting with the town of Gainesville Board in early March to discuss the project.

Other Business

Jim Fleischman stated that last week, a meeting was held with all of the entities on the Business Center side of the building as well as Jerry Davis to discuss a building phone system. Jim F. stated that the price for the phone system would be just over \$7000.00. It was asked of each agency to contribute an amount of \$500.00 and the remaining balance, not to exceed \$5000.00, would be picked up by the IDA. Jim P. stated that after looking at the budget, the amount set for health insurance would not be as much as anticipated due to a smaller rate increase than expected. Therefore, the Business Center would have funding in the budget for its contribution towards the phone system as well as a computer to replace the one currently being used by Kelly that belongs to the Chamber of Commerce.

Rick Fish made a motion to make a contribution towards the building phone system in the amount of \$500.00. Frank Vitagliano seconded the motion and it was unanimously approved.

The next meeting is scheduled for Friday, March 12th, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Fleischman and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
March 12, 2010

The WCBC, Inc Board of Directors met on March 12th, at 9 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; James Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.; Dick Barth, SBDC; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Development.

Mark Merrill called the meeting to order at 9 a.m.

Mark Merrill asked for comments on the minutes from the February 12, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Jim Fleischman seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of February. Jim stated that under the income, Norse Paddle has closed on their microloan, so the amount under the application fee is reflective of the amount that was put towards closing fees for the Business Center Counsel. Jim stated that some payments have also come in for the microloan as well as the first quarterly payment from the county for the 2010 contract. Under the expenses, payments were made to Clark Patterson Lee and Harris Beach for the A&A project and Brownfield clean up application. All other expenses were reflective of normal monthly costs.

On the balance sheet, Jim reported a good balance in both the checking account as well as in the Money Market account. We will be looking to invest some of the balance of the checking account after an analysis of projected expenses is completed.

Jim also mentioned to the Board that the annual audit is being conducted.

Jim Brick made a motion to accept the financial report, Jim Fleischman seconded the motion and it was unanimously approved.

President's Report

Jim informed the Board that the final draft of the Market Research Study is included in the packet. It is anticipated that Paul Scipione and his students will be in the municipalities and areas that are frequented by consumers handing out the study. Jim P. has already informed the local law enforcement to let them know that the students will be out doing this so there is no misunderstanding. Jim Brick asked if there was any way to get this out in a public service announcement to let people know this was going on. Jim P. stated that there was a press release sent out and a copy of one from the Perry Herald is included in the packet. It was suggested by Jim Brick that all of the students be sure to carry their students ID's in case they are questioned.

It is anticipated that this will be completed at the end of June and a public forum will be held to discuss the results.

Jim P. directed the attention of the Board to the draft copy of the Performance Goals for the Business Center for 2010. It will be required by the ABO starting in 2011, but Jim was working on a work plan, so he will be submitting this. Jim explained some of the goals that he has set for the Business Center for 2010.

Under the FastTrac Entrepreneurship Training Program, Jim explained that the current program that is done in conjunction with Livingston County is just not doing enough. Students are entering the classes with various skills and no assessment is done on them to see where improvement or remediation may need to be done. Under FastTrac, each applicant would have an assessment done and areas that they are found to be lacking could be fixed if necessary. This program also requires a marketing administrator as well as a facilitator. Both of these positions require training in Kansas City, MO, which the costs associated with this training is approximately \$500-600. Materials for the students will range in cost from \$50 to \$150.00 and will be based on the students ability to pay. This program is specifically designed for low to moderate income applicants.

Jim F. asked if this program would replace the existing classes. Jim P. stated that it would replace it, due to the fact that the grant from the OCR is set to expire in September and classes such as this will no longer be a viable expense that the OCR will cover.

Jim B. asked if the Business Center could make these classes a mandatory requirement for anyone that comes in to the Business Center for funding once it is up and running smoothly. Jim P. stated that it could be put in as a requirement. Jim will put together some cost analysis for the program and look into funding.

Another component of this is to have the municipalities give breaks in taxes on buildings owned by the Business Center for a period of 3 to 5 years while the buildings are rehabilitated and new business are place in them would the hope of moving the business into a position of ownership. This would allow the business to gain some positive cash flow.

Jim F. stated that as the program develops, Jim and Dick should present this to the Board of Supervisors so that they fully understand the program.

Jim P. continued to go through the performance goals for the Business Center. Mark Merrill stated that it was a well thought out plan and that much work was put into how to achieve the goals. Frank Vitagliano asked if the Board could get a break down on the amount of time Jim will be spending on each of these activities.

Jim Fleischman made a motion to accept the Performance Goal to be submitted the Authority Budget Office. Frank Vitagliano seconded the motion and it was unanimously passed.

Business Development Updates

- Continue to working with a machining business from Arcade that is making plans for a \$650,000 capital investment that will include a 19,500 sq. ft. expansion. The project is expected to create 7 new jobs over the next 3 years bringing the total workforce to 56. The company is finalizing applications to the IDA for their assistance and that of the Office of Community Renewal. Jim P. and Helen Blum from Empire State Development met with company representatives to begin finalizing an application for ESD assistance.
- Another Town of Arcade business is working on expansion plans for their small manufacturing operation that makes blocks of ice used in making ice sculptures. The expansion will allow for the addition of the owner's son into the business and they will be able to produce their own sculptures via CNC machining.

Entrepreneurship Activity – Working with:

- A gentleman from Attica who wants to open a firearms and ammunition business.

- A gentleman from Silver Lake who want to start a business that will allow seniors to extend at home residency, also wants to include maintenance, lawn mowing, etc.
- A woman who is looking at the Warsaw Theater.

Micro Loan

- The micro loan for Norse Paddle Company was closed on February 25, 2010. Don Nelson, the owner, is busy setting up his new paddle manufacturing operation, which is expected to be ready by April 1st. Norse Paddle Company is located at 42 Favor Street in Attica.
- Hellwig's Son Raised Alpacas' wants to delay his loan closing until around the beginning of April.
- Jim met with Josh Wolcott who is has finished his revision to his business plan and is asking for his micro loan application to be reconsidered. It was deferred by the Loan Committee previously because the lack of providing market assessment that would identify the viability of a music store business in Perry.

MOU with the IDA

Jim explained to the Board that in the past, funding had been provided to the Chamber by the IDA for economic development services. With the split from the Chamber and the Business Center as the lead economic development agency, the funding will now be shifted to the Business Center. A formal document had never been prepared explaining this funding, so an MOU was drafted by the IDA.

Frank Vitagliano made a motion to authorize Jim to sign the MOU with the IDA for funding in the amount of \$19,000 for 2010 for economic development services. Jim Brick seconded the motion and it was unanimously passed.

Public Authorities Reform Act of 2009

Jim P. briefly described the reforms to the act and had the Board members sign an Acknowledgement of Fiduciary Duties and Responsibilities that will be kept on file at the Business Center office. In addition there will be a need to amend the by-laws at the Annual Meeting, Jim P. will confer with counsel prior to the meeting.

WCBC Employee Handbook

Jim P. informed the Board that we currently have a GCC intern working for the BEC that has background in human services. In deciding on projects for her to take on, it was decided that she would help to develop an employee handbook for the Business Center as well as one for the BEC. A draft copy is in the Board packet. Jim asked that all the Board members take time to look it over and get back to him with any suggestions and/or changes. It will be discussed at the next Board meeting.

Real Estate Project Updates

A&A Metal

Jim stated that the Brownfield Clean Up Application was received y the DEC and he received a letter back with some minor changes that needed to be made. Jim will make these changes and submit them back to the DEC.

Robeson Appliance Property

Jim stated that the IDA is moving forward with the eminent domain process. The DEC gave Jim a key to the facility so that appraisers could enter the facility.

Village Silver Springs Business Park

Jim stated that he was asked to appear before the Town of Gainesville Board and give the same presentation that was given to the Village of Silver Springs. This will be done in mid-March.

Other Business

Jim Fleischman questioned why the Perry LLC was coming to the IDA for funding of the building that they are purchasing. Jim F was under the impression that the Business Center undertook projects that dealt with retail space. Jim P explained that the IDA is the only entity that is able to offer businesses PILOTs and that one of the businesses that hopes to move into the space will be coming to the Business Center for funding.

Drew Shapiro reminded Jim P that he had previously brought before the Board a re-use policy that was enacted in Erie County. He believed that Jim P. could take components of that when looking at vacant buildings to renovate for new small businesses, as stated in the Performance Goals for 2010.

Jim Brick stated that Marty Mucher recently came before the Perry Town Board asking for grant funding to cover the demolition of buildings located on the former Champion site. This will be renovated into housing through Community Action. Marty has already secured the funding for the housing project and is now looking for money to cover the cost of demolition, Jim B. stated he is requesting \$50,000 and asked if any of the Board members had any thoughts. He also stated that the Downtown Revitalization Grant was received and will pay for the moving of the Perry Farmers Market to a parking lot on Main Street. He stated that a local business was concerned that it would take away their parking spaces.

The next meeting is scheduled for Friday, April 9th, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Fleischman and was unanimously approved.

**Wyoming County Business Center, Inc.
Meeting Minutes
April 9, 2010**

The WCBC, Inc Board of Directors met on April 9th, at 9 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; James Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Development.

Mark Merrill called the meeting to order at 9 a.m.

Mark Merrill asked for comments on the minutes from the March 12, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Jim Fleischman seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of March. Jim stated that under the income, the Business Center has received some interest payments on the microloans as well as the second quarter funding from the county. The funding from the Empire Zone for program year ending June 30, 2009, was also received. Under the expenses, Jim noted that our insurance policy was paid for this year. Monthly expense such as telephone and our marketing for the Business Start up kits were paid. The remaining expenses were related to salary and benefits. For the month, a net income of just over \$30,000 was shown.

On the balance sheet, Jim reported that there was some monies moved from the checking account over to the money market account. We will be drawing down on this amount as the quarter progresses due to the timing of the funding from the county.

Jim Fleischman made a motion to accept the financial report, Jim Brick seconded the motion and it was unanimously approved.

President's Report

Business Development Updates

- Continue to working with a machining business from Arcade that is making plans for a \$697,000 capital investment that will include a 19,500 sq. ft. expansion. The project is expected to create 10 new jobs over the next 3 years bringing the total workforce to 56. The company finalized their application to the IDA for their assistance. The IDA has also submitted a pre-application to the Office of Community Renewal. Empire State Development has agreed to provide a grant for the project.
- The eminent domain process by the IDA continues to advance. A public hearing has been scheduled for April 14th at 3:00 p.m. at the Business Center. Jim P. and Mike Heftka also met with the Town of Castile to provide an overview of the process and the proposed project on Wednesday, April 8th.
- Jim P. also spent time working with a representative of Lion Chase Holdings, LLC who along with a company known as Servo Energy wants to build a wind farm utilizing small scale turbines. Lion Chase also would like to sell the energy direct to an end user and has discussed assisting with the development of a renewable energy accreditation training program here in Wyoming County to develop a pipeline of workforce for this emerging energy.
- Jim P. and Mike Heftka also spent some time working with Blue Electron Technology Solutions. This group is moving forward with the proposed development of a regional anaerobic digester to be known as Perry Biogas, LLC. A meeting was held with Empire State Development and the Mayor of the Village of Perry regarding programs and resources that may be available.
- Car Quest auto parts has successfully moved their business from S. Main Street to Center Street in Perry. The newly renovated facility is bright, clean and much larger than former space. Jim P. assisted Car Quest with identification of other buildings that could accommodate their growing business.
- Continue to work with a truck repair business in Attica that wants to relocate a portion of his over-crowded business to a larger parcel in Attica.

Entrepreneurship Activity – Working with:

- A gentleman from Perry who wants to open an auto mobile repair shop in Degraff's building on Rt. 20A.
- A contractor from Gainesville that just received certification for asbestos removal and wants to grow that service part of his business.
- Another gentleman from Perry wants to start a business that will involve working to clean real estate on foreclosed properties.
- The Market Potential Study Questionnaire was handed out last weekend and close to thirty surveys have already been returned.
- A proposed budget for the FastTrac entrepreneur program has been drafted. Jim will bring it before the Board when it is complete.

Micro Loan

- A possible loan application may be coming in for a start up of a new business. A gentleman from Varysburg wants to start a manufacturing representative business and will sell products from two of our existing manufacturers of wood products, doors and flooring.

- Jim P. contacted Dan Hellwig from Hellwig's Son Raised Alpacas regarding his request to delay the loan closing until April. He is ready to move forward and he was sent his loan commitment letter this week.
- A micro loan application from Wolcott Brothers' Music in Perry has been recommended for funding and is up for consideration by the WCBC Board of Directors.
- Another potential loan applications may be forth coming for a bakery in Arcade.

Other Items

Jim P. went on a number of business visits including:

Blue Seal Feeds
 Devin Mfg.
 Bliss Machine
 Creekside Millworks
 Norse Paddle Co
 Precision Fabrication
 A.J.'s Truck Repair

Jim stated that in his discussions with these businesses, it was noted that business is still slow, but was glad to hear that there were no plans for any of these businesses to close.

Microloan Application Review-Wolcott Brother's Music

Jim P. stated that the microloan committee met on April 2nd. A copy of the minutes were included in the Board packet. The loan committee approved the loan but did attach stipulations to the loan.

Frank questioned who would be in charge of approving the personal guarantor that Mr. Wolcott is be required to provide. He asked if it needed to go back before the loan committee or if the Business Center Board would be in charge of this. Mark Merrill stated that the Board, in its motion, would authorize Jim Pierce to be sure that the guarantor is appropriate and to interpret all personal financial statements and tax returns before approval. Mike Heftka stated that the loan needs approval from the Business Center Board at this point, without the stipulations met by Josh, in order to send out the letter of commitment with the conditions clearly spelled out for Mr. Wolcott.

Jim Fleischman made a motion to accept the recommendation of the Microloan Committee as long as Josh Wolcott adheres to all of the additional conditions that were placed on the loan. It was also stated that Jim Pierce should have the authorization to approve the personal guarantor that Josh must acquire. Jim Brick seconded the motion and it was unanimously approved.

WCBC Employee Handbook

Jim P. asked for any comments or changes to the draft version of the employee handbook that was presented at the last Board meeting. There were no comments or changes. Jim Fleischman made a motion to adopt the draft version of the Wyoming County Business Center Employee Handbook. Frank Vitagliano seconded the motion and it was unanimously approved.

Real Estate Project Updates

A&A Metal

Jim stated that the Brownfield Clean Up Application was received by the DEC and he received a letter back with some minor changes that needed to be made. All changes have been made and submitted them back to the DEC.

Village Silver Springs Business Park

Jim stated that he was asked to appear before the Town of Gainesville Board and give the same presentation that was given to the Village of Silver Springs. This will be done in mid-April.

Broeder's Machine Building

Jim P. informed the Board that he received a call from the Broeder's regarding the building that he has been inquiring about for two years. Recently, Jim learned that the property is in rears for two years of taxes in the amount of approximately \$22,000. Jim was unable to speak to them at the time of the phone call, but will return the call today and keep the Board informed.

Jim asked the Board if they had any interest in possible looking to acquire this property. He is estimating that acquiring the property and necessary improvements that would need to be made would range between 90K and 100K. Jim Brick asked if Jim P. could inquire about permission to enter the building to get better estimates on improvement. Mark Merrill felt it was a property that could be improved and sold at a later date so it would be a good property to acquire.

The next meeting is scheduled for Friday, May 14th, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Fleischman and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
May 13, 2010

The WCBC, Inc Board of Directors met on May 13th, at 8:30 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Development.

Mark Merrill called the meeting to order at 8:30 a.m.

Mark Merrill asked for comments on the minutes from the April 9, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Rick Fish seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of April. Jim stated that under the income, the Business Center has received some payments on the microloans, the first quarter funding from the IDA, as well as a grant that will be passed onto the Chamber from the Wyoming Foundation. Under the expenses, Jim noted that a payment for legal fees was made to Harris Beach in relation to the Brownfield Clean-up application. He stated that this should be the final payment as the application was deemed complete by the DEC. Monthly expense such as telephone and our marketing for the Business Start up kits were paid. The remaining expenses were related to salary and benefits.

On the balance sheet, Jim reported that there is a healthy balance in the money market account, which a portion will be transferred to a short term CD after rates have been reviewed.

Rick Fish made a motion to accept the financial report, Frank Vitagliano seconded the motion and it was unanimously approved.

President's Report

Business Development Updates

- Continue to working with a machining business from Arcade that is making plans for a \$697,000 capital investment that will include a 19,500 sq. ft. expansion. The project is expected to create 10 new jobs over the next 3 years bringing the total workforce to 56. The company finalized their application to the IDA for their assistance. The IDA and Empire State Development have made assistance commitments. The IDA is also assisting with an application to the Office of Community Renewal after the company was invited to a make a full application.
- The eminent domain process for the Robeson project continues to advance. The public hearing was concluded without anyone attending other than the involved parties. The procedure is now in the hands of the court.
- Jim P. also continues to spend time working with a representative of Lion Chase Holdings, LLC who along with a company known as Servo Energy wants to build a wind farm utilizing small scale turbines. A conference call with NYSEG and the project representatives is scheduled for tomorrow.
- Jim P. touched base with Joan Ludwick, President of Pioneer Credit regarding the impact of the legislation passed in with the health care law and the Dem & Chron story of Sallie Mae proposing to cut

2,500 jobs. Joan assured me the impact will not be felt for a few years since most of the job cuts are associated with the loan origination and processing. In the mean time Pioneer will be looking at other areas to drive in new work down the road.

- Working with a local restaurant in Warsaw who is exploring programs and resources for a proposed expansion. This is an addition to NY Pizzeria that Jim P. is still trying to assist.
- Working with Warsaw based recreational and agricultural business that wants to get into the maple syrup business.
- Talked with Empire Distributing of Arcade after they received a declination letter from ESD regarding their Empire Zone certification. The company applied in 2008 and was approved by our EZ local board. The company does not want to appeal the decision.
- Met with the family of a Warsaw service business that is considering a building project. Programs and resources were identified.
- Met with Attica Lumber who will be diversifying their product offerings by importing a new wood flooring product that can be used in floors with radiant heating.

Entrepreneurship Activity

- Working with a woman from Warsaw who wants to open a therapeutic horse arena.
- Working with a gentleman from Perry who wants to start a lawn care business.
- Jim P. spoke to the Wyoming County Association of Villages regarding the Market Potential Research Study. Questionnaires are still coming in.

Micro Loan

- A possible loan application may be coming in from an Attica area business that is in need of some working capital.
- Still waiting for a loan application for new business startup based in Varysburg. A gentleman there wants to start a manufacturing representative business that will be selling wood related products from two existing Wyoming County manufacturers.

Fast Trac Discussion

Jim reminded the Board that at the last meeting, it was suggested that he put together a proposed budget for the Fast Trac program. A draft version of the proposed budget was included in the Board packet. Jim reviewed the budget with the Board. He stated that there would be one-time costs in relation to having certifications completed that are required for the program. The training would take place in Kansas City in mid-July. Jim will be attending as well as 2 facilitators, one of them being Dick Barth. Jim asked the Board for a suggestion for the second facilitator, reminding them that they must have an entrepreneurial background. Total estimated cost for the certification is \$4090.00. Other costs related to the program include a fee to be paid to the facilitator, a guide that must be purchased for the facilitator, honorariums for the mentors, and advertising to get the word of the program out. Total cost for each of the students would total \$300, which includes the tuition and the materials related to the class.

Jim asked for any questions or comments in relation to the program. Rick Fish stated that he thought this was a good program and it may keep people from wasting money on ideas that will not work out as a viable business. Jim Brick asked if Livingston County would be willing to share in the cost of the program. Jim P. stated that he has informed them of the plans and they are taking a wait and see stance to see if the program is successful here first.

A motion was made by Rick Fish and seconded by Jim Brick authorizing Jim P. and two facilitators to become certified. The motion passed unanimously.

Center for Agricultural Excellence

Jim P. reminded the Board that he forwarded the Center for Agricultural Excellence information to all of the Board members before hand. Jim P. stated that a meeting took place with himself, Pete Snyder, III, Peter Snyder, as well as Peter Humphrey, Mike Heftka and Brian Fleischmann to discuss the project. Rick Fish stated that even when looking through the materials, he was not quite sure what the project entailed. Brian Fleischmann explained the basis of the project. He stated that the bulk of the project consisted of an indoor events center that could be used year-round. This would allow the county to compete for conventions and serve as a hub for the agri-tourism that could take place in the county. He stated that there are school, college and international groups that would take advantage of the facilities if they were available. He also stated that there may be a plan to put a working organic farm and creamery in place for visitors to experience while at the site. Mike Heftka stated that Snyder Corp. is going to donate the land that the facility is going to be built on. Brian Fleischmann stated that this will be a first of its kind in New York State and will be marketed that way to outside groups. Jim P. stated that Snyder Corp will be contributing \$25K and FII will be contributing \$25K towards the cost of the proposal outlined by Corporate Fuel. There is an interest in approaching the IDA for funding of the remaining \$25K. Frank Vitagliano suggested that instead of having public monies involved at this point, to have Snyder Corp and FII finance the proposal and upon completion of that, the WCBC would look at becoming a lead entity involved in the project.

A motion was made to go to Snyder Corp. and have Snyder Corp and FII finance the Phase One of the proposal by Corporate Fuel that included moving the Feasibility Study from Phase Two into Phase One. Upon completion, the Wyoming County Business Center would then look at becoming the lead entity and approach the IDA for funding for grant writing in relation to the project. Jim Brick seconded the motion and it was unanimously approved.

Micro Loan

Hellwigs' Son Raised Alpacas

Jim reminded the Board that Hellwigs' Son Raised Alpacas were approved for a loan. All of the loan paperwork is now complete, we are just awaiting some revised insurance documents that will cover any of the business assets that are owned by the LLC. Dan was working on this and we will wait to hear from him.

Wolcott Brothers Music

Jim state that he has spoken to Josh and Josh believes that he has found his personal guarantor to complete his conditions that were placed on the loan that was approved. Jim P. informed him that he would need to provide three years of tax returns as well as permission to run a credit analysis on this person. Jim has not heard back from Josh as of yet.

Jim P. reported that because of some under spent categories in Wyoming County's Office of Community Renewal Grant, the budget will be amended and will increase our loan fund balance from \$55,600 to approximately \$120,000. We need to get these funds obligated before the end of the grant in September or we risk turning the funds back to the state.

Real Estate Project Updates

A&A Metal

Jim P. stated that the Brownfield Clean Up Application was received by the DEC and deemed to be complete. The review process is going on now.

Village Silver Springs Business Park

Jim P. stated that he was asked to appear before the Town of Gainesville Board and give the same presentation that was given to the Village of Silver Springs. He stated that there was support for the project and that he and Kelly would be putting some enhancements on the site plans and getting a spec sheet together to be put on the website.

Broeder's Machine Building

Jim P. informed the Board that he received a call from the Broeder's regarding the building. He learned that they are now up to date with their taxes and they have no plans to do anything with the building at this time. Jim stated that it is now not a property that the Business Center will put any effort into acquiring.

Other Business

Jim B. informed the Board that on Tuesday, the Board of Supervisors reappointed both himself and Frank Vitagliano to the Business Center Board for a two-year term.

Rick Fish inquired if there was a reason that Friday was chosen to be the Board's meeting day. Jim stated that Kelly will send out an email survey to see what day is best, which can be changed at the annual meeting

The next meeting is scheduled for Friday, June 11, at 9:00 a.m. at the Business Center Conference Room. This is the annual meeting for the Business Center.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Brick and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
June 11, 2010

The WCBC, Inc Board of Directors held its Annual Meeting on June 11, 2010 at 9:00 a.m. at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; James Fleischman, Secretary; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.; Arthur Buckley, Wy Cnty Planning and Development.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the May 13, 2010, meeting. There were no comments and Jim Fleischman made a motion to accept the minutes as presented. Rick Fish seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of May. Jim stated that under the income, the Business Center has received some payments on the microloans. Under the expenses, Jim noted that we passed through grant dollars onto the Chamber for Leadership Wyoming, as well as paying a portion of the fee for the annual audit to Freed Maxick. He stated that Kelly has been working with the phone company to address some billing issues and that is why that line is so high. The remaining expenses were related to salary and benefits.

On the balance sheet, Jim reported that there is a healthy balance in the money market account at GVCU, and that a portion of that was recently moved to a 3 month CD at Five Star Bank.

Rick Fish made a motion to accept the financial report, Jim Fleischman seconded the motion and it was unanimously approved.

990 Questionnaire

Jim P informed the Board that as part of the preparation for the 990's the Business Center received a Board and Governance questionnaire that is recommended by Freed Maxick to be reviewed and filled out by the Board as a whole. Jim stated that he and Kelly had reviewed the document and filled in the answers as needed. A copy of what was stated was included and reviewed by the Board. No corrections or comments were made.

Jim Fleischman made a motion to accept the questionnaire as presented. Rick Fish seconded the motion and it was unanimously approved.

Annual Meeting Items

-Election of Officers

A motion was made by Rick Fish to elect Mark Merrill, Chairman, Rick Fish, Vice-Chairman, Jim Fleischman, Secretary and keep Jim Pierce as the interim Treasurer. Jim Fleischman seconded the motion and it was unanimously approved.

-Audit/Finance Committee Charter and Governance Charter

Jim P. stated that in order to be in compliant with PAAA, the Business Center needed to adopt a Charter for both the Audit/Finance Committee as well as the Governance Committee. Copies of these Charters were included in the packet.

Jim Brick made a motion to adopt the Charters as presented for both the Audit/Finance Committee as well as the Governance Committee. Rick Fish seconded the motion and it was unanimously approved.

-Appointment of Board Members to Audit/Finance Committee

All members of the Board of Directors for the Wyoming County Business Center will be serving on the Audit/Finance Committee.

-Appointment of Board Members to the Governance Committee

All members of the Board of Directors for the Wyoming County Business Center will be serving on the Governance Committee.

-Convene Audit/Finance Committee

The committee reviewed the investment policy that had originally been put in place in June of 2006. No changes to this policy had been made subsequently. This policy will need to be reviewed annually in order to be in compliance with PAAA.

The committee was reminded that they had previously been given a draft copy of the audited financial statements. The final version had a noncompliant finding in regards to the investment policy not being reviewed annually. No comments or questions arose on the audited financial statements.

The committee reviewed the lending guidelines and policy. No changes were made to this since originally adopted in 2006.

The Audit/Finance Committee makes the following recommendations to the full Board. That the investment policy that had been reviewed for 2010 be adopted and that the audited financial statements be accepted as presented by Freed Maxick and Battaglia.

-Convene Governance Committee

The committee reviewed the proposed by-law changes that have to do with the compliance of the Business Center with PAAA. They also reviewed the compensation, reimbursement and attendance policy, code of ethics policy, whistle blower policy, travel policy, as well as the defense and indemnification policy that were originally put in place in 2006.

The committee reviewed the property disposition policy as drafted by Harris Beach for compliance with PAAA. This policy will need to be reviewed on an annual basis.

The Governance Committee makes the following recommendations to the full Board. The proposed changes to the by-laws be accepted and that the property disposition policy be adopted as drafted by Harris Beach.

Rick Fish made a motion to accept all recommendations by both the Audit/Finance Committee as well as the Governance Committee. Jim Brick seconded the motion and it was unanimously approved.

The Directors were given the Annual Financial Disclosure forms to fill out. A copy of these completed forms will be filed with the County.

-Annual Report

Jim P. stated that the 2009 Annual Report was completed and was included in the Board packet. Jim P. summarized the accomplishments outlined in the Business Center's Annual Report for 2009.

Jim P. stated that he has received an agreement between the DEC and the Business Center for the Brownfield Clean-up Program. The application was accepted into the program for the A&A Metal property. The WCBC, now can move forward with taking ownership, further environmental assessment and developing a remediation plan and attracting a development partner with no environmental liability. Jim P. plans to meet with WCBC counsel and a possible prospect that would like to take the property and turn it into a recreational facility with access to the outlet.

Jim F. made a motion naming Jim P. as the operating manager for the WCBC Washington LLC and authorizing him to sign the agreement with the DEC. The motion was seconded by Rick and was approved unanimously.

Jim P. stated that the Center for Agricultural Excellence was brought before the Planning Committee and also the Committee as a Whole for a discussion. The Board of Supervisors have decided to invite Paul Synder III to its next Committee of the Whole meeting next month to discuss the project further.

Micro Loan

Hellwigs' Son Raised Alpacas

Jim reminded the Board that Hellwigs' Son Raised Alpacas were approved for a loan. All of the loan paperwork is now complete, we are just awaiting some revised insurance documents that will cover any of the business assets that are owned by the LLC. Dan was working on this and we will wait to hear from him.

Wolcott Brothers Music

Jim state that he has spoken to Josh and Josh believes that he has found his personal guarantor to complete his conditions that were placed on the loan that was approved. Jim P has not received any feedback from the underwriter, but informed Josh he may want to seek a second person to be the guarantor.

Other Business

Mark Merrill reminded the Board that there was discussion at the last Board meeting regarding changing the day that the Board meetings are held on. After a brief discussion, it was decided that the Wyoming County Business Center Board will now meet on the first Wednesday of the month. Kelly will prepare the meeting notice that need to be published in the local paper and will also send out a new meeting schedule to each of the Directors.

The next meeting is scheduled for Wednesday, August 4, at 9:00 a.m. at the Business Center Conference Room. There is no July Board meeting.

A motion was made by Rick Fish to adjourn, seconded by Jim Brick and was unanimously approved.

July 2010 – There was no Board Meeting Held in July 2010

Wyoming County Business Center, Inc.
Meeting Minutes
August 4, 2010

The WCBC, Inc Board of Directors met on August 4th, at 9:00 am at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; Jim Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Michael Heftka, Wy Co IDA.; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Development; Linda Leblond, Business Education Council.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the June 11, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Rick Fish seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the months of June and July. Jim stated that under the income, the Business Center has received some payments on the microloans, the second quarter funding from the IDA was received as well as the third quarter payment from the county. Under the expenses, Jim noted that there was a payment to Clark Patterson Lee for the A&A project, some of the expense related to the FastTrac training that Jim and Dick Barth recently attended as well as the payment to the IDA in relation to the Empire Zone. Monthly expense such as internet, postage and our marketing for the Business Start up kits were paid. The remaining expenses were related to salary and benefits.

On the balance sheet, Jim reported that the CD that is currently at Five Star Bank will be coming up for renewal in Mid-August and new interest rates will be sought for reinvestment.

Rick Fish made a motion to accept the financial report, Jim Brick seconded the motion and it was unanimously approved.

President's Report

Business Development Updates

- Steel & O'Brien is under construction with their expansion project with assistance from the WCBC and IDA grant/loan assistance has been secured for approximately \$200,000 for their \$697,000 capital investment project that will include a 19,500 sq. ft. building expansion. The project is expected to create 10 new jobs over the next 3 years bringing the total workforce to 56.
- The eminent domain process for the Robeson project is nearing completion one more snag remains and that is satisfy one outstanding mortgage that is on record.
- Lion Chase Holdings, LLC who along with a company known as Servo Energy wanted to build a wind farm utilizing small scale turbines. They have given up their project for Wyoming County. The reason, they would not comply with a request for us to see any information about a working model or even a video.
- Still working with NY Pizzeria in Warsaw who is exploring programs and finances for a proposed relocation of his restaurant to the former Gary's T.V. and Appliance building.
- The Empire Zone Board approved locally the certification of Prestolite Electric and API Heat Transfer. Prestolite is relocating a production line of starter motors from China to the Arcade facility and API is

buying new equipment and will adding 50 new jobs.

- Worked with Attica Millwork, getting them to the stage of applying for financial assistance from the IDA to set up a distributorship of a new flooring product that is well suited for covering radiant heated floors. This is a diversification of their standard product offer of drawer inserts.
- The plastic manufacturer that we have tried to encourage to come to Arcade for five years now is once again showing an interest now that he has outgrown his manufacturing space in Erie County and is working three shifts.
- I have talked with two existing Arcade businesses that are both threatening to go out of business, one is extremely dissatisfied with the zoning and utility costs of Arcade, the other is fed up with New York State and their tax happy ways.

Entrepreneurship Activity

- Working with a woman from Castile who wants to open a tanning business.
- Working with a gentleman from Pike who wants to open a Dixie Chopper lawn equipment dealership.
- Jim P. spoke to a man in Perry who wants to buy and existing landscaping business.
- Another Perry man is working on starting a business doing plumbing and heating.
- Working with a cabinet, furniture maker from Sheldon who is making plans to build a shop and start his own business.

Fast Trac Discussion

Jim P. stated that he recently completed the certification training for the FastTrac New Venture in Kansas City. He felt that the training was very well put together. He also stated that Dick Barth completed his training. He stated that while he was there, the Kauffman Foundation informed everyone that they are looking for ways to make the program self-sustaining. Therefore, there is talk that there will now be a charge of \$500 per participant to take part in the program, but nothing has been decided yet. Jim asked the Board for ideas on how to offset the cost of this tuition which will be set at \$500 per participants. It was suggested to look to the local businesses to set up sponsorships of the program or scholarships for the participants. Jim feels that this program will be much more successful than the existing program with 76% of graduates actually starting a business historically as compared to less than 10% with the existing program. Much of this having to due with the professional content and teaching methods along with the mentoring aspect that will be part of FastTrac.

Jim P. informed the Board that the first class of FastTrac will be starting on October 6th and will be a ten week, one night a week class. He also stated that he did submit a grant to USDA Rural Development that would cover funding the program if approved, Jim P. considers the USDA grant a long shot. We should know more by the end of August. He will keep the Board informed.

Research Studies

Jim P. reminded the Board that as part of his performance goals for 2010, he is working closely with Brian Bieger of Birchwood Consulting to put together a manufacturer's By-Product study. A copy of the proposed study is included in the Board packet. Brian has offered to do this study at no cost to the Business Center as a way to get acclimated to the area, as he just relocated to Silver Lake.

Jim P. stated that he will be meeting with Paul Scipione from Geneseo to discuss the Market Potential Research Study. Jim stated that a draft of the results has been compiled and it is broken out into the 4 major markets in the county. The final results will be unveiled in a public forum.

Center for Agricultural Excellence

Jim P. stated that recently Paul Snyder made a presentation at the Board of Supervisors and a recommendation was provided to the WCBC about participating in the feasibility and business plan for the project at a cost of \$8,000 with the condition that the money be refunded if the project proved to be not viable. The WCBC concurred and a letter was sent to Paul Snyder communicating that. Jim spoke to Doug Berwanger shortly

thereafter and learned that Paul Snyder would be declining the offer. A letter was to be sent to the WCBC by Mr. Snyder however, nothing has been received as of yet.

Micro Loan

Hellwigs' Son Raised Alpacas

Jim P. stated that the microloan for Hellwig's would be closing this afternoon.

Wolcott Brothers Music

Jim stated that Josh has met all the conditions that were set forth by the Board and that Harry Sicherman is currently working on getting the paperwork together.

Jim P. stated that there is a balance in the microloan fund of approximately \$56,500 that will need to be committed to be loaned out by September 7th. He stated that there are some loans that are expected come in, but that there is also some funding that was under spent in some of the other areas in the grant, including \$10,000 from the Ag Diversification and some from the lease subsidy line. Harry Sicherman will put in a budget amendment to sweep all of the surplus funds into the loan fund to bring the unspent balance to approximately \$130,000. Jim P. has been marketing the micro loan program aggressively and has four projects in the pipeline.

A&A Metal

Jim P. stated that Clark Patterson Lee is currently putting together a Citizen Participation Plan and a Remediation Work Plan for the site. Jim does not yet have a draft copy, but both are due within 30 days of the acceptance into the Brownfield Clean-Up program.

Financial Assistance Application-New York Pizzeria

Jim P. reminded the Board that at a Board meeting last year, New York Pizzeria had submitted an application and was approved for Financial Assistance that included sales tax exemption and mortgage recording tax exemption for the Cornell Cooperative Extension building that he had optioned. That deal never materialized and New York Pizzeria recently made a purchase offer for the Gary's TV building next door and has asked that the exemptions be applied to the new building. Jim P. presented a resolution to approve the assistance noting not much as change on the resolution other than the new address.

Jim Fleischman made a motion to approve the Financial Assistance Application for New York Pizzeria. Frank Vitagliano seconded the motion and it was unanimously approved. A resolution was signed by Jim Fleischman.

Other Business

Linda Leblond informed the Board that the BEC will be introducing an Entrepreneurship Junior Achievement Program into Perry High School with similar components of the Young Entrepreneur Academy (YEA) held at Warsaw School last year. She feels participants in this program, if successful, will be good candidates for the FastTrac Program. She also noted that one of her roles in the new FastTrac program is the coordination of mentors and guest speakers similar to her work with the YEA program.

The next meeting is scheduled for Wednesday, September 1, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Brick and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
September 1, 2010

The WCBC, Inc Board of Directors met on September 1st, at 9:00 am at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman; Rick Fish, Vice-Chairman; Jim Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Kelly Ashcraft, Wyoming County Business Center; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Development; Patricia Hellwig, Wyoming County Business Center.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the August 4, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented. Rick Fish seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the months of August. Jim stated that under the income, the Business Center has received some payments on the micro loans and program delivery fees for administration of the micro loan program were received. Under the expenses, Jim noted that there was a payment to Clark Patterson Lee for the A&A project, some of the expense related to the FastTrac training that Jim and Dick Barth recently attended as well as the payment to Freed Maxick for the annual audit.

On the balance sheet, Jim reported that there is a strong balance in the checking account. He also drew to the boards attention the new accounts receivables line dealing with micro loan clients.

Jim Fleischman made a motion to accept the financial report, Rick Fish seconded the motion and it was unanimously approved.

President's Report

Business Development Updates

- Jim and Mike met with Upstate Chevy who is under a mandate from GM to make some significant upgrades to his facility. It was rumored that he may be moving the facility to Prospect Street (Genesee County) in Attica. It looks like a spring 2011 project and Mr. Bork is very interested in the assistance that both the WCBC and IDA extended and expressed that he will be keeping the same location.
- The Robeson Appliance Site in Castile is now title to Tim Calmes and his partner Tom McEvoy, clean up, renovations are underway in hopes of capturing some of the recreational storage early this fall.
- Working with a new income tax service in Warsaw who is looking for a location and possible some financing.
- Continue to work with NY Pizzeria regarding his new plan to acquire the former Gary's T.V. and Appliance building in Warsaw for a new location for his restaurant.
- Working with a collision shop in Attica that is considering several green energy projects. Contacts with NYSERDA and ad energy consultant have been brought in.
- Business visits were conducted with Bob Flowers at Advance Rubber in Wyoming and Mark Cole from M & T Trucking in Covington.

Entrepreneurship Activity

- Working with a gentleman from Silver Springs that wants to start a small engine repair business.
- Working with a cabinet, furniture maker from Sheldon who is making plans to build a shop and start his own business.

Fast Trac Discussion

Jim P. informed the board that sign-ups have begun with classes beginning October 6, 2010. Marketing materials were distributed to interested parties for marketing the program. It was suggested by Mark Merrill to make it an incentive for micro loan clients participate in the program. Jim P stated he would look into it. Jim P. has met with Jim Fulmer and Marty Griffith from Five Star Bank to discuss possible scholarship options for participants. Total fees to be passed on to participant for Fast Trac program would total \$500.00. Jim P. has also reached out to Community Action and they are willing to pay up to \$200.00 per participant if currently making less than \$20.00 at the place of employment. Currently three people have signed up to take part in the training.

Jim P. stated to the board that he will be presenting the Fast Trac program to the planning committee at the county board of supervisors today. In the budget request submitted to the county for 2011, it was suggested to move the empire zone coordination funding received from the county to help fund the administration for the Fast Trac Program.

Micro Loan

Hellwigs' Son Raised Alpacas

Jim P. stated that the microloan for Hellwig's has been closed.

Wolcott Brothers Music

Jim P. stated that Wolcott Brother Music loan has been closed.

Minty Wellness

Jim P. stated at the micro loan committee meeting held on August 27, 2010 the committee approved Minty Wellness in the amount of \$40,000 not the requested \$50,000. It was suggested by Mark Merrill to place a first lien on all furniture, fixtures, inventory, accounts and all equipment, as well place a negative pledge against the property that the LLC owns. This would protect the WCBC security by preventing someone from coming in and taking a mortgage on the property.

Rick Fish made a motion to approve the loan for Minty Wellness in the amount of \$40,000. Jim Brick second the motion and it was unanimously approved. Jim Fleischmann signed the resolution.

Cappy's Trucking

Jim P. stated at the micro loan committee held on August 27, 2010 the committee approved Cappy's Trucking in the amount of \$25,000. The proceeds of the loan would be used to purchase a new snow brush and plow as well as some concrete stamping equipment.

Rick Fish made a motion to approve the loan for Cappy's Trucking in the amount of \$25,000. Jim Fleischmann seconded the motion and it was unanimously approved. Jim Fleischmann signed the resolution.

About Face Day Spa and Salon

Jim P. stated at the micro loan committee held on August 27, 2010 the committee approved About Face Day Spa and Salon in the amount of \$40,000, instead of the requested \$48,737.00. A condition of finding a second

guarantor was placed on the loan. The board inquired as to why the amount was reduced and Jim P. explained that the additional working capital was going to be paying for a new position created and also with all the loans approved we were running tight on funds available. Frank Vitaglino suggested approving the loan for the original requested amount.

Jim P. disclosed to the board that there was a possible conflicted of interest due to the fact that Kimberly's mother is the supervisor for the town of Orangeville and the county is a recipient of the OCR grant. Jim P. stated that two thing need to happen in order to resolve the possible conflict and receive a waiver from OCR. A legal opinion from the counties attorney Eric Dadd as well as a public disclosure of the possible conflict which will be done at today's planning committee meeting, documentation must be sent to OCR who in turn has the final say.

Frank Vitaglino made a motion to approve the loan for About Face Day Spa and Salon for \$48,737.00. Rick Fish seconded the motion and it was unanimously approved. Jim Flesichmann signed the resolution.

CSI Tax Service

Jim P. stated at the micro loan committee held on August 27, 2010 the committee approved CSI Tax service for the requested amount of \$14,000. Proceeds for the loan would be used for training materials as well as working capital. Jim P. stated that she would be acquiring a new client base by merging with an existing tax service. On CSI existing micro loan her husband was not a personal guarantor but would be on this loan. The two loans would be consolidated in one payment. In order for this to happen, we would be extending the maturity date for both loans to December of 2015.

Rick Fish made a motion to approve CSI Tax Service in the amount of \$14,000. Jim Fleischmann seconded the motion. It was unanimously approved. Jim Fleischmann signed the resolution.

Amended Agreement with Wyoming County

Jim P. explained to the board that when the business center began the micro loan program there was 200,000 available for micro loans as well as 20,000 for program delivery. Due to some under spending in other areas there was an additional 77,916.88 that could be swept into the micro loan program. Harry Sichertman has prepared a budget amendment and presented it to OCR for their approval. An amended agreement between Wyoming County Business Center and Wyoming County has been prepared to reflect those changes.

Frank Vitaglino made a motion to allow Jim Pierce to enter into the amended agreement. Rick Fish seconded the motion and it was unanimously approved.

The next meeting is scheduled for Wednesday, October 6, at 9:00 a.m. at the Business Center Conference Room.

A motion was made by Frank Vitagliano to adjourn, seconded by Jim Brick and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
October 6, 2010

The WCBC, Inc Board of Directors met on October 6, at 9:00 am at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman Jim Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Patricia Hellwig, Wyoming County Business Center; Drew Shapiro, Wy Cnty Planning and Development; Arthur Buckley, Wy Cnty Planning and Mike Heftka, Wy Cnty IDA.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the September 1, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented.

Jim Brick seconded the motion and it was unanimously approved.

Review and approval of monthly financial report:

- Jim P. went over the monthly Profit & Loss Budget Performance. Jim P. went through each line item and did a brief overview of them highlighting items where there might be questions. Jim P. also presented the balance sheet.
- Proposed Budget: Jim P. discussed the proposed draft budget for 2011 and the need to have it approved and up loaded to the website in order to be in compliance with PAAA. The draft budget line items and amounts were presented and explained. Jim P. did spend some time on the FastTrac items because they are new to the budget. Jim P. explained that in his budget request to the county he asked that the Empire Zone administrative money that use to come to the WCBC instead be used for administration of the FastTrac program.

Jim P. explained that the final budget adopted by the Board will most likely happen in December after the county finalizes their budget decisions. Mark Merrill ask for a motion to adopt the new budget, Jim B. made a motion to accept the budget as presented. Jim F. seconded the motion and it was unanimously approved.

Presidents Update: Business Development Updates:

- Jim and Mike met once again with Upstate Chevy who is under a mandate from GM to make some significant upgrades to his facility. Mr. Bork is narrowing down his proposed project cost for the spring 2011 project and is very interested in the assistance that can be provided for financing and tax incentives. Mike indicated that he stopped the day before at Upstate Chevy to pick up the financial assistance application to the IDA.
- The Robeson Appliance Site in Castile now titled to Tim Calmes and his Partner Tom McAvoy opened for business October 1st and is now known as Toy Storage Inc. Leases for the storage season are \$15 per linear foot.
- Working with a company that assembles ammunition for the military, law enforcement and sports enthusiast. The company is looking at possible sites in Wyoming County for their assembly operation and the development of a proving grounds. The company is developing plans to do their own manufacturing of components parts. They currently lease 6,000 sq. ft. and employ 6 people but plan on creating 20 new jobs over the next three years. Their preference is to be located some place in Western Wyoming County so that they are not too far away from the homes of their key people. They need a minimum of 20 acres.

- Working with Ott's Collision of Warsaw who is planning a 4,000 sq.ft. expansion project, no net new jobs. It will help them in their compliance of new environmental standards for their paint booth.
- The WCBC closed on the ag-diversification deferred loans for Hidden Valley Animal Adventure and B & B Enterprises LLC for a mini hay and straw baler.
- Additional closing of two more ag-diversification deferred loans are expected to be completed this month for Hellwig's Son Raised Alpacas and True Farms for a year round greenhouse operation.

FastTrac New Venture

- The first class of FastTrac will begin October 6, 2010. The class is full with 15 participants. Dick Barth will be the facilitator for the 10 week long program and Jeff Fitch will serve as a business coach/mentor.
- Five Star, the Bank of Castile and Genesee Valley Credit Union each generously contributed \$1,500 to the program.
- The registration fee is \$500 but because of the generosity of the banks and WIB funding from Community we were able to cover \$400 per person in the form of scholarships. One half of the class qualified for WIB funding which is based on income eligibility.
- Sandy King from Planning and Development provided some much needed administrative support for registrations and receiving calls about the program.

Research Studies:

- Manufacturers By-Product Survey
Results from the manufacturers by-product survey are still coming in. Thus far we have a 30% response rate. Brian Bieger of Birchwood Business Consulting is conducting the survey and compiling the results at no cost to the WCBC. The goal of the survey is to hopefully identify some new business opportunities based the by-products.
- Market Research Potential Study
A draft of the study has been received and is currently under review by entities within the building. A meeting to finalize the study is scheduled for this Friday with the researcher Paul Scipione. Results from the study have clearly identified areas of economic leakages and sets the direction for the development of local strategies in the four major market areas in Arcade, Attica, Warsaw and Perry. A public forum will be scheduled in November to present the findings of the study.

Micro Loan Applications:

- Minty Wellness - Jim P. discussed the withdrawal of Minty Wellness and their concerns that the security was a bit excessive.
- Cappy's Trucking - Jim P. discussed that we were moving forward with the loan.
- About Face Day Spa and Salon - Jim P. went over the conflict of interest concerns. Letters were sent out to NYS Office of Community Renewal from Doug Berwanger and the Eric Dadd, the County Attorney, regarding their support and interest in having a waiver approved regarding the conflict of interest because the applicant is a daughter of a member of the Board of Supervisors, the grant recipient. The waiver was recently granted as was an extension to the contract that will allow an additional 60 days to draw down the funds. Jim P. presented a resolution to the Board extending the contract with the WCBC and the County to coincide with the extension. Jim F. moved to provide Jim P. with the authorization to amend the original contract, it was seconded by Frank and approved unanimously.
- CSI Tax Service - Jim discussed a suggestion from our micro loan consultant to rewrite a new loan for CSI that will combine the two loans and defer the principal payment 3 months. Jim P. also mentioned

there was some discussion about customizing her loan payments to coincide with the seasonal cash flow of the business. Mark Merrill suggested the best way to work with seasonal businesses is to accelerate the principal with interest in the four months where cash flow is greatest and then go 8 months at interest only. Jim F. moved that the two loans become one with a deferral of principal payments for three months and that the loan repayment option described by Mark be made available to her if she wants to take it, Jim B. seconded the motion and it was approved unanimously.

Village of Perry Dredging Project:

Jim P. discussed the dredging project and its main two challenges. The first is the Village of Perry's interest in dredging the Silver Lake outlet and staging the sediments on the A & A Metal site until they dewater and then truck the estimated 2,000 truck loads off the site, the challenge is the WCBC does not own the property. Jim P. asked the Board if we should undertake the foreclosure process and legal cost to take title.

The second challenge is that Todd Gadd with Wyoming County Highway is trying to finalize plans to replace the Walker Road culvert that is over the outlet. Todd's early plans were to replace it with a standard culvert, however a larger culvert idea was discussed when a developer of a year round campground and recreational facility interested in the A & A Metal site entered the picture. The larger culvert would improve the clearance and allow small boats up the outlet improving the attractiveness of the A & A Metal site and other properties along the outlet. The difference in cost of the two culverts is estimated at \$40,000-\$50,000 and the County has pointed out that additional cost should not be burdened on the County tax payers.

Jim P. pointed out that business idea for a campground and recreational facility has died but now a new developer has emerged that is interested in the A & A Metal site for warehousing and storage.

Mark Merrill suggest before anything else is done, Jim P. should meet with the new potential developer and get his views of the dredging materials being staged on the site that he is interested in. Jim P. will follow up with the potential developer.

NY Pizzeria - Jim P. asked the Board their opinion on lowering the WCBC fee for the financial assistance that would be provided to NY Pizzeria. The reasoning is that the savings on mortgage recording and sales tax will be thin after the legal fees and WCBC fees are taken out. The Board agreed to move forward and stick with the standard policy.

Other Business

Jim B. summarized a Community Development Initiative and a request of \$10,000 that was made to the County's Finance Committee by the Wyoming County Chamber of Commerce. Jim B. said the Chamber was urged to contact the WCBC to present the idea. Jim P. said that the initiative is still a work in progress and first needs to further developed and embraced by the Chamber Board before moving forward.

Next meeting will be November 3, 2010

A motion was made by Jim B. to adjourn, seconded by Jim F. and was unanimously approved.

Wyoming County Business Center, Inc.
Meeting Minutes
November 3, 2010

The WCBC, Inc Board of Directors met on November 3, at 9:00 am at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman Jim Fleischman, Secretary; Frank Vitagliano, Director; James Brick, Director.

Also in Attendance: Patricia Hellwig, Wyoming County Business Center; Arthur Buckley, Wy Cnty Planning and Mike Heftka, Wy Cnty IDA, Linda Leblond, Wy Cnty BEC, Brian Fleischman, Chamber of Commerce and Laura Lane, Chamber of Commerce.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the October 6, 2010, meeting. There were no comments and Frank Vitagliano made a motion to accept the minutes as presented.

Jim Brick seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of October. Jim stated that under the income, the Business Center has received the quarterly revenue from the county and IDA and also received payment for FastTrac from sponsorship and from registration fees. Mark asked if any other banks were approached to sponsor FastTrac. Jim stated because of the amount of sponsorship and previous negative responses for much smaller requests for assistance, he did not ask. Under the expenses, Jim noted that there was some expense related to the FastTrac program and the usual monthly expenses.

On the balance sheet, Jim reported that there is a strong balance in the checking account. He also discussed that we may need to shift some funding out of the account and into a short term investment.

Jim Fleischman made a motion to accept the financial report, Frank Vitagliano, seconded the motion and it was unanimously approved.

President's Update:

Business Development Updates

- Jim and Mike met once again with Upstate Chevy who is under a mandate from GM to make some significant upgrades to his facility. Mr. Bork has an engineer from GM who later this month will be working with him to narrow down his proposed project cost. The project is still scheduled for spring 2011. Incentives for his project are being put together.
- The company that assembles ammunition for the military, law enforcement and sports enthusiast has put a hold on their project for a while. The company is looking at possible sites in Wyoming County for their assembly operation and the development of a proving grounds. The company is developing plans to do their own manufacturing of components parts. They currently lease 6,000 sq. ft. and employ 6 people but plan on creating 20 new jobs over the next three years.
- We should be closing in a couple of weeks on Hellwig's Son Raised Alpacas ag-diversification deferred loan for inventory items for their retail shop.
- We sent the GRE site information for the former Shared Harvest building in Perry. They have a prospect that is interested in former food processing facilities.
- Working with a new business prospect that is looking to acquire and set up several small businesses as

one corporation and base the operations in Wyoming County, some of the businesses include a hardware store, gun shop and wholesaling. The prospect is going to be sending their business plan in hopes of us learning more about what they proposing.

- Working with business based in Iowa that manufactures, distributes and installs panel systems and pre-engineered building products. The company is considering an Eastern location to better serve and expand in the East Coast. Several building sites were submitted for their consideration.
- Met once again with Anna and Tim Burklew, the new owners of the Silver Lake Country Club. They have started some renovation to the members lounge and will be submitting an application for assistance to the IDA. Brian Fleischman has also met with the group to see how he can assist with their marketing efforts for the resort and tourism related plans they have.
- Participated in a meeting hosted by the BEC that involved Wyoming County Growers, Board of Supervisors representatives and cafeteria/business managers. The meeting focused on the interest of schools to use more locally grown produce and goods.

Linda Leblond discussed with the Board some background about the initiative and that it was brought forward by Joe Gozelski, Chair of the County's Ag Committee. Linda described the initial Farm to School meeting as being very positive with a great deal of interest in the project. Linda discussed the other opportunities that could develop from this project including youth involvement, new local businesses and possible connections to other entities such as the hospital. A working committee is being formed to work on the project.

FastTrac New Venture

- Jim P. reported that the FastTrac New Venture class will reach the half way mark after tonight. We still have 16 participants and attendance has been strong, only one absence so far. Participants have passed the critical point of determining the business idea's market viability and are now moving into the development phase of the their business plan.

Market Research Study

- Jim P. reported that the Market Research Study is now complete. Jim P. pointed out that the Executive Summary is in the Board packets as well as a flyer/invitation for a public forum for a presentation of the study by Paul Scipione, Director of the SUNY Geneseo Research Center. The public forum will be held November 18, 2010 in the auditorium of the Warsaw Middle/High School beginning at 7:00 p.m.

Micro Loan Updates

- CSI Tax Services – Jim P. reported that the borrower is gathering her cost documentation for the draw down and wondered if the portion of the loan proceeds originally approved for paying down credit card debt could be used for working capital, in order to gear up for the tax season. The Board did not have a problem with that.
- About Face Day Spa- The borrower is still getting cost documentation together.
- Cappy's Trucking- They have found a vehicle and are now looking for a plow for it.

Micro Loan Application

Decision Catering - Jim P discussed the request for a \$20,000 loan to replace equipment in order to meet building code requirements and some working capital to expand the current menu offerings. Frank asked if the loan could be used to retire the IDA loan that currently exists. Jim P. said that the NYS Office of Community Renewal's regulations prohibit that. Mark Merrill said that the Bank of Castile has a loan with Decision Catering and they have a first lien on all equipment, furniture, fixtures and a lien on the property. The IDA has a second lien on the equipment, furniture and fixtures behind the bank. Mark asked if the loan with the IDA could be modified to match the terms of the new loan. Jim P. will check with the borrower to see if that is acceptable. Mark shared with the Board that Terry from Decision Catering, is working full time for Houghton College's food service program outside the business that should give more confidence in making the loan. Frank made the motion to amend the terms of the existing loan to match the new loan and take a lien on the

property behind the bank and a third lien on the furniture and fixtures. Jim F. seconded the motion and it was unanimously approved.

Discussion Item:

Jim P. discussed the idea and need to develop an economic development strategy for Wyoming County taking into consideration the information in the Market Research Study and the directions it has pointed us towards if we want to be successful in increasing business growth in the retail sector. Jim P. also suggested that a new strategy should be developed to address manufacturing as well. Jim P. shared with the Board a one page outline of thoughts about a proposed economic development strategy including a list of economic development projects that have been discussed over time but have never been implemented.

Jim F. threw out for discussion the idea of him developing an economic development round table at the County to help develop some focused economic development strategies and improve communication with all of the entities and the Board of Supervisors. It was suggested that all entities in the Wyoming County Business Center building be included on that and some representation from the Board of Supervisors. After further discussion consensus was reached to have Jim F. explore this further with the Board of Supervisors.

Other Business

There was no other business.

Next Meeting

The next regularly scheduled Board meeting is December 1, 2010 at 9:00 a.m. at the Wyoming County Business Center. Jim B. indicated there would be conflict with the County's Planning Committee meeting. Jim F. said he would look at moving the Planning Committee meeting time.

Wyoming County Business Center, Inc.
Meeting Minutes
December 1, 2010

The WCBC, Inc Board of Directors met on December 1, 2010 at 9:00 am at the Wyoming County Business Center, 6470 Route 20A, Perry, New York.

Present were: James Pierce, President/CEO; Mark Merrill, Chairman Jim Fleischman, Secretary; Rick Fish, Director; James Brick, Director.

Also in Attendance: Brian Bieger, Birchwood Business Consulting, Patricia Hellwig, Wyoming County Business Center; Mike Heftka, Wy Cnty IDA, and Brian Fleischman, Wyoming County Tourism Promotion Agency.

Mark Merrill called the meeting to order at 9:00 a.m.

Mark Merrill asked for comments on the minutes from the November 3, 2010, meeting. There were no comments and Jim Brick made a motion to accept the minutes as presented.

Jim Fleischman seconded the motion and it was unanimously approved.

Financial Report

Jim P. reviewed the P&L statement for the month of November. Jim P. stated that under the expenses, the Business Center has a \$5,000 in expense for the balance owed on the market research study, overall we are in a positive position entering the final month of the year. Jim discussed the rollover of a three month CD and that new rates were at .25%.

Jim P. noted that a draft 2011 budget was approved at last month meeting and having not heard of any funding reduction since that meeting from Wyoming County, that the Board needs to finalize the budget since this is the last meeting before the start of new fiscal year. Mark Merrill called for a motion that was made by Rick Fish to approve the 2011 budget and financial report and it was seconded by Jim Brick it was unanimously approved.

President Update:

Business Development Updates – Jim P. reported on the following:

- Submitted three sites for a BNE business lead known as Project Kent. They are a Canadian Steel Manufacturer with three locations in Canada and are looking for a U.S. location, requested sites with 20,000-30,000 sq.ft. of space and would create 25 jobs.
- We closed on Hellwig's Son Raised Alpacas ag-diversification deferred loan for inventory items for their retail shop.
- Working with recipients of an ag-diversification grant who manufactures the miniature straw bales. They have already identified a need for a building and Jim toured them through three buildings. The Don Beck Building, Gen Tech Building in Java and the Mille Fabricator building in Arcade are all being considered. Mille Fabricator's building is slated for auction on December 11, 2010.
- Working with Sedams in Perry regarding a building expansion project that will improve their ability to service large trucks. A possible IDA application is being considered.

FastTrac New Venture Update

Jim P. discussed the progress with the FastTrac New Venture program and asked Brian Bieger and Brian Fleischman, who both are participants to share with the Board their experience with the program. Brian B. discussed his positive experience with FastTrac and the knowledge he gained from the class that he has already put into use. Brian F. discussed the success rate of FastTrac and how it will benefit the county with its ability to develop new businesses.

Jim P. announced that the next class for FastTrac has been scheduled it once again on Wednesday beginning on March 23, 2011 and run for 10 consecutive weeks.

Manufacturer By-Product Study – Jim P. introduced Brian Bieger from Birchwood Business Consulting. Brian B. a former bank president for M & I bank in Milwaukee, recently retired and he and his wife moved to Silver Lake. Brian B. met with Jim P. shortly after arriving in the county and expressed his interest in volunteering his time and getting engaged with the business community. Jim P. shared with Brian B. his interest in examining business opportunities that may exist with our manufacturers' by-products. Brian B. volunteered to undertake a survey to learn what by-products we have. He shared with the Board an over view of what the study was based on and what the next steps could be for uncovering business opportunities. Brian B. asked the board to review the summary and its findings and share any comments with him and Jim P. Brian B. and Jim P. will be visiting each of the respondents of the survey to learn more about the by-products and what opportunities that may be uncovered.

Market Research Study

Jim P. reported on the public forum that was held in Warsaw on November 18th to present the results of the market research study entitled *Setting the Direction & Strategy of Economic Development in Wyoming County, NY: A Study of Shopping, Retailing and Entrepreneurship*. Jim P. shared the handout that was presented that evening and discussed his and Dick Barth's (a partner in the study) plans to meet and work with a group of interested parties to develop some local strategies in each of the four major market areas of Arcade, Attica, Perry and Warsaw. The goal is to help capture the estimated loss of \$1 million per day of spending by Wyoming County residents in other counties.

Micro Loan and Ag-diversification - Micro Loan Updates

Draw downs were submitted to NYS OCR on November 22, 2010 for CSI Tax Services, Cappy's Trucking and Decisions Catering's loans. We should have the money later this week and can schedule closings for the first week in December. We have one more draw down on Thursday of this week for About Face Day Spa and for an Ag-diversification grant for True Farms doing business as Perry Area Growers for a year round greenhouse.

Jim P. indicated that three other businesses that are considering a micro loan application.

Other Business: Jim Brick brought up an idea that has been discussed that would involve the Town and Village of Perry buying the former A& A Metal property in order to have a place to put the dredging from Silver Lake Outlet. Jim P. discussed his concerns that a significant amount of time and resources have been spent to have the site environmentally assessed and accepted into DEC's Voluntary Cleanup Program. If the property is owned by a municipality, the tax credits that are available to a developer for a 50% reimbursement of remediation and demolition cost would be lost and the chances of having the site ever cleaned up, reused and returned the tax rolls would be unlikely.

Next Meeting

The next regularly scheduled Board meeting is January 5, 2011 at 9:00 a.m. at the Wyoming County Business Center.