



GCEDC Audit & Finance Committee Meeting
Tuesday, August 30, 2022
Location: 99 MedTech Drive, Innovation Zone
8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: P. Zeff, P. Battaglia, T. Bender, M. Gray
Staff: L. Farrell, L. Casey, J. Krencik, P. Kennett
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 9:11 a.m. in the Innovation Zone.

2. Chairman’s Report & Activities

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

2b. Minutes: August 2, 2022

P. Battaglia made a motion to approve the August 2, 2022 minutes; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
P. Zeff - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. July 2022 Financial Statements- L. Farrell reviewed with the Committee the significant items of the July 2022 long form financial statements.

- On the balance sheet, unrestricted cash increased. The Genesee County Funding Corp. (GCFC) granted approximately \$328,000 to the GCEDC to support the on-going economic development program. This grant was 95% of the origination/issuance fee related to the GCFC’s Rochester Regional Health (RRH) Tax-Exempt Bond project. In the operating fund, this was recorded as grant revenue.
- In the operating fund, we also received approximately \$39,000 for the project origination fee from Apple Tree Acres, LLC.

- In the real estate development fund, land sale proceeds of \$67,500 were recorded. The only cost of sales recorded are closing costs. No cost of land associated with this has been written off at this time. The property that was sold to Apple Tree Acres may have been written off at the time of dedication many years ago. L. Farrell will continue to investigate this. If an adjustment is needed, it will be made before year-end.
- In the STAMP fund, \$180,000 of expenditures were paid with Plug Power land sale proceeds as opposed to grant funds; therefore, we do not see the corresponding grant revenue.
- Other than the above-mentioned items, there is normal monthly activity on the income statements for all funds.

P. Zelif made a motion to recommend to the full Board the approval of the July 2022 Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes
 M. Gray - Yes
 T. Bender - Yes
 P. Zelif - Yes

The item was approved as presented.

3b. 2023 GCEDC Budget – At the last Committee meeting, L. Farrell reviewed the budget worksheets and first draft of the budget in detail along with 2022 projections. L. Farrell noted that there was only one clerical change made since the budget was last presented. The Committee asked several questions related to the budget worksheets, but the discussion did not elicit any additional changes.

P. Battaglia made a motion to approve of the 2023 Budget; the motion was seconded by T. Bender. Roll call resulted as follows:

P. Battaglia - Yes
 M. Gray - Yes
 T. Bender - Yes
 P. Zelif - Yes

The item was approved as presented.

3c. Online Payment Authorization- Empire Access – At the July 6th Audit and Finance Committee meeting, the 2022 Assessment of the Effectiveness of Internal Controls was approved. A list of vendors that the Committee has authorized staff to pay online was included as part of the narrative. L. Farrell requested that Empire Access is added to the list of vendors that can be paid online. This approval does not need to go to the full Board.

T. Bender made a motion to add Empire Access to the list of vendors that can be paid online; the motion was seconded by P. Zelif. Roll call resulted as follows:

P. Battaglia - Yes
 M. Gray - Yes
 T. Bender - Yes
 P. Zelif - Yes

The item was approved as presented.

3d. Consulting Assistance on Local Labor Reporting – At the October 1, 2019 meeting, the GCEDC staff presented a sample proposal from Loewke Brill Consulting Group, Inc. on how they could assist companies that will have to report to the GCEDC under the local labor reporting requirements, including assistance with waiver requests and finding local contractors to bid their projects.

The GCEDC Staff had requested a quote for the costs related to the Nexgistics project in Pembroke. A copy of the application for incentives were sent to Loewke Brill for them to calculate the fee. They submitted the following:

\$9,170 - 12 Inspections (\$225 per visit), 12 Monthly Reports (\$460 per month), 1 time set up fee (\$950)

The time was determined by what the projects listed for the duration of construction in their applications. GCEDC staff has the following recommendation which is consistent with prior approvals:

1. The GCEDC will pay for the set-up fee, monthly inspections, and reporting, not to exceed the construction timeline in the application. If it runs over that the company should be responsible.
2. The company will pay for any waiver requests that get submitted and sent to the Board for consideration (estimated at two waivers at \$230 per waiver).

Fund Commitment: \$9,170 (if waivers are needed \$9,630); waivers covered by company.

This will be the last project that the GCEDC will pay these costs. Going forward any new projects will be subject to the new policy of making a deposit to cover all the costs associated with the local labor inspection process. The GCEDC will continue to pay the monthly inspection and reporting fees for the existing contracts that were previously approved.

P. Battaglia made a motion to recommend to the full Board the approval of the Loewke Brill Agreement for the Nexgistics project as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
T. Bender - Yes
P. Zelif - Yes

The item was approved as presented.

4. ADJOURNMENT

As there was no further business, T. Bender made a motion to adjourn at 9:22 a.m., seconded by P. Battaglia and passed unanimously.