



GCEDC Governance & Nominating Committee Meeting
Thursday, June 5, 2025
Location – 99 MedTech Drive, Innovation Zone
3:00 p.m.

MINUTES

ATTENDANCE

Committee Members: P. Zeliff, M. Clattenburg, C. Yunker, K. Manne
Staff: L. Farrell, M. Masse, P. Kennett, C. Suozzi, K. Galdun, J. Krencik
Guests: S. Noble-Moag (GGLDC Board Member), D. Cunningham (GGLDC Board Member)
R. Gaenzle (Harris Beach)
Absent:

L. CALL TO ORDER / ENTER PUBLIC SESSION

C. Yunker called the meeting to order at 3:00 p.m. in the Innovation Zone.

1a. Enter Executive Session

P. Zeliff made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 3:01 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.
2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

The motion was seconded by K. Manne and approved by all members present.

1b. Re-Enter Public Session

M. Clattenburg made a motion to enter back into public session at 3:17 p.m., seconded by K. Manne and approved by all.

L. CHAIRMAN'S REPORT & ACTIVITIES

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

2b. Minutes: May 1, 2025

P. Zeliff made a motion to approve the May 1, 2025 meeting minutes as presented; the motion was seconded by M. Clattenburg. Roll call resulted as follows:

P. Zeliff - Yes
M. Clattenburg- Yes

C. Yunker - Yes
K. Manne - Yes

The item was approved as presented.

L. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD

3a. Code of Ethics – L. Farrell stated that the Committee reviews this policy annually. No changes are being recommended; therefore, no vote is required.

C. Yunker commented that there had been changes made years ago, and that he has not heard of any concerns since then.

The Committee voted on agenda items 3b through 3d collectively. The approval for these items follows agenda item 3d.

3b. Procurement Policies & Procedures – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

S. Noble-Moag asked if the \$5,000 limit seemed to be working out ok and L. Farrell confirmed it was.

3c. Investment Policy – L. Farrell stated that this policy is required to be reviewed annually. There are no changes being recommended.

3d. Disposition of Property Guidelines – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

P. Zeliff made a motion to recommend to the full Board the approval of agenda items 3b-3d as presented; the motion was seconded by M. Clattenburg. Roll call resulted as follows:

P. Zeliff - Yes
M. Clattenburg- Yes
C. Yunker - Yes
K. Manne - Yes

These items were approved as presented.

3e. Governance & Nominating Committee Charter – L. Farrell shared that this charter is required to be reviewed annually. No changes are being recommended; therefore, no vote is required.

L. Farrell also stated that the committee noted that its' responsibilities are being carried out and did not recommend any changes either.

3f. Committee Self-Evaluation – The Committee evaluated its' responsibilities and its' ability to carry out those responsibilities during the executive session. The Committee feels as if it is carrying out its' duties and is in line with the Committee Charter.

3g. UTEP Review – The GCEDC's current UTEP and project criteria checklist was included with the meeting materials for review and comment. The UTEP is a requirement under General Municipal Law.

The Uniform Tax-Exempt Policy (UTEP) is a requirement that outlines criteria for projects and approvals. It also outlines the Agency's potential benefits that can be provided for a project. Staff requested that the Committee review the 6 criteria under Section A of the UTEP, which are the criteria included in the UTEP Checklist and represent what is important to the Board when analyzing a project for financial incentives.

As part of the review of the UTEP, according to GML 874 IDA's shall consider the following items:

1. *The extent to which a project will create or retain permanent, private sector jobs*
2. *The estimated value of any tax exemptions to be provided*
3. Whether affected tax jurisdictions shall be reimbursed by the project occupant if a project does not fulfill the purposes for which an exemption was provided
4. The impact of a proposed project on existing and proposed businesses and economic development projects in the vicinity
5. *The amount of private sector investment generated or likely to be generated by the proposed project*
6. The demonstrated public support for the proposed project
7. *The likelihood of accomplishing the proposed project in a timely fashion*
8. The effect of the proposed project upon the environment
9. The extent to which the project will utilize, to the fullest extent practicable and economically feasible, resource conservation, energy efficiency, green technologies, and alternative and renewable energy measures
10. The extent to which the project will provide onsite child care services or otherwise facilitate new child care services
11. The extent to which the proposed project will require the provision of additional services, including, but not limited to additional educational, transportation, police, emergency medical or fire services
12. *The extent to which the proposed project will provide additional sources of revenue for municipalities and school districts*

The italicized items are what is currently included on our UTEP checklist.

M. Masse stated that no changes were being recommended at this time, though the matter was open for discussion. P. Zeliff expressed that the current approach was satisfactory. M. Masse also noted that, after reviewing other IDAs, there was no uniform standard beyond required guidelines, with each IDA adapting its structure to best serve its respective community and needs.

3h. UTEP Checklist – This was discussed in conjunction with agenda item 3g – UTEP Review.

M. Clattenburg made a motion to approve items 3g and 3h as presented with no changes; the motion was seconded by P. Zeliff. Roll call resulted as follows:

P. Zeliff -	Yes
M. Clattenburg-	Yes
C. Yunker -	Yes
K. Manne -	Yes

These items were approved as presented.

3i. Application for Financial Assistance – Changes were made to the application including administrative updates, clarification of questions and the removal of unnecessary questions – none of which were substantial.

C. Yunker made a motion to recommend to the full Board the approval of the revised Application for Financial Assistance as presented; the motion was seconded by K. Manne. Roll call resulted as follows:

P. Zeliff -	Yes
M. Clattenburg-	Yes
C. Yunker -	Yes
K. Manne -	Yes

These items were approved as presented.

3j. Local Labor Policy – In line with previous discussions, it is recommended that local labor waiver requests from companies unable to find workers within the 14-county region receive strong consideration, provided they can employ workers from within New York State.

C. Yunker asked R. Gaenzle whether this was standard practice, to which he responded that local labor policies vary by region. M. Masse then reviewed the four local labor waiver requests, noting that this particular request was just one of the four. In response to C. Yunker’s inquiry about whether this would strengthen relationships with the unions, M. Masse explained that it was actually one of the suggestions they had put forward during their meeting in December.

K. Manne made a motion to recommend to the full Board the approval of the Local Labor Policy as presented; the motion was seconded by P. Zeliff. Roll call resulted as follows:

P. Zeliff -	Yes
M. Clattenburg-	Yes
C. Yunker -	Yes
K. Manne -	Yes

These items were approved as presented.

3k. Videoconferencing Policy – R. Gaenzle addressed the committee last month regarding the policy and the process of setting up a public hearing for its adoption. The policy would permit board and committee members to participate in a quorum via videoconferencing, but only under specific conditions. As part of the adoption process, the board must review a draft policy and conduct a public hearing.

Resolution No. 06/2025 - ____

RESOLUTION OF THE GENESEE COUNTY INDUSTRIAL DEVELOPMENT AGENCY D/B/A GENESEE COUNTY ECONOMIC DEVELOPMENT CENTER (“AGENCY”) AUTHORIZING A PUBLIC HEARING WITH RESPECT TO A VIDEOCONFERENCING POLICY TO ALLOW THE USE OF VIDEO CONFERENCING FOR PUBLIC MEETINGS UNDER EXTRAORDINARY CIRCUMSTANCES PURSUANT TO SECTION 103-A OF THE NEW YORK PUBLIC OFFICERS LAW

R. Gaenzle noted that, although this policy may not be used often, having it in place would be beneficial for rare situations where it is needed. C. Yunker expressed support, stating that he sees no downside, as it would help ensure meetings achieve a quorum when a member is unable to attend due to specific circumstances.

M. Clattenburg inquired whether the process for establishing a quorum had been reviewed. It was noted that, at the County level, if a committee member is unavailable, the committee chair has the authority to appoint a substitute to ensure a quorum is met. R. Gaenzle stated that he would need to investigate the matter further. The group discussed its potential application at the committee level but expressed uncertainty about its feasibility for the board. They agreed to revisit the topic in a future committee meeting.

P. Zeliff made a motion to recommend to the full Board the approval of the Videoconferencing Policy and schedule a public hearing as presented; the motion was seconded by K. Manne. Roll call resulted as follows:

P. Zeliff -	Yes
M. Clattenburg-	Yes
C. Yunker -	Yes
K. Manne -	Yes

These items were approved as presented.

4. ADJOURNMENT

As there was no further business, P. Zeliff made a motion to adjourn at 3:31 p.m., seconded by M. Clattenburg, and passed unanimously.