



**Tuesday, December 5, 2017**  
**GCEDC – Andrews Conference Room**  
**Audit & Finance Committee Meeting**  
**8:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: P. Battaglia (video conference), T. Bender, M. Gray  
Staff: L. Farrell, M. Masse, S. Hyde, E. Richardson, P. Kennett, C. Suozzi, R. Tabelski  
Guests: D. Cunningham (GGLDC Board Member), T. Felton (GGLDC Board Member),  
Earl Wells (e3communications), Zachary Glassman (J Rentals/Sperry Tents),  
Jacob Berardi (J Rentals/Sperry Tents)  
Absent: M. Davis

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

M. Gray called the meeting to order at 8:36 a.m. in the Andrews Conference Room.

**1a. Executive Session:**

T. Bender made a motion to enter executive session at 8:36 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by P. Battaglia and approved by all members present:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

S. Hyde left the meeting at 8:57a.m.

Z. Glassman and J. Berardi joined the meeting at 8:57a.m.

**1b. Re-Enter Public Session** - P. Battaglia made a motion to enter back into public session at 9:35 a.m., seconded by T. Bender and approved by all members present.

**2. CHAIRMAN'S REPORT & ACTIVITIES:**

**2a. Agenda Additions / Other Business** – Nothing at this time.

**2b. Meeting Minutes** – October 24, 2017 **\*\*Not voted on at this time.**

### **3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:**

**3a. \$33M STAMP Grant Draw Review YTD** – L. Farrell informed the Committee that the Agency has received draws #1-12; draw #13 is still in process. L. Farrell and M. Masse have been working with the State to set up an imprest account to save on interest expense related to the line of credit. An amended Grant Disbursement Agreement has been executed to allow for this, so we are now just waiting for the initial deposit into the imprest account.

**3b. October 2017 Financial Statements** – L. Farrell reviewed the financial statements and noted the following:

- Unrestricted cash increased, and restricted cash decreased due to Empire Pipeline, Inc. project origination fee being released from restriction in October; The fee was collected in December 2016, but was not earned until the company received approval from FERC (Federal Energy Regulatory Commission).
- The line of credit and grant receivable increased related to approx. \$1.3M in STAMP activity.
- RLF #1 funds are recorded as internally reserved cash as there are no longer restrictions on their use. Currently the funds are used for loans and internal borrowing to save on interest expense related to use of a line of credit.
- Restricted cash loan funds include funds that are committed to Yancey's Fancy. Once these loan funds are repaid, through a GGLDC loan, they will be defederalized. About \$178K of the GAIN! Loan funds on hand are committed to Sandvoss for a loan. The balance of the funds is restricted for the use of future loans.
- Workforce Development grant funds are restricted and the grant revenue will be recognized as we make qualifying expenditures.
- Dues and Subscriptions are over budget due to the funding commitment to Greater Rochester Enterprise (\$50K) being paid in full and Invest Buffalo Niagara (\$12.5K) being paid early in the year.
- All other expenditures are in line with the budget, except where noted.

**P. Battaglia made a motion to recommend approval of the October 2017 Financial Statements as presented, motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes (video conference)  
 M. Gray - Yes  
 T. Bender - Yes  
 M. Davis - Absent

**The item was approved as presented.**

**3c. Insurance Renewal** – L. Farrell shared that as the Committee requested at their last meeting, Joe Teresi (Tompkins Insurance, Broker) went out to bid for the Agency's 2018 insurance renewal. Selective continues to be the best carrier for the Agency's insurance needs. Joe Teresi explored several other markets and found no one else was able to compete with the insurance program being offered by Selective. Eleven insurance companies were reached out to and Selective was the only one to submit a proposal. We hope that Selective continues the practice of waiving premiums for cost of construction as it relates to the development of STAMP. This has been a huge concession on the part of Selective when proper evidence of risk transfer is provided, and a prime contract is used with contracts for construction projects. The renewal premiums are consistent with the expiring 2017 policy term.

Erie & Niagara Insurance carries the property insurance for the houses at STAMP. The annualized price for this remains consistent. Once all houses are demolished, this coverage won't be needed.

L. Farrell asked the Committee to recommend approval of the insurance renewal with Selective for property, general liability, workers compensation, etc., and continuing with Erie & Niagara Insurance for STAMP Property and Travelers Insurance for the Crime Policy as presented in the Committee's meeting packet. The cost may increase or decrease throughout the year given the potential purchase or sale of land.

**P. Battaglia made a motion to recommend approval of Insurance Renewal as presented, motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia	- Yes (video conference)
M. Gray	- Yes
T. Bender	- Yes
M. Davis	- Absent

**The item was approved as presented.**

**3e. Invest Buffalo Niagara: Funding Commitment –** R. Tabelski shared that Invest Buffalo Niagara (InBN) is a non-profit regional economic development organization, supported by a team of private and public-sector leaders dedicated to improving economic performance in Buffalo Niagara/Western New York. InBN's primary goals are to retain and expand existing business and to professionally market the region as a competitive, vibrant and high-profile place for business locations and growth. To support business attraction, expansion, entrepreneurship and innovation, InBN collaborates with local businesses, universities, not-for-profit organizations and government leaders to deliver a unified response to regional economic development opportunities.

InBN is an integral partner in our sales/marketing efforts for the attraction of new companies to our community. Other services beyond regional site selection include marketing and design services, online property listings (CLS system) for development sites, data and demographics reports for business development support, graphics support for brochures, ads, and other marketing collateral, as well as publicizing and supporting the GCEDC and STAMP initiative in Western New York/Western New York Regional Council. InBN's staff has shown a tireless commitment to support and advocate for our economic development goals and strategies particularly as it relates to STAMP.

This funding request has been included in the Agency's 2018 budget.

P. Battaglia requested that the Board be provided with some specifics about things they've done for us or projects they've brought to us over the past year.

R. Tabelski shared that she will bring something back at the January meeting for the Board to review.

\*\*See approval below.

**3f. Greater Rochester Enterprise: Funding Commitment –** R. Tabelski shared that Greater Rochester Enterprise (GRE) is a regional economic development organization supported by a team of private and

public-sector leaders dedicated to improving economic performance in the Rochester/Finger Lakes Region. GRE's primary goals are to retain and expand existing business and to professionally market the region as a competitive, vibrant and high-profile place for business location and growth. To support business attraction, expansion, entrepreneurship and innovation, GRE collaborates with local businesses, universities, not-for-profit organizations and government leaders to deliver a unified response to regional economic development opportunities.

Funding GRE provides the GCEDC with full access to all of GRE's sales and marketing campaigns, advocacy on behalf of our agency for all our parks as well as an executive board seat that allows Steve Hyde to serve on GRE's Board of Directors and on their Governance Committee. GRE's staff has shown a tireless commitment to support and advocate for our economic development goals and strategies particularly as it relates to STAMP. GRE has provided countless hours of support, strategy development interaction, and advocacy for and to Steve Hyde to advance STAMP as a regional priority both in the Finger Lakes Regional Economic Development Council and at the highest levels of New York State Government. GRE has been very active in the sales efforts to attract the first company to STAMP, including multiple trips to Albany on our behalf.

This funding request has been included in the Agency's 2018 budget.

**P. Battaglia made a motion to recommend approval of a commitment of \$25,000 to Invest Buffalo Niagara for 2018 and a commitment of \$50,000 to Greater Rochester Enterprise, motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes (video conference)  
 M. Gray - Yes  
 T. Bender - Yes  
 M. Davis - Absent

**The item was approved as presented.**

**3d. e3communications Public Relations Contract –** R. Tabelski shared that strategic public relations, message development, and media relations assistance has been provided as a professional service by Earl Wells of e3communications since 2012. His firm assists the CEO and the Director of Marketing with writing, editing, and disseminating press releases, opinion pieces, etc. e3communications also assists to coordinate press events, special events, and public appearances, supplying programs, agendas, and talking points. They also serve as a strategy advisor to our agency in many capacities.

The amount of the contract is \$1,625 per month (\$19,500 annually) and has been included in the Agency's 2018 budget.

**P. Battaglia made a motion to recommend approval of the e3communications Public Relations Contract for 2018 not to exceed \$19,500 as presented, motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes

M. Gray - Yes  
T. Bender - Yes  
M. Davis - Absent

**The item was approved as presented.**

C. Suozzi, R. Tabelski and E. Wells left the meeting at 9:56 a.m.

**Executive Session:**

T. Bender made a motion to enter executive session at 9:56 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by P. Battaglia and approved by all members present:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

P. Zeliff joined the meeting at 10:08 a.m.

**4. ADJOURNMENT**

As there was no further business, P. Battaglia made a motion to adjourn at 10:10 a.m., seconded by T. Bender and passed unanimously.