



**Tuesday, October 2, 2018,
GCEDC – Andrews Conference Room
Audit & Finance Committee Meeting
8:30 a.m.**

MINUTES

ATTENDANCE

Committee Members: T. Bender, M. Gray, P. Battaglia, A. Young
Staff: S. Hyde, L. Farrell, M. Masse, E. Richardson, P. Kennett, J. Krencik
Guests: T. Felton (GGLDC Board Member), D. Cunningham (GGLDC Board Member)
Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

M. Gray called the meeting to order at 8:33 a.m. in the Andrews Conference Room.

1a. Executive Session:

P. Battaglia made a motion to enter executive session at 8:33 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by T. Bender 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.

1b. Re-Enter Public Session – T. Bender made a motion to enter back into public session at 9:27 a.m., seconded by A. Young and approved by all members present.

2. CHAIRMAN'S REPORT & ACTIVITIES:

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

2b. Meeting Minutes: September 4, 2018

P. Battaglia made a motion to approve the September 4, 2018 meeting minutes as presented, the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. \$33M STAMP Grant Review YTD – L. Farrell reminded the Committee that the imprest account was set up and on January 12, 2018 Empire State Development (ESD) deposited \$15.1M into the account. The first six Grant Utilization Request Forms (GURF) have been submitted and authorization has been received to release those funds. The requests have taken approx. 10 days to receive approval. GURF #7 was submitted and is awaiting approval.

3b. August 2018 Financial Statements – L. Farrell presented the August Financial Statements to the Committee and noted the following:

- Freightliner Project Origination Fee was collected in August.
- Restricted Cash decreased as qualifying expenditures were made using the STAMP ESD Imprest account funds and the County \$4M.
- All other expenditures are in line with the budget except as noted.

T. Bender made a motion to recommend approval of the August 2018 Financial Statements to the full Board as presented, the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3c. 2019 Budget – Revised – L. Farrell presented an amendment to the 2019 GCEDC Budget. The funding from Genesee County has been increased by \$40K in anticipation of a request by the GCEDC to increase its annual funding commitment for 2019. In addition, the cash carry over allocation has been decreased by \$40K. This is the only recommended change.

P. Battaglia made a motion to recommend approval of the 2019 Revised GCEDC Budget, the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3d. GCEDC 1 + 3 Budget - L. Farrell presented the 1+3 budget to the Committee for review. The 1+3 Budget is required to be entered into the NYS Public Authorities Reporting Information System (PARIS) online. It was noted that most line items show a 3% increase year over year unless highlighted. The highlighted line items are those that could be estimated more accurately. The Economic Development Grant coincides with the GGLDC's Strategic Investment analysis. The PIF grant income and expense follows the PIF schedule. No grant activity is included past 2019.

T. Bender made a motion to recommend approval of the GCEDC 1+3 Budget; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3e. Auditor Selection Discussion – L. Farrell discussed with the Committee about whether or not to go out to bid for auditing services this year. It was mentioned that it is required to rotate lead audit partners every 5 years. Last year was the first year with a new partner.

P. Battaglia shared that it has been discussed in the past that switching audit firms can be costly and time consuming getting the new firm up to speed. He feels that it would be a good idea to discuss this again next year and potentially go out to bid then.

The Committee agreed to revisit going out to bid next year for auditing services.

3f. Insurance Renewal Discussion – L. Farrell reminded the Committee that Tompkins Insurance Agencies requested bids from eleven difference companies last year for our insurance. Only one company bid; Selective Insurance, who we currently have and have had for the past several years. L. Farrell recommends not to go out to bid at this time and to request a renewal from Selective Insurance.

The Committee agreed not to go out to bid this year and request a renewal from Selective Insurance.

3g. Land Lease Rates- M. Masse presented the land lease rates to the Committee and asked if there were any recommendations for 2019. The Committee was reminded that the GCEDC saves money by not having to pay for bush hogging and that farming also helps to eliminate the progression of wetlands.

The Committee agreed that the rates would stay the same for 2019.

P. Battaglia made a motion to approve the Land Lease Rates for 2019 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3h. NYSDOT Traffic Review – LeRoy Food & Tech Park- The GCEDC had submitted the PERM33-COM Stage 1 and traffic study for the projected full build out of the LeRoy Food & Technology Park.

Since this project consists of more than 100,000 square feet of building area NYSDOT needs the following items to complete their review:

1. A completed and signed form PERM 51 application from the permittee.
2. A check in the amount of \$2,000.00 payable to the New York State Department of Transportation.

This review will set what potential traffic improvements would be necessary to reach full buildout of the LeRoy Food & Technology Park. Once this study is completed, as projects move forward there, each company's traffic counts will be compared to this study to ensure that no other improvements are necessary. Based on the traffic model and assumptions used by CPL, they do not recommend any improvements at full build out. This study will be sent to NYSDOT for their review and concurrence or dispute.

It is not necessary to complete this form at this time as there is no pending project. NYSDOT has done a preliminary review and we can submit the PERM 51 at any time. However, the staff feels that this would be prudent to get NYSDOT to review now and confirm no improvements are deemed necessary, or if they mandate improvements it will help the GCEDC plan for the future accordingly.

This expense is not budgeted. The funds will be borrowed internally and repaid with future land sales.

P. Battaglia made a motion to recommend approval to submit the completed PERM-51 and pay the \$2,000 application fee to NYSDOT; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
A. Young - Yes

The item was approved as presented.

3i. Tax Base Analysis – L. Farrell shared with the Committee a presentation that was presented to the Genesee County Legislature Ways & Means Committee on 9/19/18. The staff thought it was important for the GCEDC/GGLDC board members to be familiar with the information as they use this to demonstrate the Agency's return on investment to our county funding partners. This information is being shared with the board as an FYI.

4. ADJOURNMENT

As there was no further business, T. Bender made a motion to adjourn at 9:57 a.m., seconded by A. Young and passed unanimously.