



ECONOMIC DEVELOPMENT CORPORATION

FINANCE COMMITTEE

Meeting Minutes

Thursday, August 26, 2021 – 8:30 a.m.

Board Members Present	Staff/Others Present
Karen Parkhurst, Chair	Michael Wojcik, CFO
Rob Sollenne, Vice Chair	Sue Vary, Economic Development Specialist
	Brigitte Larson, Staff
	Mike Manikowski, Executive Director
Board Members Excused	
Walt Matyjas	Guests

Call to Order: Chair Karen Parkhurst called the meeting to order at 8:25 a.m. A quorum was present.

GENERAL BUSINESS:

Approval of July 9, 2021 Minutes: Karen Parkhurst presented the July 9, 2021 minutes for approval.

Rob Sollenne made a motion to approve the minutes of the July 9, 2021 meeting as presented, seconded by Karen Parkhurst. Motion carried.

Select Fabricators:

Suzanne Vary shared that Select Fabricators is looking to purchase a 41,644 ft² building on Framark Drive in Victor. The Company currently leases space totaling 20,000 ft² in the Town of Canandaigua, which is spread over three buildings connected by above ground tunnels. Select Fabricators is the leading manufacturer of RF shielded tents, shielded boxes and large scale modular enclosures. Primary customers include the Department of Defense and Department of Homeland Security as well as NASA. The Company is requesting OCEDC assistance in the amount of \$215,000.

Michael Wojcik presented the Company’s projections and stated that they are on track for this year. It was also discussed that at the start of the pandemic, Select Fabricators manufactured masks for local hospitals. The Company plans to retain 19 FTEs and create 4 more in the next three years.

Rob Sollenne made a motion to recommend approval to the full Board, contingent on the following terms:

- The term of the \$215,000 loan requested is requested to be 10 years (120 months) at 75% of prime rate at time of closing or 3.0%, whichever is higher.
- Second mortgage interest behind ESL Federal Credit Union.
- Second security interest behind ESL Federal Credit Union.
- Personal guarantee of the two owners, Andrew Pluta (50%) and Timothy Ansaldi (50%).

- An aggregate of \$215,000 of life insurance on either or both of the key active owners, Andrew Pluta and Timothy Ansaldi, for the loan amount with the borrower responsible for all premiums and ensuring that the policy remains in force for the life of the loan. The insurance may be decreased during the life of the loan but never below the existing loan balance.
- Semi-annual (June and December) compiled statements or better due 30 days following the close of the month.
- Copy for federal tax return - Form 1120S, if financial statements provided are compiled. No tax returns due if financial statements provided are reviewed or audited.
- Employment reporting due at the end of January and July of each year the loans are outstanding.

Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.

Zoetek Medical – Forgivable Loan:

Suzanne Vary spoke about Zoetek Medical and their request for a forgivable loan to assist with workforce development. The Company would like to train five of their technicians on ventilators and sterilizing equipment. The total cost of training is estimated to be \$29,067.50, of which the OCEDC would fund half. Suzanne also shared that the Company's goal for FTEs was 31, however; amid the ongoing pandemic there are currently 20 FTEs at Zoetek Medical. It was discussed that there is a similar company going out of business in Syracuse, which will give Zoetek an opportunity to acquire additional customers.

Michael indicated that the Company has been up to date with their payments and only participated in the interest only payments for two or three months when it was offered.

Karen Parkhurst stated that this is a critical service at this time.

Rob Sollenne made a motion to recommend approval of the forgivable loan to the Board. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.

Finger Lakes Goods:

Suzanne Vary began by reminding the group of Finger Lakes Goods, which at this point is an online retailer and storefront in Geneva. The project has four phases and upon further discussion, the EDC may be able to assist with phases two and three. Phase two is an expansion and phase three is a new distribution center. The Company is asking for OCEDC assistance in the amount of \$220,000. Finger Lakes Goods plans to create 17 FTEs within three years, while retaining 3.

Michael Wojcik presented the financial statements and explained that the owner has contributed about \$38,000 personally. It was also discussed that a new bookkeeper will be hired but that more information is needed before presenting the full terms to the Board for approval. It was also discussed that evidence of financial transactions should be presented to confirm the use of EDC funds.

Adjournment: *Rob Sollenne moved to adjourn at 9:12 a.m., seconded by Karen Parkhurst. Unanimously approved. Motion carried.*

Respectfully submitted,

Brigitte Larson