



**GCEDC Board Meeting
Thursday, December 5, 2019
Upstate MedTech Centre – Innovation Zone
4:00 PM**

GCEDC MINUTES

Attendance

Board Members: P. Battaglia, M. Gray, A. Young, C. Yunker, A. Vanderhoof, T. Bender, P. Zelif
Staff: L. Farrell, M. Masse, L. Casey, P. Kennett, J. Krencik, S. Hyde, C. Suozzi
Guests: D. Cunningham (GGLDC Board Member), S. Noble-Moag
(GGLDC Board Member), G. Torrey (GGLDC Board Member)
Absent:

1.0 Call to Order

P. Battaglia called the meeting to order at 4:07 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

1.1 Enter Executive Session

P. Zelif made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:10 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 T. Bender and approved by all members present.

L. Farrell left the meeting at 4:30.

1.2 Enter Public Session

A. Young made a motion to enter back into public session at 4:34 p.m., seconded by P. Zelif and approved by all members present.

2.0 Chairman's Report & Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, December 19th at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday, January 7th at 8:30 a.m.

STAMP Committee Meeting: Tuesday, January 7th at 10:30 a.m.

Employment & Comp. Committee Meeting: Thursday, January 9th at 2:00 p.m.

Governance & Nominating Committee Meeting: Thursday, January 9th at 3:00 p.m.

Board Meeting (Board Photos): Thursday, January 9th at 4:00 p.m.

2.2 Agenda Additions / Deletions / Other Business- Add 4.8 – Key Bank Line of Credit Resolution to Audit and Finance Committee.

A. Young made a motion to add “Key Bank Line of Credit Resolution” to agenda item 4.8 under the Audit and Finance Committee; the motion was seconded by P. Zelif. Roll call resulted as follows:

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

The item was approved as presented.

2.3 Minutes: October 31, 2019

C. Yunker made a motion to approve the October 31, 2019 minutes as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

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

The item was approved as presented.

3.0 Report of Management

Nothing at this time.

4.0 Audit & Finance Committee

4.1 October 2019 Financial Statements – The following comments were made by M. Masse, which were previously noted by L. Farrell at the Audit & Finance Committee held on December 3, 2019:

- Normal operating activity.
- Accounts receivable 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.

This was recommended for approval by the Committee.

M. Gray made a motion to approve the October 2019 Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
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T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

P. Zeff - Yes
M. Gray - Yes

The item was approved as presented.

4.2 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.

This was recommended for approval by the Committee.

M. Gray made a motion to authorize renewal of 2020 coverage with Selective Insurance as presented; the motion was seconded by P. Zeff. Roll call resulted as follows:

P. Battaglia - Yes
T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

C. Yunker - Yes
P. Zeff - Yes
M. Gray - Yes

The item was approved as presented.

4.3 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:

Cash on hand in restricted BETP account 9/30/19 \$15,822

This was recommended for approval by the Committee.

M. Gray made a motion to authorize the construction services contract with Clark Patterson Lee as described; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

P. Battaglia - Yes

C. Yunker - Yes

T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

P. Zelif - Yes
M. Gray - Yes

The item was approved as presented.

4.4 S&S Mowing Contract Coverage 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.

This was recommended for approval by the Committee.

M. Gray made a motion to authorize payment to S&S of the \$707.10 amount in extra mowing costs for the 2019 year; the motion was seconded by P. Zelif. Roll call resulted as follows:

P. Battaglia - Yes
T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

C. Yunker - Yes
P. Zelif - Yes
M. Gray - Yes

The item was approved as presented.

4.5 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.

This was recommended for approval by the Committee.

M. Gray made a motion to authorize an investment renewal of \$25,000 to Invest Buffalo Niagara for continued marketing and business development support for 2020; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes

C. Yunker - Yes

T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

P. Zelif - Yes
M. Gray - Yes

The item was approved as presented.

4.6 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.

This was recommended for approval by the Committee.

P. Zelif made a motion to authorize 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
T. Bender - Yes
A. Young - Yes
A. Vanderhoof – Yes

C. Yunker - Yes
P. Zelif - Yes
M. Gray - Yes

The item was approved as presented.

4.7 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. This expenditure will be covered within the 2020 budget.

This was recommended for approval by the Committee.

M. Gray made a motion to authorize 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 C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

4.8 Key Bank Line of Credit Resolution—The GCEDC has a line of credit in place with KeyBank. It was originally put in place to help with the contracts associated with the \$33M prior to NYS setting up an imprest account. On October 3, 2019, the Board approved the Line of Credit renewal with KeyBank for \$1M, with an unused fee of \$1,000 annually, and an interest rate of LIBOR+200. Key Bank requires the adoption of a resolution authorizing the execution and delivery of documents necessary and incidental to the issuance of the line of credit renewal by Key Bank.

Resolution No. 12/2019 - 01

RESOLUTION AUTHORIZING THE GENESEE COUNTY INDUSTRIAL DEVELOPMENT AGENCY D/B/A GENESEE COUNTY ECONOMIC DEVELOPMENT CENTER (THE "AGENCY") TO EXECUTE CERTAIN BANK DOCUMENTS IN CONNECTION WITH A CERTAIN PROJECT

M. Gray made a motion to approve resolution #12/2019-01 as presented; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelif -	Yes
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 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. e3communication will also continue to manage public relations activities and communications for the WNY STAMP site.

The fund commitment is \$24,000. Funding is available and budgeted in the GCEDC Operations/ Marketing budget; and the GCEDC will apply for a National Grid grant to reimburse the Agency for half of the contract amount.

This was recommended for approval by the Committee.

P. Zeliff made a motion to authorize renewal of e3communications contract services for the January 1, 2020 to December 31, 2020 period at the 2019 funding level of \$24,000 per year; the motion was seconded by A. Young. Roll call resulted as follows:

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

The item was approved as presented.

7.0 Employment & Compensation Committee – T. Bender

7.1 Standard Work Day Resolution for Employees - Entities that are members of the New York State and Local Retirement System are required to establish a standard workday, which is used to determine service credit. Titles and positions have changed since the last time this was approved, so an updated Standard Work Day Resolution for Employees is being brought forward. This form does not get submitted but must be kept on file and made available to the Retirement System upon request.

The CEO, CFO and Sr. VP of Operations positions were previously listed on a separate resolution titled “Standard Work Day and Reporting Resolution for Elected and Appointed Officials”. Separate reporting is no longer required for these positions, so all positions are now listed on this one resolution. The GCEDC’s standard work day is listed as 7 hours in the Personnel Administrative Guidelines last revised and updated in January 2017.

The Committee recommended approval of the Standard Work Day Resolution for Employees to the full Board.

T. Bender made a motion to authorize approval of the Standard Work Day Resolution for Employees; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

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

The item was approved as presented.

8.0 Other Business

8.1 Nothing at this time.

9.0 Adjournment

As there was no further business, P. Zeliff made a motion to adjourn at 4:47 p.m., which was seconded by A. Vanderhoof and passed unanimously.