



**GCEDC Board Meeting
Thursday, December 3, 2020
Location: Electronically
4:00 PM**

GCEDC MINUTES

Attendance

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

1.0 Call to Order

P. Zelif called the meeting to order at 4:02 p.m. via conference call / video conference.

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020 suspending the Open Meetings Law, this Meeting is being held electronically via conference call / video conference instead of a public meeting open for the public to attend in person.

1.1 Enter Executive Session

C. Yunker made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:03 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 M. Gray and approved by all members present.

1.2 Enter Public Session

A. Vanderhoof made a motion to enter back into public session at 4:23 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 17th at 4:00 p.m.

Employment & Compensation Committee Meeting: Thursday, December 17th at 3:00 p.m.

2021 Draft Meeting Schedule

2.2 Agenda Additions / Deletions / Other Business- Nothing at this time.

2.3 Minutes: October 29, 2020 and November 5, 2020

M. Gray made a motion to approve the October 29, 2020 and November 5, 2020 minutes as presented; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

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

The item was approved as presented.

3.0 Report of Management

3.1 Workforce GLOW With Your Hands Virtual Website- C. Suozzi provided an overview of the website that will be used as part of the GLOW With Your Hands virtual event this year.

4.0 Audit & Finance Committee

4.1 October 2020 Financial Statements- L. Farrell noted the following:

- On the balance sheet, restricted cash decreased due to large expenditures related to STAMP and the County \$4M.
- Accounts receivable decreased. We received the 3rd Quarter Economic Development Program Support Grant and the MedTech Centre Property Management Fee from the GGLDC.
- Accounts payable increased. We received PIF funds from Yancey's Fancy that will be remitted to the Town of Pembroke.
- On the P&L, we did not close on any projects in October. Origination fees are still under budget. However, by year end, we anticipate exceeding budgeted origination fee revenue.

This was recommended for approval by the Committee.

M. Gray made a motion to approve the October 2020 Financial Statements 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
C. Klotzbach -	Yes	M. Gray -	Yes
A. Vanderhoof -	Yes		

The item was approved as presented.

4.2 Insurance Renewal / Extension - Renewal information from Selective Insurance was included with Committee and Board Packet Materials. Tompkins also provided a summary and comparison of 2021 versus 2020 costs.

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The committee previously discussed having Tompkins obtain alternative insurance proposals for 2021. It is recommended that 60-90 days are allowed for that process, giving insurance companies enough time to understand who we are and what we do so that they can give us the best prices possible.

The Committee considered two options:

1. To accept the proposal from Selective Insurance and keep them as the carrier for 2021 or
2. Extend coverage with Selective Insurance through the end of February while Tompkins works on obtaining alternative insurance proposals allowing companies more time to provide thoughtful quotes.

Option 2 was recommended for approval by the Committee.

M. Gray made a motion to extend coverage at 100% Coinsurance with Selective through the end of February 2021; the motion was seconded by C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

4.3 Cleaning Services – During 2019, staff reached out to four cleaning companies to obtain quotes for 2020 cleaning services. Commercial Cleaning, the company that was currently being used, continued to offer a competitive price and we continue to be satisfied with the services. New quotes were not obtained for 2021 services.

Fund Commitment: Up to \$6,000, included in the 2021 GCEDC Budget.

This was recommended for approval by the Committee.

M. Gray made a motion to approve 2021 cleaning services not to exceed \$6,000; the motion was seconded by C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

4.4 Key Bank Line of Credit - The GCEDC has a line of credit in place with KeyBank to help with the contracts associated with the \$33M prior to NYS setting up an imprest account. The credit limit at the time was \$10M. At the July 31, 2018 meeting, the GCEDC voted to reduce the available credit limit from \$10M to \$1M. This line of credit (LOC) is up for renewal. These are the same terms as the previous year.

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If the GCEDC were to cancel this LOC and look to open one in the future when needed it would be responsible for the attorney fees for drawing up new loan documents. In the past, Key Bank has not charged any type of upfront or closing fees, but in the current uncertain economic situation they can't commit to not charging additional fees if this line was closed and a new one opened in a year or two.

Key Bank did offer a second alternative to convert the current \$1M committed revolver to a demand line of credit. This was discussed last year and it would eliminate the non-usage fee and ultimately afford the GCEDC the comfort of having a line in place if needed, however there is no guarantee that the money is available during the negotiated term. Moving forward there are only internal bank credit reviews/renewals, but no need to sign or update documentation annually unless the terms were to change. Any future modifications to the line are always less expensive and normally faster if the line is existing. The one caveat to a demand line is the bank can call the line as opposed to the current committed line which has an agreed upon term and maturity date.

If the GCEDC decided to go with the demand line of credit, the bank can always change it back to a committed revolver if necessary.

The Committee recommended conversion to the demand line of credit.

M. Gray made a motion to convert this line of credit to a demand line of credit, the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

4.5 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 Genesee County as part of a nine-county region in the 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.

GRE also actively markets our region to talented professionals that are sought by companies in Genesee County and those that are pursuing projects at our major industrial parks.

The funding requested to support GRE's mission enables the GCEDC to fully access 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. Notably, the GRE provides strategy

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development and advocacy that advanced STAMP as a regional priority both in the Finger Lakes Regional Economic Development Council and at the highest levels of New York State Government.

This was recommended for approval by the Committee.

M. Gray made a motion to approve an investment renewal of \$50,000 to Greater Rochester Enterprise for continued marketing and business development support for 2021; the motion was seconded by C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

4.6 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 Genesee County as part of an eight-county region in 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 also actively markets our region to talented professionals that are sought by companies in Genesee County and those that are pursuing projects at our major industrial parks.

The funding requested to support InBN is an integral partner in our sales/marketing efforts for the attraction of new companies and talent to our community, and advocacy in Western New York for Genesee County, the GCEDC, and the WNY STAMP Mega Site. The GCEDC's support includes a position on InBN's board of directors, enabling the regional strategy to be aligned with our goals in Genesee County.

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 approve an investment renewal of \$25,000 to Invest Buffalo Niagara for continued marketing and business development support for 2021; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

In 2020, e3communications directly assisted with the launch and coordinated media for the county’s economic Development Recovery Task Force and GCEDC project announcements, as well as positive media related to the Downtown Revitalization Initiative, the GCEDC’s shovel ready sites, and workforce development projects.

This was recommended for approval by the Committee.

M. Gray made a motion to approve the renewal of e3communications services for the January 1, 2020 to December 31, 2020 period at \$1,675 per month; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelif -	Yes
C. Klotzbach -	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 Clark Patterson Lee Bid Package Proposal – The process of the SPDES permit and USFWS permit are nearing completion and we would like to go out to bid for the construction of approximately 44,750 linear feet of 18-inch PVC and 20-inch HDPE pipe from the STAMP site to the direct discharge at Oak Orchard Creek. This project would be split into three bids.

Fund commitment: Not to exceed \$22,000 from the \$33 million NYS award.

This was recommended for approval by the Committee.

P. Zelif made a motion to approve the proposal from CPL to prepare the bid packages for the construction of the force main not to exceed \$22,000; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

6.2 First Amendment to MOU with Niagara County Water District – In March of 2019 the GCEDC and the NCWD approved a proposal from Wendel Engineering (NCWD’s engineer) to complete the design, engineering, permitting and identification of rights of way to be able to supply up to 6 mgd to the Genesee-Niagara County line, as well as the legal expense for their attorney (Seaman Norris) in connection with the proposal. Wendel has completed the design work at a 60% level and held a meeting with the GCEDC and CPL to discuss the status. The Board previously approved the \$169,000 contract with Wendel. We are now seeking approval on the \$2,500 to Seaman Norris, LLPC.

Fund Commitment: Not to exceed \$2,500 from the \$8 million NYS award.

This was recommended for approval by the Committee.

P. Zelif made a motion to approve the amendment to the MOU with NCWD not to exceed \$2,500; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:

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

The item was approved as presented.

6.3 e3communications STAMP Public Relations Contract – e3communications, a professional media and public relations firm/consultant supports the Genesee County Economic Development Center’s STAMP project through active stakeholder public relations services. In 2020, assistance supported all levels of STAMP planning, sales and marketing.

e3communications also maintains and expands dedicated social media channels to promote and market WNY STAMP to various audiences, including those in economic development, workforce and higher education among others. This content also supports the GCEDC’s sales and marketing activities for the STAMP site, including directly with active sales leads.

Fund Commitment of \$24,000. Funding is available and budgeted in the 2021 GCEDC Operations/Marketing budget; and a National Grid grant has been requested to reimburse the agency for 25% of the contract amount.

This was recommended for approval by the Committee.

P. Zelif made a motion to renew e3communications STAMP public relations services for the January 1, 2021 to December 31, 2021 period at \$2,000 per month; the motion was seconded by C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

7.0 Empoyment & Compensation – T. Bender

7.1 Nothing at this time.

8.0 Housing Committee – P. Battaglia

8.1 Nothing at this time.

9.0 Other Business

10.0 Adjournment

As there was no further business, T. Bender made a motion to adjourn at 4:48 p.m., which was seconded by C. Klotzbach and passed unanimously.