

**THESE MINUTES HAVE NOT YET BEEN APPROVED**

**BOARD OF DIRECTORS MEETING**

County of Chautauqua Industrial Development Agency

**Center for Innovation & Economic Development  
214 Central Avenue, Dunkirk NY  
1<sup>st</sup> Floor Conference Room**

**&  
Electronically via Live Stream on YouTube**

November 18, 2025  
10:35 a.m.

**PRESENT:**

Daniel Heitzenrater	Vice Chair
Sagan Sheffield-Smith	Treasurer
Amy Harding	Secretary
Daniel DeMarte	Member
Tom Harmon	Member
John Healy	Member
Kevin Muldowney	Member
Ted Wightman	Member

Also in attendance:

Mark Geise	Administrative Director/CEO
Shelby Bilskie	Chief Financial Officer
Milan K. Tyler, Esq.	Counsel
Greg Peterson	Counsel
Lisa Cole	Counsel
Kristine Morabito	IDA Staff
Rosie Strandburg	IDA Staff
Kayla Strandburg	IDA Staff
Nate Aldrich	IDA Staff
Josiah Lamp	CCPEG Staff
Jeanette Lo Bello	IDA Staff
Jason Sample	IDA Staff
Crystal Erhard	IDA Staff
Paul Wendel	County Executive
Sam Savarino	2 Portage LLC
Robert Queirolo	Sheridan II PV, LLC
Weston Hillegas	Sheridan II PV, LLC
Greg Bacon	Observer/Post Journal

Absent Board Member(s):

Gary Henry

Chairman

---

Meeting was called to order by Dan Heitzenrater, Vice-Chairman, at 10:30 a.m.

---

Dan Heitzenrater

All right, morning, everybody. Thanks for joining us. I will call the meeting to order in Gary Henry's stead. What month is it? November meeting of the County of Chautauqua Industrial Development Agency Board of Directors. We're meeting today at the BWB Building, 201 West 3rd Street, Jamestown, in the second-floor boardroom, and also electronically via livestream on YouTube. Start by calling the Roll.

Board

Aye – Unanimous. (8 Members in Attendance)

Dan Heitzenrater

Thank you very much. Our first order of business on the agenda is approval of the October 28th, 2025 minutes. Everyone had a chance to review those?

Kevin Muldowney

Make the motion.

Dan Heitzenrater

Thank you.

Tom Harmon

I can second it.

Dan Heitzenrater

All those in favor say Aye.

Board

Aye – Unanimous.

Dan Heitzenrater

Anyone opposed? Alright minutes are approved. Should we move right into New Business?

Mark Geise

I don't see why not.

Dan Heitzenrater

Great. Sounds good. New Business A - 2 Portage, LLC - Presented by Kristine Morabito and Milan Tyler

Kristine Morabito

Thank you. Today I have with me Sam Savarino of Savarino Companies. Sam is the President and CEO of Savarino Companies, and we are once again presenting the 2 Portage LLC project. This project was previously presented to the CCIDA Board in 2021, and also in 2023 and now this project is ready to be finalized for closing and to commence construction.

I'll just take two minutes to provide a little bit of background, some very quick context. I know we have a few board members, since the last time this was presented. This is the C.E. Welch building in Westfield. It's located in the French Portage Road Historic District which is both a local and nationally registered historic district. The building was originally built for Dr. Charles E. Welch in 1909, and it represents a significant contribution to the history of architecture and commerce in the village of Westfield. Most notably, the building housed the office headquarters of the Welch's Grape Juice Company for many years. It's now been mostly or completely vacant since around 2005.

The new proposed project involves the adaptive reuse of the historic Welch's Building, located at and around 2 Portage Street, on the corner of Portage and Main Streets in the downtown district. Sam will be renovating the entire building, create a mix of 46 residential apartments, and approximately 3,600 square feet of commercial space. This project came about in response to the Town of Westfield's RFP for acquisition and redevelopment of this building under its ownership, in connection with the town's overall development and ongoing revitalization of the village, the town of Westfield, and the surrounding areas. 2Portage won that RFP, and in 2023, the building was purchased with the support of a CCIDA loan in the amount of \$475,000.

Today's Authorizing Resolution would update the project description as suggested by our attorney, Milan Tyler, or Phillips Lytle. Among the changes, 2 Portage LLC has decided that all the units will be leased at market rate, with no tenant restrictions on rents or income. This is an update from the previous project description, which noted that some units would be made available to lease as affordable housing units.

Additionally, the total project budget has increased \$19.25 million. Yesterday, at our attorney's advice, we held a public hearing in the Village of Westfield, and there were no further comments to the project. You received a copy of the minutes, in the front of your folder, and it was also uploaded into your board meeting document through the calendar invitation.

So again, the CCIDA Board previously approved the PILOT and tax lease assistance most recently on April 25th of 2023, there's no change to the incentives approved or any amounts of incentives. This is only a slight change to the project description. Would you like me to review the incentives that –

Milan Tyler

Sure. Review the three amounts set forth in Section 5.

Kristine Morabito

So, yes, the, the application was for real property tax abatement, sales tax abatement, and mortgage recording tax abatement. It is a 20-year PILOT, which is a deviation from the uniform tax exemption policy. We basically applied the adaptive reuse schedule to the first 15 years, and then we set the last 5 years at 100% of what the payments would be. So, there's no reduction in payments that last 5 years, but providing the 20-year schedule works well with the financing structure for the project. That's not out of the ordinary, it's just technically (difficulty hearing audio) - there's also sales tax abatement in the amount of \$728,000, and mortgage recording tax abatement in the amount of \$225,000. So, that's a quick overview.

We asked Sam to attend the meeting today. It's been a little while since, you've presented regarding the project. Jeanette, if you could put the rendering up so that everyone can see the building that we're referring to and then we asked Sam if he could provide a quick update to all of you regarding, the project status, maybe your timeline for construction, and any details you'd like to provide.

## Sam Savarino

Certainly. Thank you, Kristine. I'll just give a brief overview of the project, and then brief explanation on what's been going on over here for the last several years since this project was first in front of you. It is the, you know, called the adaptive reuse of the C.E. Welch Building. I think we all know the history of that building and the company in the village of Westfield. It's situated, right in the center of the village, an important component of the downtown area that you have there and an important component of the history of the village of Westfield as well.

We have applied for and received a Part 1 approval for the building, which designates its historic status. While we all acknowledged that the building was historic, it was a historic district, it had received no formal recognition from New York State SHPO or the National Park Service, so we had to go back and talk about the historicity of the building, how it fit into the community, and establish that it was historic. Then we needed to apply to SHPO, a National Park Service for what's called a Part 2, which we show them our plans for the renovation, and they make sure that what we're doing it follows National Park Service standards for historic renovation.

So, what you'll see done in that building is very respectful of the building itself. All of the historic elements of the building remain. You're looking at that rendering, which is certainly stylized, but it's not that much different from the actual picture of the building you would see if you went out there today. So, there are 46 apartment units, there are commercial spaces. On the first floor, you'll see we were restoring the original entrance to the building right on the corner of Main and Portage and there's commercial space below and in that area.

We are looking for commercial tenants, which will complement the building, and the history of the area. We're not as concerned about, you know, locating a Tim Hortons donuts or something like that in there as we are with finding an appropriate tenant for that corner.

We did face a few challenges that came up along the way. One was when we looked at the regulated building materials, we had a study performed. In spite of the fact that it was acknowledged that the building had been fully abated, many contaminants remained, and it's about almost a million dollars to take out the PCB cox, the lead-based paint, and the remaining asbestos in the building. So, it was about you know, a bad condition for that, as you can expect, and especially in the 1968 portion of the building in the rear. We were fortunate enough to get a grant, to help us with the cost of that. In addition to that, we recently received, which will help us pay for some additional improvements to the neighborhood around the building. We are going to be an important component of connecting Portage Street with the public park down below, and so we will be having funds to provide additional improvements for that, and additional improvements to the streetscape, and to remove the underground vaults in the public right-of-way photo there. So, while we had to wait a little bit, we did get grant funding, which will make the improvements that we're doing over there even more important for that corner.

So, right now, we've changed the model that we had. We were anticipating using a program through New York State HCR, which, while not being a fully regulated program, did provide a stipend to the private financing. The requirement was that the units be rented an average of 80% area which isn't much different than what the achievable rents are there. The proviso that came with that was there would be restrictions on the incomes of any tenants that were in there, so if they weren't - if a tenant wasn't earning 80% of the area median income or below, they wouldn't qualify, to be in there. We've changed that up. In the years since the economic conditions have improved. A program has morphed into something more complicated and a little more onerous, so we made the decision to make this a fully market-rate project, so there will be no income restrictions.

They'll face some of the challenges, because there's a level of achievable rents that you can get in the village of Westfield, and we still have to make our budget work for that. It's required a heck of a lot more in equity investment in the project, but that's what we're committed to do.

So, we won't have that timing, we won't have those impositions to tenants in the building, so that's been an important change that we've had. The timing on this, we are set to go. We've completed our plans, we've made the application for the building permit. We're out there in the community getting the subcontractor prices and doing the things contractors normally do to get ready to go. The closing and the commencement for this would be contingent upon the final approval of the loan.

We have historic tax credits that we're utilizing, we have the grant proceeds, we've got a significant amount of private equity into it, which is our own equity, but there is a permanent loan on the project, and that is through a private lender, but there is a guarantee offered through the United States Department of Agriculture. It's the 538 Loan Program. It's not a regulated program, it's just meant to assist people for private development in rural areas, and it provides a loan guarantee, a partial loan guarantee, to the lender that we're having here.

So, as soon as we go through that process, and as soon as we get the final approval through USDA, we'll be ready to proceed. We're guessing how long that will take. We're anticipating it would be between May and June of 2026, so we're doing whatever we can do to get prepared to go before then. Which does not mean that we can't start before that, because we have several months of demolition and abatement in that building before any other construction occurs.

So, you know, the government shutdown, recently pushed the schedule of all those approvals out there, but we're certainly pushing. We want to get it started as soon as possible. Keep everybody in the community updated. We're out there looking for commercial tenants right now, too a certainty of when we'll be (difficulty hearing audio). We anticipate leasing out the units, and being ready to go in the third quarter of 2027. Any questions? I'm happy to-

Kevin Muldowney (difficulty hearing audio)

How big is the unit space?

Sam Savarino

They're a mix of units, there's three studios, and there's two-bedroom units. Large two-bedroom units are about 2,000 feet. The studios are around 700 feet. Being historic renovation, just about every unit is different than another one, so we're fitting them in, and fitting within the historic walls that are in there. So, I will say, if our plans are online, you can look at them. We will come up with some simplified unit layouts, but we are marketing them to be Class A luxury units with very good appointments.

Kevin Muldowney (difficulty hearing audio)

Great. Ok.

Milan Tyler

This is the Approving Resolution. The board has previously held the PILOT Deviation Hearing and the PILOT Deviation Resolution, so since that's not changing, we're not redoing that, this is just the Final Approving Resolution. I'd point out that it's a TYPE 2 under SEQRA, the same conclusion that the IDA has come to in 23 and 2021, because it is mostly interior, renovations. So other than that, this is the final approving resolution. The amounts are set forth in Section 5, and as Kristine has mentioned. Nothing else.

Dan Heitzenrater

Anyone have any questions, comments? All right, Sagan, would you move New Business A1, please?

Sagan Sheffield-Smith

Resolution 11-18-25-01 Authorizing Resolution 2 Portage, LLC

Dan Heitzenrater

Do we have a second?

Ted Wightman

I can second it.

Dan Heitzenrater

Thanks Ted. I'll do a Roll Call Vote.

Board

Aye – Unanimous.

Dan Heitzenrater

The vote carries. I'll just say with the Chamber's activity in the Westfield area, this is a project I know that's really important locally, and people are always asking about, so glad to hear things are kind of moving forward, and these last pieces fall into place, and we're excited.

Sam Savarino

It's important to us, and we're ready to go now. So, thank you.

Dan Heitzenrater

Thank you,

Kristine Morabito

Sam. I'm up next so I'm going to stay right here.

Sam Savarino

I won't be impolite if I -

Kristine Morabito

No.

Mark Geise

Thanks Sam.

Dan Heitzenrater

All right, our next item, New Business B, Sheridan 2PV LLC, presented by Kristine and Milan.

Kristine Morabito

Thank you. I'll mention that today we have Robert Queirolo and also Weston Hillegas with us from RIC Energy. I know that that's a familiar name for this board. I've worked on five projects, Rosie might have worked on one or two also with this company. But I've worked on five projects with this company, four of which are completed, and one that was just recently approved. (Difficulty hearing audio) That might sound familiar to all of you, recently approved and is pending closing. So, today we're just presenting a Due Diligence Resolution and a Preliminary Agreement for the Sheridan 2PV LLC Community Solar Project.

This is the new construction of a 3-megawatt AC solar farm that'll be located on 17.7 acres of a 30-acre parcel leased from Timothy Covert, located at 2979 Middle Road, Dunkirk, New York, 14048 in the Town of Sheridan. This is an estimated nearly \$6 million project. This is another community project that's been in the pipeline for quite some time, and the application is for real property tax, sales tax, and mortgage recording tax abatements, and amounts that will be determined

as we continue on through the process and now, I'd just like to invite Robert and Weston to provide a little bit more of an overview and some comments. Is that the rendering that you have there behind you, Robert?

Robert Queirolo

No, that is not. Just a place holder background. I popped it up mid meeting.

Kristine Morabito

I'll turn it over to you for comments.

Robert Queirolo

Appreciate the introduction. My name is Rob Queirolo. I'm Director of New York Development here, and I've been involved in the background, progressing this project along through municipal permitting and the preparation of this, IDA application. With me is Wes, who's been more in the weeds and the details, so I'll hand the mic over to him and, answer any questions, following that intro here.

Weston Hillegas

Thanks, Rob. Good morning, everybody. Yeah, like Rob said, this is the Sheridan II PV, LLC project that we've been developing, and honestly, with this town, this is one of the quickest development timelines we've had with the town. But I do have a quick presentation, I can share my screen, if that's okay.

Kristine Morabito

Yes, please do.

Weston Hillegas

Reviewed and Discussed PowerPoint Presentation – Sheridan II PV, LLC

Slide Titles

1. RIC Energy
2. USA Photovoltaic Portfolio – United States & New York
3. Project Overview
4. Project Site
5. Wetlands & Waterbodies
6. Sheridan Solar Law Requirements
7. Reviews, Permits & Approvals
8. Community Solar Benefits

But that is my, that's my quick presentation on the project. Wanted to leave some time for any questions, if there are any, but I appreciate your time, thank you so much.

Kristine Morabito

Any questions? No, thank you, that was an excellent presentation. Appreciate that, gentlemen. Milan, would you please review the Resolution being presented?

Milan Tyler

Happy to. This is the first step in your process. It is just a Due Diligence Resolution, does not commit the IDA to any course of action, but it authorizes and instructs us, staff and council, to go through the due diligence process, including holding a Public Hearing, analyzing the environmental, slash SEQRA impacts, doing the corporate and other due

diligence and presumably this is going to result in a deviation from your UTEP, as almost every solar project does, so we would hold - send out those notices, and then come back to the board for final approval, when and if all those steps are done.

Kristine Morabito

If I may mention, also, I have spoken with Supervisor Wick about this project, and also the town's attorney, Jeff Passafaro. So, the town, is, requesting that the CCIDA consider PILOT and host community agreement. So, they have something in mind for the host community, and we're just in the very beginning stages of discussing that with them, and then we'll proceed with that process, assuming you authorize us to move forward today.

Dan Heitzenrater

Just to clarify, so the town is in favor of the project?

Kristine Morabito

The town has approved the project.

Dan Heitzenrater

Okay,

Kristine Morabito

At the town level. They've approved the project. They haven't issued a building permit, it's too early, but they have approved the project. They were the Lead Agency for a coordinated review for SEQRA, and they did include CCIDA, so I might be jumping ahead of Milan a little bit here in the next meeting, but we'll be bound by that determination, which which was a Type 1 Negative Declaration

Dan Heitzenrater

Okay.

Kristine Morabito

So yeah, so we'll, we'll basically, present that at the next meeting, but they have approved it, they completed SEQRA, they're asking us to, consider and, and potentially authorize a PILOT that would be in connection with their host community agreement that I think they're going to negotiate. I'll know more about that at the next meeting.

Milan Tyler

That's sort of the only open issue, apart from SEQRA and, you know, all those things, is how much the host community agreement is going to be that they're working on with the town, and therefore, how much of a PILOT they would be when we come back to them. So, when all those are wrapped up, we'll report back.

Dan Heitzenrater

Great.

Milan Tyler

Anything else? That's it.

Dan Heitzenrater

Ok. Any other board members have questions, comments? All right. Amy, would you move New Business B1?

Amy Harding

I sure will. Resolution 11-18-25-02 Due Diligence Resolution and Preliminary Agreement Sheridan II PV, LLC

Dan Heitzenrater

Do we have a second?

Ted Wightman

Second.

Dan Heitzenrater

Ted, thank you. Do a Roll Call Vote.

Board

Aye – Unanimous.

Dan Heitzenrater

The Resolution is approved. Thank you very much.

Kristine Morabito

Thank you, gentleman.

Weston Hillegas

Thank you so much.

Kristine Morabito

I'll be talking to you soon.

Robert Queirolo

Sounds good. Have a great holiday, everyone, ahead of you.

Dan Heitzenrater

Same to you. All right, we'll move on to New Business C - Lancaster Foods, LLC, presented by Mark Geise and Milan Tyler.

Mark Geise

Well, I'll give a little background on this. I know that we've talked about this project in Executive Session. Over the past several months the Lancaster's is Mark and Beth Lancaster, following Beth Perosky. What?

Kristine Morabito

Barb.

Mark Geise

I'm sorry, Barb Perosky, pierogies in, in Silver Creek. They're on 12 Howard Street, and they - we lent them money, back in April of 2020, August of 2021, and October of 2021 to buy equipment, etc. They, have been operating there. They have 3 full-time, 3 part-time employees, it's kind of seasonal and at this point the balance on the loan to us, those loans to us, is about \$55,000, \$54,789.55. It's about \$55,000, approximately. And they also, borrowed money from STEDO. The balance on that is about, a little over \$84,000.

Well, there was some issues with Barb's, health. There was also miscommunication on their tax bills. Bottom line is that they fell behind on their taxes for those reasons, the County foreclosed on their property. I went to - we went to the legislature and requested that that, property be transferred over to the IDA, with the condition that they pay the back taxes owed, which are a little over \$30,000. \$30,674.52.

Milan Tyler

Approximately.

Mark Giese

Approximately, and, they approved that in October. So, this Resolution, really does two things. One is that it approves us acquiring that property from the, the county, you know, under the condition that we pay that \$30,000 plus, in back taxes and the other thing it does and Milan might want to talk about this a little bit, but, you know, we have an agreement with the Lancaster's. This Resolution also, approves the agreement that we have with the Lancaster's, whereby, and I don't have that attachment A, I left it down on my desk, but basically, the Lancaster's have agreed to pay the back taxes, these current taxes, get current on their loans, and if they do all of those things, by the first quarter of 2026, while keeping their employees intact, continuing business, because they do have some really good contracts, for those pierogies, then we're looking at a deal where we will sell them the property, and they can stay there. I mean, the IDA is all about keeping businesses going in our community, keeping the jobs intact, and that's what this will do. Now, I think it's going to be a challenge, but the Lancaster's have, met with them several times, Kristine, and I.

Kristine Morabito

I was there yesterday.

Mark Geise

Kristine was there yesterday, they're plugging away, building up inventory to meet their orders, and if they can do all of the things that are laid out in that, then they can stay in business. Now, if they don't do all of those things then we will put the property on the market. This is a way for us to protect our interests, also keep those jobs intact, and keep that business intact.

So, I don't know if you want to add any more?

Milan Tyler

The only thing I would add is this Resolution ratifies all the things, all the conversations that we've had previously, including, as you see in your package, there's a sort of term sheet back from September 15th. So, obviously, Mark, and we've been working on this for a while to get to this point.

The Lancaster Foods would pay nominal rent every month, because the IDA would own the property, so they would be paying us rent, and assuming that they come current with all their obligations, including taxes, and we sell it back to them, one of the requirements is going to be that, that we take back a mortgage because right now, your and STEDO's loans are secured only by a lien on the equipment, or yours is. So, we would take back a mortgage, and it would be a first between the two. So, at the end of the day your loan position gets better, and you've done all the things that, you know, that the IDA is supposed to do in terms of helping local businesses stay in business. So, this is thought to be a short-term arrangement. This is not going to be very long-term. If they can turn the business around and concurrent with everything,

they get their property back and everything's good. If not, then, you know, as Mark said, we'll have to sort of Plan B, where you sell it to someone else, and it's someone else's issue as to what to do with the business that's there.

Mark Geise

Yep. And just to be clear we're paying the back taxes by purchasing this from the County, and they're reimbursing us for paying those back taxes. So, I just want (difficulty hearing audio)

Milan Tyler

This is not what you typically do, but this is one of those kinds of things, you know, creative thinking outside the box to save a local business that was about to, you know, be foreclosed on, if you will, by the County, and then presumably go out of business.

Dan Heitzenrater

Anyone have any questions, comments? from the board?

Tom Harmon

Me

Dan Heitzenrater

Yeah, Tom do you want to –

Tom Harmon

Yeah, is there an actual time frame on when all this is gonna - when they're gonna be back, or start to be back? I know it's kind of - sounds like it's open to –

Shelby Bilskie

No. There's a term.

Mark Geise

Do you want to speak to that?

Kristine Morabito

Yes. So, so in the, letter that I think Milan made the reference to, December 15th letter, we talked with, the Lancaster's about what would be reasonable and achievable, to catch up and pay back the back taxes? So, based on that conversation, the proposal is that they'll pay at least \$22,500 back taxes by December 23rd of this year and oh the balance by April 3rd of 2026. So, you know, Christmas and Easter are very busy seasons for them, so that's what they felt was reasonable, and we thought that was reasonable.

Tom Harmon

You're comfortable with that? I mean, it's, as an overall group,

Kristine Morabito

Yes.

Tom Harmon

Very comfortable, okay. Thank you.

Dan Heitzenrater

Tom, would you move, New Business C1?

Tom Harmon

Sure will. Resolution 11-18-25-03 Site Acquisition Resolution Lancaster Foods, LLC

Dan Heitzenrater

Is there a second?

Kevin Muldowney

Second.

Dan Heitzenrater

Kevin. Thank you. Do a Roll Call Vote.

Board

Aye – Unanimous.

Dan Heitzenrater

The Resolution is approved and just to touch on, as Mark and Millan and Kristine all spoke to the way to help secure the IDA's position on loans that already exist, as well as support and keep a local business in operation, so thanks to the whole team for your work on a very unique and helpful situation. So, great.

Mark Geise

Thank you.

Dan Heitzenrater

We'll move on to New Business D - Americold Real Estate, presented by Milan.

Milan Tyler

This is a Consent Resolution to a corporate transfer. I think I've alerted the board that this was coming. This may be step one of a two-step process, where they go through and do some internal refinancing, but in short, the purpose of this is just to step up the basis, if you will. It's going to be an internal transfer from one Americold entity to another, but in doing so, they're actually going to pay the taxes on the increase in value. So that it's easier to do the next step in the transaction. So, it is simply a consent to an internal corporate transfer. There will be no change to the operating entity, there's no change to the employees, there's nothing that's going to change physically, this is all just this sort of paper transactions. There will be a fee payable to the IDA, \$2,500, yes, sort of for the, consent of the board and that's it.

Dan Heitzenrater

Great. Any questions, comments on that one? All right, Kevin, would you move New Business D1?

Kevin Muldowney

Sure. Resolution 11-18-25-04 Consent Resolution for Corporate Refinancing Americold Real Estate

Dan Heitzenrater

Do we have a second?

Ted Wightman

Second.

Dan Heitzenrater

We'll do a Roll Call Vote.

Board

Aye – Unanimous.

Dan Heitzenrater

Resolution is approved. We will move on to, the Executive Director-CEO report, and also want to acknowledge County Executive P.J. Wendel joined us as well, if either of you have comments you'd like to make?

County Executive Wendel

I'm good.

Dan Heitzenrater

Alright Mark.

Mark Geise

So, I don't have a lot, because I know I spoke a lot at the last meeting, and, you know, things don't change that quickly. So, you know, the only one thing I wanted to mention is that, you know, and I did talk about this a little bit, is the Ripley site is moving along, you know, with the engineering and everything else.

National Grid, extending the 34.5 KV to the site, about a mile and a half, is currently doing wetland delineation in the coming weeks for the recommended route and then they'll be seeking those easements in the coming months. So, they're moving along, and so I wanted you to know that that's occurring, but other than that, I don't really have a lot of updates, versus, last month's meeting.

Dan Heitzenrater

Thank you, Mark. We'll move on to the Treasurer's Report.

Shelby Bilskie

I have more than Mark did. So, I'll start with a, if we can do a verbal vote to approve the CHAR100, the Charitable 500 and the 990. You all received these electronically, and I believe everybody responded with approval?

Kayla Strandburg

Had quorum, at least.

Jeanette Lo Bello

They went to Kayla.

Shelby Bilskie

Oh, yes. Okay, so if we can just, you know, go through, and just do a quick verbal vote, just so that it's - we have all of our-

Milan Tyler

You don't have to do Roll Call. Just do Aye and Nays

Dan Heitzenrater

Just to reaffirm everyone's response via email, to approve and file the 990 and Star 500. Would someone make that motion?

Sagan Sheffield-Smith

So moved.

Dan Heitzenrater

Sagan.

Tom Harmon

I can second it.

Dan Heitzenrater

Tom second. All in favor?

Board

Aye – Unanimous.

Dan Heitzenrater

Anyone opposed? Alright carried.

Shelby Bilskie

Perfection. Shelby reviewed and discussed the Treasurer's Report.

So, we briefly spoke on this last month, where we were looking, we've been looking at a new financial solution. Like Mark mentioned, we're getting close to, a lot of work with the Ripley site, where we have a lot of different grants, a lot of different restrictions on the grants, and kind of juggling all of that, so we were looking for something that could really hone in, kind of like the grant accounting, and kind of make it easier, too, because, you know, right now we have a lot of paper trail, and it's a lot of tracking down approvals and all of that. So, we were looking for something that's going to kind of solve all of those problems, while also communicating with CivicServe.

So, I will pause for a second on that. CivicServe, we are ready to go live. We haven't had an electronic application come through yet, but we have launched it on the public portal, so the next application will likely come through electronically, so that's exciting. So we're excited about that, but, so anyways, the background work on the two, you know, big software,

it's not gonna be, at the same time. It's gonna, we kind of planned that the right way, right? So that we're not trying to do all the things at once.

So, what this is up here, this is a couple screenshots of, like, the different screens within the system. I want to really highlight the grant record, where - so if Mark gets an approval notification on an expense, he can kind of click into this, where he'll see, you know, this is referring to this grant, you know, here's the budget on this project at this grant is tied to, and it'll give him all of that information. You know, and this will be helpful when it comes to, you know, the nitty-gritty of Ripley, where we're kind of balancing a lot of reimbursable grants, where we may have, you know, \$500,000 available in cash, and the expense is \$250, and he can kind of pull that up and say, okay, we're getting close to where we can file for reimbursement, that, that type of stuff.

We can also see where, like, we can budget at the account level. So, for example, you know, employee travel, or something like that. Like, we can go in and see, you know, where we are compared to budget on that line item and again, that'll be very easy for, you know, Mark to pull up on the fly if he wants to see that. Same thing with, like, the project record with the budget and then grant activity, this is just kind of - you can go in and see all the list of expenses. So, very exciting. I'm very excited.

So, I will say, you know, obviously this comes with, you know, the same kind of, functionality of any, you know, financial software, where we're gonna have, you know, drill-down reporting, we'll have, like, dashboards that we can easily print out, we can basically utilize this system to just track our budget, and budget versus actual, whereas now I kind of rely on a lot of spreadsheets. We have a lot of spreadsheets for our loan amortizations, and, you know, you guys hear usually once a month where we have, you know, clients go to interest only, and we revise the amortization schedules, we can easily do that in the system, whereas right now, we can't do that in MIP.

Another functionality that we will have is the ability to communicate with our bank, so we can basically have like, live, bank reconciliations, which it's very manual right now, so that'll be a beautiful thing. You know, better compliance, process management, flexible reporting, you know, kind of all of that fun stuff. We also have 3 different types of user access, so Mark will have he will be like the non-financial, so he can have full access, he can go in and see everything, he can do all the approvals, he can reassign approvals if he's on the road, you know, he can kick it, or - and Gary can do the same thing, where he can kind of reassign to somebody else, you know, say, I don't have time to fully review this, I'm not comfortable with it, I want to kick it over to Dan. Stuff like that. And we do not have, a limit to those users. We have view only, which is just concurrent, so 10 concurrent view-only users, but then we have full access, which I believe we did 5, if I remember correctly. So, we'll have 5 full access users, which would basically be me, Kayla. You know, probably, Crystal and potentially Nate, I think, is what we were talking about, but we'll figure all that out. And they go in, bundles of 5, so if we were to go over 5, we'd just -we would have to buy the 10, but it's pretty fair when it comes to pricing. And I'll get to the pricing in just a minute.

So, we have assigned to us, we have a customer success manager, we have, this Blackbaud University, which they basically launch, like, new trainings to, like, new updates to the system. We'll have, like, live access to that and our -so far, our client manager, whatever their title is, have been phenomenal. So, and they're very eager to get us up and going and teach us all the things.

Other than that, the timeline - so if, this verbal - if this gets approved verbally, we would probably hit the ground running, through November and December, just to get the bones built, and then we would kick it over to Blackbaud to get everything in there, so that Kayla and I and Crystal can focus on year-end, audit, compliance reporting, all of that fun stuff, and then we would get it back to test run, probably, like, the end of March, beginning of April, which will get us right ahead of Ripley, hitting the ground running, so I like -I'm comfortable with the timeline, I don't want to rush it, and I also don't, you know, I want to kind of time it so that they're - we're not trying to do 16 things at once.

Other than that, the price - So we have an implementation fee of -it's quoted \$15,000 to \$18,000, and then, going forward, it's \$18,000 annually, which is about, \$1,500 a month, which is very fair, because some of the other software that we kind of tested out was significantly, significantly more than that, like, twice that. So, so I'm happy with that. We've made a couple changes, that, you know, from a financial perspective, we're not even gonna feel it, and this was also included in the budget that we already reviewed. Milan, I believe, has the - reviewing the contracts.

Milan Tyler

I am reviewing the contract, haven't yet.

Shelby Bilskie

So, once Milan gives the okay - there were a couple questions that I shot back and forth, just really with regard to, like, year-over-year increases once we get through the - because I think it's a 36-month -36-month, contract, and, you know, what the average annual increase would be, and it's pretty typical. I think that they said that it was - the last few years were, like, 2.5% increase, so it's fair. I think that's all that I really had. Are there any questions on it?

Mark Geise

Just a quick comment, I mean, if you think about you know, a little less than \$20,000 a year, all said and done. We're dealing with millions of dollars of grant funding and we don't - I mean, it's very complicated, all kinds of different rules, and we can't mess that up. So, I, you know, I think it's just money really well spent. Considering what the alternative is, right?

Shelby Bilskie

Yeah, Excel sheets.

Mark Geise

Yeah, Excel sheets, you know, emails, and, you know, so this is gonna force us to be, you know, stewards, very good stewards of that funding.

Milan Tyler

It's a 3-year commitment only. There's the upfront fee, and then the, you know, the 3 annual fees. After that, we'll ask Shelby how well it's going, and you can decide whether or not to renew it.

Shelby Bilskie

Yep.

Kayla Strandburg

Plus, I will add, like, more on my end with as busy as everyone is these days, here, there, and everywhere, streamlining the online approval process, I no longer have to take stacks of payment vouchers to Shelby, and then take the printed checks to Mark, and oh, he's out of town this week? He's at a conference? So, then I have to track down somebody else, Gary, and then maybe Sagan. It's like, this streamlines so much stuff, and payments being paid ACH, rather than, oh, I never got my check in the mail, oh, I forgot to tell you I moved. In today's day and age, we should get away from checks.

Shelby Bilskie

And we can be a lot more granular, too, with the, like, the projects, so we'll obviously still have, like, the fund accounting, but we can have projects, and we can have multiple projects under one grant, or multiple grants under one project, and all of that fun stuff, and all tracked in one place. One source of the truth.

Mark Geise

The learning curve. Of course, and we have to - you have to be disciplined about using it.

Shelby Bilskie

Right.

Mark Geise

Actually me. Especially me. I'm not -

Dan Heitzenrater

So, you answered my question, which was if it was budgeted, right?

Shelby Bilskie

Yep.

Dan Heitzenrater

So, do we need to have a motion to authorize it?

Shelby Bilskie

I believe what we did with CivicServe was we just did the same thing, like, just a verbal vote.

Dan Heitzenrater

Okay.

Milan Tyler

Ayes and nays to approval while it's in the budget, the contract, it's not been authorized.

Shelby Bilskie

Right.

Dan Heitzenrater

Sure. Does anyone have any questions or comments? Would anyone be willing to move, that we execute this contract on Milan's review?

Tom Harmon

I'll make the motion to move the contract.

Ted Wightman

Motion.

Dan Heitzenrater

Ted and Tom, will consider that a second. All those in favor say Aye.

Board

Aye – Unanimous.

Dan Heitzenrater

Anyone opposed? All right. It's carried. Do we in general need to approve the Treasurer's Report?

Kayla Strandburg

Motion to accept the financials.

Dan Heitzenrater

Would anyone like to make that motion?

Sagan Sheffield-Smith

So moved.

Dan Heitzenrater

Sagan. Anyone second?

Amy Harding

Motion.

Dan Heitzenrater

Amy. All those in favor say Aye.

Board

Aye – Unanimous.

Dan Heitzenrater

Anyone opposed? Great. Carried. Thank you, Shelby.

At this point I would entertain a Motion to go into Executive Session, for the purposes of discussing the financial or credit history of a particular person or corporation. In particular I would like to discuss the status of our loan portfolio and the financial and credit status of some of our borrowers. Do I hear such a motion?

John Healy

Motion.

Dan Heitzenrater

John, thanks.

Tom Harmon

Second.

Dan Heitzenrater

Second by Tom. All in favor say Aye.

Board

Aye – Unanimous.

Dan Heitzenrater

Opposed? Ok. We'll go move into Executive Session.

Executive Session

Start Time: 11:29 a.m.

---

Executive Session

End Time: 11:45 a.m.

---

Dan Heitzenrater

Al right. We are back in open session. I would like to report that there were no actions or votes taken during Executive Session and therefore no minutes of the meeting were taken. Is there any Old Business to come before the Board? Alright, hearing none do we have a motion to adjourn?

Ted Wightman

Motion.

Dan Heitzenrater

Ted.

Daniel DeMarte

Second.

Dan Heitzenrater

Second. Daniel. All in favor?

Board

Aye – Unanimous.

Dan Heitzenrater

All right. We are adjourned. I'll note the next CCIDA Board Meeting will be December 16th, 2025, 10:30 a.m., back here at the BWB Building, 201 West 3rd Street, Jamestown, New York, second floor boardroom and electronically via livestream on YouTube. Thanks, everybody.

The meeting is adjourned at 11:47 a.m.

---

(Assistant) Secretary

---

(Vice) Chairman