



**Thursday, December 6, 2018
Upstate MedTech Centre – Innovation Zone
4:00 PM**

GCEDC MINUTES

Attendance

Board Members: M. Gray, A. Young, A. Vanderhoof, C. Yunker

Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde, C. Suozzi, J. Krencik

Guests: T. Felton (GGLDC Board Member), D. Cunningham (GGLDC Board Member), G. Torrey (GGLDC Board Member), S. Noble-Moag (GGLDC Board Member), M. Wiater (GGLDC Board Member)

Absent: P. Zelif, T. Bender, P. Battaglia

1.0 Call to Order

C. Yunker called the meeting to order at 4:01 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

1.1 Enter Executive Session –

M. Gray made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:01 p.m. for the following reasons:

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.

The motion was seconded by A. Young and approved by all members present.

M. Wiater joined the meeting at 4:21 p.m.

1.2 Enter Public Session –

A. Young made a motion to enter back into public session at 4:27 p.m., seconded by M. Gray and approved by all members present.

2.0 Chairman's Report & Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, December 20th at 4pm

Employment & Compensation Committee Meeting: Thursday, December 20th at 3:00pm

Audit & Finance Committee Meeting: Tuesday, January 8th at 8:30 a.m.

STAMP Committee Meeting: Tuesday, January 8th at 10:30 a.m.

Employment & Compensation Committee Meeting: Thursday, January 10th at 2:00pm

Governance & Nominating Committee Meeting: Thursday, January 10th at 3:00pm

Board Meeting: Thursday, January 10th at 4:00pm

2.2 2019 Draft Meeting Schedule – L. Farrell provided the Board with a draft 2019 meeting schedule for them to review. She requested that the Board let the staff know if they have any apparent conflicts with the meetings as scheduled.

2.3 Agenda Additions / Deletions / Other Business – Nothing at this time

2.4 Minutes: November 1, 2018

A. Young made a motion to approve the November 1, 2018 minutes; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

3.0 Report of Management

3.1 Gateway GS, LLC – Resolution - The company is building a 25k sq. ft. shell or spec building at Gateway II (to the South of Ashley Furniture). As part of this project the company is requesting an increase to their sales and use tax exemption benefit in an amount exceeding the amount previously approved by the Agency on September 7, 2017.

M. Masse is asking the Board to approve resolution no. 12/2018-01, authorizing an increase to the sales and use tax exemption.

Resolution No. 12/2018-01

RESOLUTION OF THE GENESEE COUNTY INDUSTRIAL DEVELOPMENT AGENCY D/B/A GENESEE COUNTY ECONOMIC DEVELOPMENT CENTER (THE "AGENCY") (i) AUTHORIZING ADDITIONAL SALES AND USE TAX EXEMPTION BENEFITS FOR GATEWAY GS, LLC (THE "COMPANY") IN AN AMOUNT EXCEEDING THE AMOUNT APPROVED BY THE AGENCY IN ITS RESOLUTION ADOPTED ON SEPTEMBER 7, 2017, AND (ii) AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDED (INCREASED) NYS FORM ST-60 AND RELATED DOCUMENTS

M. Gray made a motion to approve resolution no. 12/2018-01 as presented; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.0 Audit & Finance Committee – M. Gray

4.1 October 2018 Financial Statements – L. Farrell reviewed the October Financial Statements with the Board and noted the following:

- Accounts Receivable decreased as the MedTech Centre Management Fee and the Economic Development Program Support Grant was received from the GGLDC.
- Restricted Cash decreased as qualifying expenditures were made using the STAMP ESD Imprest account funds and the County \$4M.
- Grant Revenue and Site Development Expense have increased as qualifying STAMP expenditures were made.
- Received the Yancey's Fancy PIF payment in October; expected to be turned over to the Town of Pembroke in November.
- All other expenditures are in line with the budget except as noted.

This is being recommended by the Committee.

M. Gray made a motion to approve the October 2018 Financial Statements as presented; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zeff -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.2 Insurance Renewal – M. Gray shared that per the Committee’s request, the Agency did not go out to bid and a renewal for 2019 was requested from Selective. There was approx. a 3% increase from last year.

The Committee recommends 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. The cost may increase or decrease throughout the year given the potential purchase or sale of land. The cost is allocated between the GCEDC and GGLDC.

M. Gray made a motion to approve the insurance renewal as presented; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zeff -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.3 Public Utility Easements - M. Gray shared that as we continue to develop our corporate parks, we receive easement agreements from public utility companies (National Grid, National Fuel, municipal water, sewer, etc.) seeking permission to install, operate and maintain that utility on property that is owned by the GCEDC.

The Committee recommends approval of a resolution to allow authorized signers to execute any easements with public utility companies in the normal course of park development. All easements with private utilities or companies or easements limiting the use of our property will be brought before the Board for review prior to any execution. The authorization today is for standard public utility easements only.

Resolution No. 12/2018-02

RESOLUTION OF THE GENESEE COUNTY INDUSTRIAL DEVELOPMENT AGENCY D/B/A GENESEE COUNTY ECONOMIC DEVELOPMENT CENTER (THE "AGENCY") AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL EASEMENTS FOR PUBLIC UTILITIES.

M. Gray made a motion to approve, authorize and execute any easements with public utility companies in the normal course of park development; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.4 Invest Buffalo Niagara Funding - 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 location 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 listing (CSL system) for development sites, data and demographics reports for business development supporting the GCEDC and STAMP initiative in Western New York/ Western New York Regional Council. InBN's staff has shown a tireless commitment to supporting and advocating for our economic development goals and strategies particularly as it relates to STAMP.

This is recommended by the Committee.

M. Gray made a motion to approve the investment renewal of \$25,000 for continued marketing and business development support for one year, the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.5 Greater Rochester Enterprise Funding - The 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 supporting and advocating 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 personally very active in the sales efforts to attract the first company to STAMP, including multiple trips to Albany on our behalf.

This is recommended by the Committee.

M. Gray made a motion to approve the investment renewal of \$50,000 for continued marketing and business development support for one year, the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.6 e3Communications Public Relations Contract - e3communications is a professional media and public relations/ consultant that works with the GCEDC to provide strategic public relations counsel regarding organizational messaging as issues develop as well as coordination and execution of special events, media relations, promotional materials and social media programming to support the GCEDC’s workforce, entrepreneurial and corporate attraction, expansion and retention missions.

This is recommended by the Committee.

M. Gray made a motion to approve the contract with e3communications for 2019 GCEDC Public Relations Services for \$19,500; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

5.0 Governance & Nominating Committee – C. Yunker

5.1 Nothing at this time.

6.0 STAMP Committee – P. Zelif

6.1 Barn Lease at STAMP (Norm Geiss) - One of the local farmers would like to rent the barn at the STAMP site to store some farm equipment over the winter.

The Committee recommends approval of a lease agreement with Norm Geiss for use of a Morton building for storage of farm equipment. The agreement expires on April 30, 2019 and includes a monthly rent of \$200.

A. Young made a motion to approve the barn Lease Agreement as presented; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

6.2 e3Communications STAMP Public Relations Contract - e3communications, a professional media and public relations firm / consultant will create dedicated social media channels to promote and market WNY STAMP to various audiences, including those in economic development, workforce and higher education among others. e3communications in the last year created social media channels specifically designed to promote WNY STAMP, maintained them with ongoing posts and provided monthly analytic reports. e3communications will also continue to manage public relations activities and communications for the WNY STAMP site.

Funding is available and budgeted in the GCEDC budget. A National Grid grant has been requested to reimburse the Agency for half of the contract amount.

This is recommended by the Committee.

A. Young made a motion to approve a contract with e3communications for 2019 STAMP public relations services for \$24,000; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia -	Absent	C. Yunker -	Yes
T. Bender -	Absent	P. Zelif -	Absent
A. Young -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

7.0 Employment & Compensation Committee – T. Bender

7.1 Nothing at this time.

8.0 Other Business

9.0 Adjournment

As there was no further business, A. Young made a motion to adjourn at 4:41 p.m., which was seconded by M. Gray and passed unanimously.