

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS  
OF THE  
BUFFALO AND ERIE COUNTY REGIONAL  
DEVELOPMENT CORPORATION  
(RDC)**

- DATE AND PLACE:** October 28, 2020, held via telephone conference. Governor Cuomo's Executive Order 202.1, as amended from time to time, issued in response to the Coronavirus (COVID-19) crisis, suspended Article 7 of the Public Officers Law to the extent necessary to permit any public body to take actions without permitting in public in-person access to such meetings and authorized such meetings to be held remotely by conference call or other similar service, provided the public has the ability to view or listen to such proceedings and that the meeting is recorded and transcribed.
- LIVE STREAMED:** This Board meeting is being live-streamed and made accessible on the Erie County Industrial Development Agency website at [www.ecidany.com](http://www.ecidany.com).
- PRESENT:** Denise Abbott, Hon. Diane Benczkowski, Rev. Mark E. Blue, Hon. Howard Johnson, Tyra Johnson, Hon. Brian Kulpa, Richard Lipsitz, Brenda W. McDuffie, Hon. Glenn R. Nellis, Hon. Mark C. Poloncarz, Sister Denise Roche, Kenneth A. Schoetz and Art Wingerter
- EXCUSED:** Hon. Bryon W. Brown, James Doherty, Hon. Joseph Emminger, Dottie Gallagher, Hon. Darius G. Pridgen and Renee Wilson
- OTHERS PRESENT:** John Cappellino, President & CEO; Mollie Profic, Chief Financial Officer; Atiqah Abidi, Assistant Treasurer; Gerald Manhard, Chief Lending Officer; Dawn Boudreau, Director of Compliance; Beth O'Keefe, Business Development Officer; Grant Lesswing, Business Development Officer; Brian Krygier, Systems Analyst; Carrie Hocieniec, Administrative Coordinator; Lori Szewczyk, Director of Grants; Robbie Ann McPherson, Director of Marketing and Communications; and Robert G. Murray, Esq., General Counsel/Harris Beach PLLC
- GUESTS:** Andrew Federick, Erie County Senior Economic Development Specialist; Deputy County Executive Maria Whyte and Adam Pratt on Behalf of A. Pratt Holdings, LLC

There being a quorum present at 12:38 p.m., the meeting of the RDC Board of Directors was called to order by its Chair, Ms. McDuffie.

## MINUTES

The minutes of the September 23, 2020 meeting of the members were presented. Sister Denise moved and Mr. Johnson seconded, to approve of the minutes. Ms. McDuffie called for the vote, and the minutes were then unanimously approved.

## REPORTS/ACTION ITEMS/INFORMATION ITEMS

Financial Report. Ms. Profic presented the September 2020 financial report. Ms. Profic noted that the balance sheet indicates the RDC finished the month with total assets of \$17.2 million and net assets of \$17.0 million. The monthly income statement shows net loss of \$1,700 for September. Total revenues were below budget by \$5,000. The most significant income, loan interest income, was under budget by \$2,000. Total expenses were above monthly budget by \$7,000. The year-to-date income statement shows revenues of \$294,000, including \$270,000 of loan interest income. Total expenses of \$373,000 are mainly management fee costs and professional services, for a net loss of \$79,000 through September. Ms. McDuffie directed that the report be received and filed.

Finance and Audit Committee Update. Ms. Profic gave a report to the members on the joint Finance & Audit Committee meeting held on October 16, 2020. The purpose of the meeting was audit planning, and our independent auditors, Freed Maxick, gave a presentation on the upcoming year end audits. There were no changes to the budget that required any additional recommendation from the Committee. Ms. McDuffie directed that the report be received and filed.

2021 Proposed Budget. Ms. Profic reviewed the RDC's proposed budget for 2021 and explained the changes to the budget for 2021, along with risk factors impacting the budget. Budgeted revenues consist mainly of interest income from loans, at \$540,000 based on anticipated \$3M of loans closed by the end of 2020. Budgeted expenses are made up mainly of the ECIDA Management Fee (salary and benefit costs of ECIDA staff based on time spent on RDC business) and a provision for loan losses, estimated at 1.9% of projected outstanding loans, or \$250,000 to be conservative. The budgeted figures result in a budgeted net loss of \$155,000.

Mr. Nellis moved and Mr. Johnson seconded to approve of the 2021 RDC Proposed Budget. Ms. McDuffie called for the vote and the 2021 Proposed Budget was unanimously approved.

RDC Loan Status Report. Mr. Manhard presented this report. Ms. McDuffie directed that the report be received and filed.

Approval of the Following Loan Case: A. Pratt Holdings, LLC/Sherex Fastening Solutions, 400 Riverwalk Parkway, Suite 600, Tonawanda, New York. \$1,000,000, 10 year Term Loan, Secured and Guaranteed. Mr. Manhard reviewed this \$1,000,000 loan request, proceeds of which will assist with working capital and purchase of equipment and inventory. Mr. Manhard advised that the RDC Loan Committee approved the loan request at its September 9<sup>th</sup> meeting.

Mr. Poloncarz moved and Sister Denise seconded to approve of the loan as proposed. Ms. McDuffie called for the vote and the requested loan was unanimously approved.

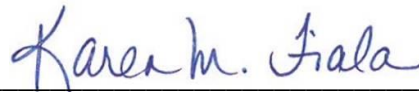
**RDC LENDING DEPARTMENT UPDATE:**

Update on Current Loan Customers. Mr. Manhard presented this report. Ms. McDuffie directed that the report be received and filed.

Status of COVID-19 Emergency Relief Business Loan Program. Mr. Manhard gave a status update to members. Ms. McDuffie directed that the report be received and filed.

There being no further business to discuss, Ms. McDuffie adjourned the meeting of the Agency at 12:58 p.m.

Dated: October 28, 2020



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Karen M. Fiala, Secretary