



GCEDC Audit & Finance Committee Meeting
Tuesday, December 3, 2019
Innovation Zone – Suite 107
8:30 a.m.

MINUTES

ATTENDANCE

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

1. CALL TO ORDER / ENTER PUBLIC SESSION

M. Gray called the meeting to order at 8:34 a.m. in the Innovation Zone.

1a. Executive Session:

P. Battaglia made a motion to enter executive session at 8:35 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by A. Young 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 – P. Battaglia made a motion to enter back into public session at 8:45 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: October 29, 2019

A. Young made a motion to approve October 29, 2019 meeting minutes 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.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. \$33M STAMP Grant Review YTD - L. Farrell reviewed the status of the \$33M ESD Grant with the Committee. GURF #20 was submitted to ESD. Authorization was received from ESD to release those funds. Payment has been remitted to all vendors included in this GURF, excluding LeChase Construction because additional close-out documents are needed from the company in order to satisfy ESD requirements.

3b. October 2019 Financial Statements – The following comments were made by L. Farrell:

- Normal operating activity.
- Accounts receivable on Line 14 decreased due to receipt of the GGLDC MTC Property Management Fee and the Economic Development Support Grant.
- In the Operating Fund, there are origination fees for closing on the Cedar Street Sales & Rental Project, as well as application fees for C.H. Wright and the Fraser-Branche Property.
- At the end of October, operating expenses are in line with the annual budgeted figures.
- In the Real Estate Development Fund, there is an “in” and an “out” for the PIF from BETP. Payment was received from Pembroke School District and then paid to the Town of Pembroke which supports the Village of Corfu’s WWTF expansion.

T. Bender made a motion to recommend approval of the October 2019 Financial Statements 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. Insurance Renewal – Joe Teresi (Tompkins Insurance Agencies) went out to bid for the Agency’s 2018 insurance renewal. Other markets were explored at the time, but they were unable to find another carrier that was able to meet the GCEDC’s needs at an affordable rate. Eleven insurance companies were reached out to and Selective was the only one to submit a proposal. The Committee recently discussed whether or not to go out to bid for 2020 coverage and it was decided to request a renewal from Selective Insurance. The quote has been received and is provided in the board packets. The total cost is allocated across the GCEDC and GGLDC funds.

After the Board packets went out a thorough review of the insurance proposal was done and it was discovered that adjustments needed to be made for a recent sale of property and changes to the coverage on the barn at the STAMP site. As long as the Board concurs, it is staff’s recommendation to reduce the insurance coverage on the barn to liability coverage only. The barn will eventually be torn down and the additional coverage seems unnecessary. This change alone will reduce the cost by \$955. The changes will bring pricing within budget on a consolidated basis. The Committee agreed that the coverage was unnecessary and instructed the staff to move forward with removing this coverage from the renewal.

T. Bender made a motion to recommend to the full board renewal of 2020 coverage with Selective Insurance; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

3d. CPL Construction Administration Services for WWTF - The GGLDC/GCEDC has been working with the Town of Pembroke for three years on an expansion of the Corfu WWTF that serves the Town of Pembroke sewer district #1 which includes the BETP. The GGLDC/GCEDC previously approved the Sewer Supply Agreement as well as approved awarding of the contracts for construction. Part 1 of this contract was approved in July of 2019 by the Town of Pembroke, the GGLDC and the GCEDC. Included in the budget that was reviewed with the Committee at the last meeting was Part II of the CPL contract for construction administration related to the project. This contract has already been approved by the Town of Pembroke. M. Masse asked the Board to commit the following funds:

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| Cash on hand in restricted BETP account 9/30/19 | \$15,822 |
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A. Young made a motion to recommend to the full Board authorization of the construction services contract with Clark Patterson Lee as described; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

3e. S&S Mowing Contract Overage for 2019– On May 2, 2019, the GCEDC Board approved a contract to S & S Trucking, Inc. for mowing at the STAMP site and Apple Tree Acres (as well as Gateway II and the BETP for the GGLDC) based on an estimated number of mows, not to exceed \$7,300 in total for the GCEDC. At the end of the mowing season, there were some additional mows that occurred that caused the cost to exceed the \$7,300 by \$707.10. We are seeking approval to pay the overage amount of \$707.10. It should be noted that the GGLDC mowing contract was under the GGLDC Board approved amount of \$3,000 by \$1,142.87. On a total expenditure basis, the amount spent on mowing was under the total Board approved amounts.

P. Battaglia made a motion to recommend to the full Board authorization to pay the \$707.10 amount in extra mowing costs for the 2019 year; 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.

3f. Invest Buffalo Niagara Funding– Invest Buffalo Niagara (InBN) is our 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.

The funding requested to support 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 (CLS system) for development sites, data and demographics reports for business development support, graphics support for brochures, ads, and to the marketing collateral, as well as publicizing and supporting the GCEDC and STAMP initiative in Western New York/Western New York Regional Council. InBN staff have shown a tireless commitment to supporting and advocating for our economic development goals and strategies particularly as it relates to STAMP.

T. Bender made a motion to recommend to the full Board an investment renewal of \$25,000 to Invest Buffalo Niagara for continued marketing and business development support for 2020; 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.

3g. Greater Rochester Enterprise Funding – Greater Rochester Enterprise (GRE) is our 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.

The funding requested to support GRE’s mission enables the GCEDC to fully access to all of GRE’s sales and marketing talent and assets, receive 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 staff have 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 Government. GRE has been personally very active in the sales efforts to attract companies to STAMP and Genesee County, including multiple trips to Albany on our behalf.

A. Young made a motion to recommend to the full Board an investment renewal of \$50,000 to Greater Rochester Enterprise for continued marketing and business development support for 2020; 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.

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

A. Young made a motion to recommend to the full Board the renewal of e3communications services for the January 1, 2020 to December 31, 2020 period at \$1,675 per month; an increase of approximately three percent; 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.

4. ADJOURNMENT

As there was no further business, P. Battaglia made a motion to adjourn at 9:10 a.m., seconded by A. Young and passed unanimously.