



Notice of Board Meeting

Date: July 1, 2022

To: Rick Bley
Irene Rodriguez
R.J. Passalacqua
Benjamin Vasquez
Lowell Dewey
Jason Fulton

From: Anne Nenneau, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Industrial Development Agency will hold their monthly Board Meeting on Friday, July 8, 2022 at 8:30am. The meeting will be held in the 2nd floor conference room at City Hall, 47 Castle Street, Geneva, NY. The meeting agenda is attached and available at <https://cityofgenevany.com/295/Industrial-Development-Agency-IDA>. The meeting will also be livestreamed on the IDA's YouTube Channel: <https://www.youtube.com/channel/UCVz4jDNtxuliy4SyugqQ8eg>.

Please confirm your attendance with Tracy Verrier, tracy.verrier@mrbgroupp.com.

Cc: Mayor Steve Valentino, City of Geneva
Tracy Verrier, Executive Director
Matt Horn, MRB Group
Maureen Lee, Geneva City School District
Myles Webster, Webster Properties
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times



City of Geneva Industrial Development Agency

Meeting Agenda

Title: City of Geneva IDA
Location: Geneva City Hall, 47 Castle Street, Geneva
 and Zoom
Date: 7/8/2022
Time: directly following 8:30 AM Public Hearing

Agenda Item	Potential Outcome	Person Responsible
Call to Order		Anne Nenneau
Administrative Reports		
Minutes from June 2022	Motion to approve minutes	Anne Nenneau
Financial Report June 2022	Motion to approve financial report	Tracy Verrier
Updates		
Geneva City School District	Informing board of status	Maureen Lee, Geneva CSD
GEDC	Informing board of status	Myles Webster, Webster Properties
City Council Report	Informing board of status	Mayor Valentino & Amie Hendrix
IDA Projects	Informing board of status	Tracy Verrier
Marketing Committee	Informing board of status	Anne Nenneau
New Business		
Finance Committee Report	Discussion of investments	Tracy Verrier
2022-23 Budget	Motion to approve the 2022-23 budget	Tracy Verrier
Unfinished Business		
Environmental Services Update	Informing board of status	Tracy Verrier
Public Meeting Videoconference Policy	Motion to adopt policy	Tracy Verrier
Executive Session		
If needed		
Adjournment	Motion to adjourn	Anne Nenneau

Quorum (Confirmation Required)

Anne Nenneau, Chair
 R.J. Passalacqua
 Rick Bley
 Irene Rodriguez
 Lowell Dewey
 Benjamin Vasquez
 Jason Fulton

Staff

Tracy Verrier
 Matt Horn

Zoom will be available, and the meeting can be viewed on the GIDA's YouTube Channel

Join Zoom Meeting

Meeting ID: 834 8573 8229
 Passcode: 527004 Dial in: 929-205-6099

Geneva Industrial Development Agency Board Meeting
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
June 3rd, 2022 at 8:30am

In Attendance:

Anne Nenneau
Irene Rodriguez
Lowell Dewey
Rick Bley
RJ Passalacqua
Jason Fulton

Others present:

Tracy Verrier, MRB Group
Myles Webster, Webster Properties
Mayor Steve Valentino, City of Geneva
Matt Horn, MRB Group

Meeting Call to Order:

Chair Anne Nenneau called meeting to order at 8:30am.

Administrative Reports:

Meeting Minutes:

- Motion to approve the minutes from May 2022 by RJ Passalacqua, second by Rick Bley. Motion carried unanimously.

Financial Report:

- Tracy Verrier reviewed the financial statement. She also reported that the audit and PARIS reporting is nearly complete.
- Tracy noted that the IDA's CD matures on July 8. Anne recommended that Tracy work with the Finance Committee to make any adjustments.
- Motion to approve the financial report by Rick Bley, seconded by Lowell Dewey. Motion carried unanimously.

Updates:

Geneva City School District:

- No report.

GEDC:

- Myles Webster confirmed that the City is working on the removal of some waste barrels and e-waste. RealEats replaced some doors in the space, and did a good job leaving the space in good condition. He anticipates that the lease with FLX Hospitality will be finalized in the next few weeks.
- Anne noted the marketing activities that were explained in the report.
- Myles explained that there are some new possible tenants in the pipeline, but they may take a while to come to fruition.
- Jason Fulton asked what the labor expense on the P&L is, because there wasn't an expense on that line this week. Myles thinks it is Webster staff that service the site, but will confirm.

City Council Report:

- Mayor Valentino reported on City business:

- A new City Manager, Amie Hendrix, was appointed by council. Amie officially starts June 21, but has already started meeting with staff.
- The marina project is moving forward, but there is a funding gap of \$200,000. Construction is slated for 2023 or 2024, so there is some time to figure out how to fill that gap through modifications or grants.
- DRI work is continuing.
- The comptroller interviews are starting today, and it will likely be a City Manager appointment. They will keep Amie in the loop.
- The green committee and engineering are looking at better controlling weeds in public areas. They are getting additional input from staff and Cornell to try to find better solutions.
- The next big effort will be an update to the solid waste ordinance. Input is being gathered from staff and haulers.
- Anne Nenneau noted that the LDC and IDA will be sending a letter to the Mayor regarding the establishment of an economic development position at the City. She also mentioned that they might have some input on the revised zoning. The Mayor stated that the zoning update will likely hit the council agenda in Q3 or Q4. The new zoning update might be rolled out with amendments/modifications later. He also noted that the council has already started discussing an economic development position, and they think there is a way to include this in the budget.
- Irene Rodriguez recommended discussing the **Wastewater Infrastructure** agenda item while the Mayor is present. She noted the IDA board's concern about the limited capacity at the wastewater treatment plan, and what that means for the kinds of development the IDA is intended to incentivize. The Mayor explained that this is a top priority for the City, but it will take time to make the needed upgrades. Rick Bley asked if there is capacity for the American Legion redevelopment project, and the Mayor confirmed that there is capacity for that project.
- The Mayor asked for an update on the Gateway parcel. Anne Nenneau recommended addressing the **Environmental Services** agenda item at this time. Tracy Verrier explained that additional services are needed to delineate the known contamination on the Gateway parcel and develop a remediation plan for DEC review (phase 1). After that, the remediation work would need to be done in order to get the parcel to a developable state. Two quotes were received for the phase 1 work from Plumley and CHA. The two quotes were substantially similar in scope, but there was about an \$8,000 difference in cost. Tracy noted that the LDC had approved moving forward with the phase 1 work with Plumley, which was the low bid at \$31,200. Tracy and Matt Horn added that when it comes time to do the actual remediation work, there may be ways to reduce the cost through collaborations with the developer, the City, and/or ongoing foundry remediation efforts, but we can't know that for sure until we have a remediation plan approved. Jason Fulton asked what the return on investment will be for the parcel, whether it makes financial sense to expend these funds given the current purchase offer, and whether the development plans could be adjusted to avoid the contaminated areas instead. Other board members reviewed the history of the project, explained that the parcel can't be developed at all without doing this

work, and expressed that they believe that the IDA's view of return on investment includes the broader benefits and tax revenue to the community as opposed to just consideration of revenue to the IDA. Jason Fulton recommended doing an analysis to better understand the amount expended to date on the project and the potential benefit of the parcel's development, including community benefits. The board agreed that an analysis of this kind would be helpful, so Tracy and Matt will work on it.

- Motion to contract with Plumley for phase 1 (delineation and remediation plan) with the cost split 50/50 with the LDC by Irene Rodriguez, second by Rick Bley. Motion carried unanimously.

IDA Projects:

Tracy Verrier reported:

- The American Tower deal has closed. All that is left is to disburse funds when they are received from Harris Beach.
- Trinity is aiming for a fall closing.
- A finance committee meeting is scheduled for later in the month to review a 2022-23 budget, which will come before the board in July for approval.

Anne noted that any major project for Geneva on the Lake will be delayed for a year. Lowell Dewey suggested that major development projects be required to contribute to the cost of the wastewater infrastructure upgrades. Matt Horn explained that PIF (PILOT increment financing) could be a mechanism to do that.

Marketing Committee:

Tracy Verrier noted that the main topic of conversation among the committee is implementation of Geneva Made. The City is interested in moving forward with implementation, but does not have the capacity in house to do that. Maureen from 29 Design provided a proposal for a 12 month implementation contract totaling \$60,000. The Committee is recommending that this cost be shared among the City, LDC, IDA, and County. The request to the IDA is for \$12,000. Tracy explained that the LDC discussed this and decided to hold off on approving their support due to concerns about the ability to manage and accommodate business development leads that may be generated by this marketing. They would like to have a better understanding of the trajectory for the economic development position and upgrades to the wastewater treatment plant first. They've requested that Joe Venuti attend a future meeting. The IDA board generally agreed. They felt it might be best to invite Joe to a meeting of representatives of both groups rather than having him attend both board meetings. Tracy will invite him to the next marketing committee meeting, and then invite the full boards to that meeting as well.

RJ Passalacqua asked if the IDA could get an intern to help with certain projects, like developing a list of developable properties. There was interest in exploring what that would look like, Anne noted that we would need the new City Manager on board and driving this process. Rick Bley suggested inviting the City Manager to the July meeting and providing her with a brief memo about the various priorities, goals, and activities that are of interest to the IDA.

Jason Fulton noted that there are some areas (e.g. Martha's Vineyard and Provincetown) that have a funding mechanism similar to an occupancy tax where restaurants collect incremental fees on bills to fund promotion. This might be something to look at in Geneva.

New Business:

Policy Adoption:

RESOLUTION OF THE GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") RATIFYING CERTAIN POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, THE PUBLIC AUTHORITY REFORM ACT OF 2009, AND CHAPTER 563 OF THE LAWS OF 2015.

- Motion to approve resolution 06/2022-1 adopting various policies and procedures by Rick Bley, seconded by Irene Rodriguez. The motion was put to a roll call vote, which resulted as follows:

	Yea	Nay	Absent	Abstain
Irene Rodriguez	[x]	[]	[]	[]
Anne Nenneau	[x]	[]	[]	[]
R.J. Passalacqua	[x]	[]	[]	[]
Rick Bley	[x]	[]	[]	[]
Lowell Dewey	[x]	[]	[]	[]
Benjamin Vasquez	[]	[]	[x]	[]
Jason Fulton	[x]	[]	[]	[]

The Resolution was thereupon duly adopted.

Unfinished Business:

Open Meetings Law Change:

Tracy Verrier explained that the current allowance for remote participation in meetings ends June 14. To continue allowing videoconferencing, the board will need to approve a policy outlining the circumstances under which board members can participate remotely. The draft policy was in the packet, but the board needs to schedule a public hearing. Tracy recommended scheduling the public hearing for July 8 at 8:30, directly preceding the regular meeting. The board was agreeable.

IDA Goals:

The board discussed some of the goals that are addressed by the ongoing conversations, but again recognized that there needs to be a conversation with the City Manager about how to move these efforts forward.

Adjournment

- Motion to adjourn at 9:54am by Anne Nenneau, second by Lowell Dewey. Motion carried unanimously.

**Geneva Industrial Development Agency
Audit Committee Meeting
via Zoom and GIDA YouTube Page
Geneva, New York
June 22nd, 2022 at 1:00pm**

In Attendance:

Irene Rodriguez
RJ Passalacqua
Rick Bley

Others present:

Tracy Verrier, MRB Group

Meeting Call to Order:

Chair Irene Rodriguez called meeting to order at 1:02pm.

2022-23 Budget:

Tracy Verrier reviewed the draft budget, explaining that the GIDA column was primarily pulled from previous years, and that the GEDC column was provided by the Websters. She noted the following items:

- A few GIDA expense lines were adjusted to align with actuals from recent years. Most of these adjustments were minor. The largest change was to the Professional Services line, which was increased to \$30,000 due to ongoing costs related to the Gateway Parcel and potential staffing/administrative support. Irene Rodriguez asked if MRB would still be involved in staffing, and Tracy explained that it hasn't been decided but assuming that there would be some level of engagement was part of the logic for increasing the professional services line. She noted that the extent of MRB's support moving forward, if any, is still unknown as of yet.
- The IDA does not typically budget for any administrative fees, but Tracy included the Trinity Church fees seeing as the project was approved already and likely won't close until fall.
- The American Tower rental income was removed from the Park column since the sale of the land has closed. There are no anticipated income or costs related to the park, so the only activity there would be unforeseen maintenance.
- The GEDC budget has a net negative. The Websters reduced the amount of rental income in the budget due to some anticipated vacancies and tenant transitions. Tracy noted that the board may see requests for support from GEDC if the cashflow does not support operations next year.

The committee agreed to submit the budget as presented to the full board for consideration at the July meeting.

CD Maturity:

Tracy Verrier explained that the IDA's CD is going to mature on July 8, the day of the next meeting. The CD currently has about \$15,000 in it and there is about \$225,000 of available cash in the checking account and an additional \$90,000+ will be coming in from the Trinity project. She noted that the board will need to decide: 1) if they want to keep any money in a CD, and if so 2) how much, and 3) for what term. Due to current interest rate uncertainty, she will not be able to get rates from the banks until July 5.

Rick suggested that the board might want to wait to move money into a new CD with interest rates rising quickly, so we should look at short term options as well. RJ Passalacqua agreed. Rick added that it would be good to get input from the full board on how to move forward given the current situation, but that he would ultimately like to see more than \$15,000 invested. He asked how much money is already committed to expenses, noting that about \$15,000 is already committed to the Gateway environmental testing. Tracy suggested keeping about \$125,000-150,000 for cashflow purposes because of the Gateway project, but felt confident that putting even \$50,000-60,000 in a CD should be manageable.

Tracy agreed to get rates for 3, 6, and 12 month CDs, as well as rates for more liquid interest-bearing accounts like savings accounts. Irene agreed that she'd like to put funds into an interest-bearing account even if they are going to wait to invest in another CD.

Policy Review:

Tracy Verrier explained that the committee is just reviewing the policies for needed changes, and then those changes will be recommended to the full board at the annual meeting in October.

Tracy explained that the Investment, Procurement, and Property related policies are all guided by state regulation. She is having Harris Beach review them all as well to make sure they are fully up to date, but doesn't expect major changes to be needed. Rick stated that he is most comfortable relying on Harris Beach to guide changes to these policies.

Tracy noted that the two committee charters new, and were provided by Harris Beach. She explained that all of the committees are required to have charters, and there should technically be separate Finance and Audit committees. Those two charters are in the packet. If the committee is agreeable, those would be provided to the full board at the annual meeting, and then both committees would need to be populated at that meeting. This would bring the board into full compliance.

Irene asked about the proposed changes to the Fiscal Management policy, particularly requiring only one signature instead of two on checks. Tracy explained that this policy is not a State-required policy, and thus is fully up to the board's discretion. Tracy explained that her intention with the proposed changes was to balance the intent of the policy with the reality of the day to day operations of the agency. Irene asked if they should start implementing some of these practices immediately, and Tracy agreed that they should.

The committee agreed to recommend the State policies, committee charters, and revised Fiscal Management Policy to the full board as presented, unless additional changes are suggested by Harris Beach in the interim.

Adjournment

- Motion to adjourn at 1:23pm by Rick Bley, second by RJ Passalacqua. Motion Carried.

Geneva Industrial Development Agency & Geneva Local Development Corporation
Joint Marketing Committee Meeting
Via Zoom
June 30th, 2022 at 1:00pm

In Attendance:

Anne Nenneau (IDA)
Robert Solenne (LDC)
Paula Bucklin (LDC)
Peter Gillotte (LDC)
Teresa Angelo (former IDA)

Others present:

Tracy Verrier, MRB Group

Meeting Call to Order:

The meeting was called to order at 4:07pm.

Position Statement:

Tracy stated that the BID board had approved the statement and that she'd be picking up the Chair's signature after this meeting. She will then forward the statement to the Mayor, cc'ing the chairs. She will ask the Mayor if he'd like to share the letter with the full council, or if Tracy should forward it to the group.

Proposed Zoning Discussion:

Anne explained that there aren't a lot of places left in the City that are conducive to development, so we need to think about future opportunity within the new zoning. The group discussed areas where adjustments to the proposed zoning designation could open up opportunity for business development. These are marked on the attached map, and are generally as follows:

- 1) The area between the Ramada and roughly Lake Street could be zoned for mixed-use hospitality, but maintain setbacks from the lake to preserve public access. This would support downtown as well.
- 2) The lakefront area from roughly Evans Street to the state park/City line could be zoned mixed-use hospitality in order to cap the green space along the lake with hospitality at either end.
- 3) The parcel across the street from the Lochland parcel and just south of the cemetery could also be zoned for mixed-use hospitality.
- 4) Parking lot between Exchange and Seneca Streets, as well as the parcels across the street on Exchange, could all be included in the CB5 zoning area that they adjoin to. This would make significant development/investment in that area more viable.
- 5) Parcels along Gates Ave from the railroad bridge to N Exchange St, as well as parcels in the block surrounded by Gates, Central, Buffalo, and N Exchange, could all be zoned Medium Density Residential to allow for future development of apartments.

Other comments included:

- 1) We need to consider how to incorporate more recreational opportunities, especially in connection to the lake, to support the hospitality/food/beverage scene in downtown.

- 2) It would be good to re-establish the connection from the sixth ward to the lake via some kind of walkway from Evans Street.

Geneva Made Proposal:

Tracy noted that Joe Venuti wanted to wait to fully brief the new City Manager on the wastewater capacity issues before attending and reporting at this meeting, and that this wouldn't move forward until there is some clarity from the city regarding that and the economic development position. She added that the City Manager intends to participate in both the upcoming full board meetings (LDC and IDA).

Teresa noted that the Geneva Made proposal did not include any media buys, which could be a substantial additional cost. The group should get an idea from Maureen what those costs might look like. She also recommended getting clarity around the packaging design item within the scope as she wasn't sure what that would entail. Rob noted that he still has concerns about the geographic targeting of proposal, questioning if it should be targeting other major metros across the country (as proposed) or take a more regional approach to start. Teresa noted that is something that could be discussed and worked out with Maureen during the project launch, and Tracy noted that the geographic target would be dictated by the goal of the campaign. Teresa and Rob also noted that the food and beverage focus might be too narrow for the purposes of the IDA and LDC.

Anne noted that the list of developable properties would help to guide a marketing effort, because what we can attract is going to be guided by the space we have to offer. Having a dedicated economic development staff person would allow us to identify parcels and work with that person to market specifically to appropriate users of that parcel.

Business Outreach:

At the last IDA board meeting, there was a discussion about the LDC and IDA board members helping to do outreach to existing businesses in the City to see how they are doing. The board suggested that this committee could help to organize a process for that, including the businesses to reach out to and a list of questions to ask. Rob agreed that it would be helpful to have a script of some kind to ensure consistency of information across conversations. Tracy will leave this on the agenda for the next meeting.

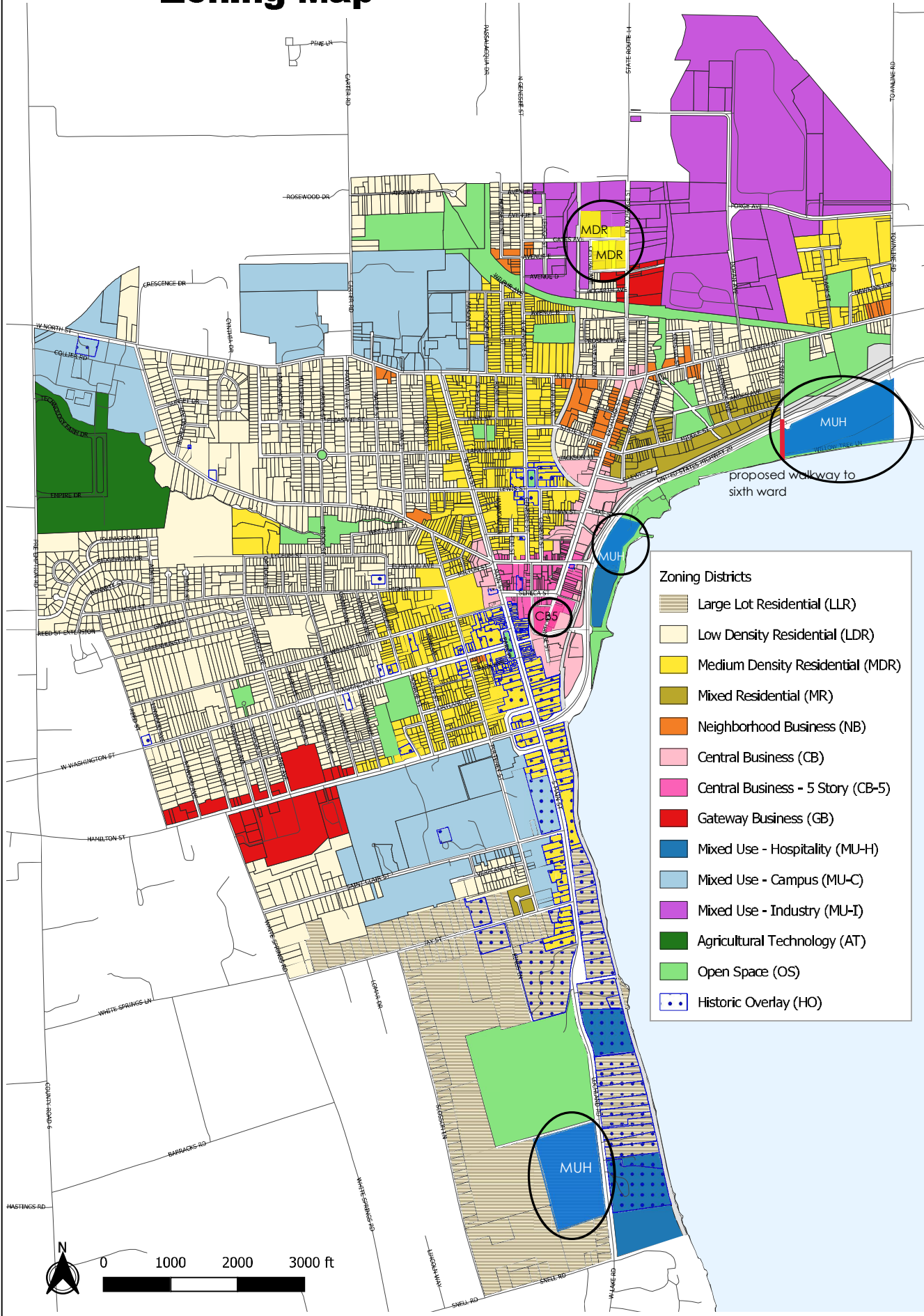
Adjournment

- The meeting adjourned at 5:11pm.

CITY OF GENEVA

Zoning Map

REVISED DRAFT
MAY 28, 2021



Geneva Industrial Development Agency

Balance Sheet

As of July 1, 2022

	Jul 1, 22
ASSETS	
Current Assets	
Checking/Savings	
Certificates of Deposit	
Lyons National Bank	15,042.05
Total Certificates of Deposit	15,042.05
LNB - City of Geneva IDA	202,637.08
Park Partnership accounts	
Park Partnership CD	30,000.00
Park Partnership Checking	721,037.22
Total Park Partnership accounts	751,037.22
Total Checking/Savings	968,716.35
Accounts Receivable	
Accounts Receivable	
GEDC Roof Loan	90,010.00
Accounts Receivable - Other	195.00
Total Accounts Receivable	90,205.00
Total Accounts Receivable	90,205.00
Total Current Assets	1,058,921.35
Other Assets	
2 N Exchange St	27,616.59
Industrial Park Investment	47,000.00
Total Other Assets	74,616.59
TOTAL ASSETS	1,133,537.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	524,573.93
Total Accounts Payable	524,573.93
Other Current Liabilities	
Park Partnership Partners' Equi	
City of Geneva	104,346.85
Geneva IDA	24,275.53
Ontario County IDA	36,405.04
Total Park Partnership Partners' Equi	165,027.42
Total Other Current Liabilities	165,027.42
Total Current Liabilities	689,601.35
Total Liabilities	689,601.35
Equity	
Opening Bal Equity	517,892.88
Opening Balance Equity	-3,704.51
Park Partnership Retained Earni	-40,632.79
Retained Earnings	-292,205.28
Net Income	262,586.29
Total Equity	443,936.59
TOTAL LIABILITIES & EQUITY	1,133,537.94

Geneva Industrial Development Agency
Park Partnership Profit & Loss YTD Comparison
June 2022

	Jun 22	Oct '21 - Jun 22
Ordinary Income/Expense		
Income		
Park Partnership Income		
American Tower Lease	0.00	15,419.74
Park Partnership Income - Other	91,683.42	91,683.42
Total Park Partnership Income	91,683.42	107,103.16
Total Income	91,683.42	107,103.16
Gross Profit	91,683.42	107,103.16
Net Ordinary Income	91,683.42	107,103.16
Net Income	91,683.42	107,103.16

Geneva Industrial Development Agency
Profit & Loss YTD Comparison
June 2022

	Jun 22	Oct '21 - Jun 22
Ordinary Income/Expense		
Income		
Administration Fees	0.00	252,607.43
Application Fees	0.00	500.00
Downtown Winery	195.00	1,950.00
Misc. Income	0.00	20.00
Park Partnership Income		
American Tower Lease	0.00	15,419.74
Park Partnership Income - Other	91,683.42	91,683.42
Total Park Partnership Income	91,683.42	107,103.16
Total Income	91,878.42	362,180.59
Gross Profit	91,878.42	362,180.59
Expense		
Economic Development Support		
GEDC Support	10,961.37	43,023.60
Total Economic Development Support	10,961.37	43,023.60
Professional Services		
Administrative Services	34.50	37,800.00
Audit	5,000.00	18,236.00
Other Professional Services	0.00	2,241.25
Taxes	0.00	-1,511.55
Total Professional Services	5,034.50	56,765.70
Total Expense	15,995.87	99,789.30
Net Ordinary Income	75,882.55	262,391.29
Net Income	75,882.55	262,391.29

GEDC Tenant Activity Report

Banner Door (B104)

- Working with tenant to add their own overhead door. Tenant is gathering quotes to submit to us for approval. We will then begin discussions regarding who is paying for it.

City of Geneva DPW (A311)

No activity to report

David Lee Foster, Esq. (A107)

No activity to report

Designing Sunny (A301)

No activity to report

Finger Lakes Film Co., LLC (A209)

- Tenant out of the space. Will be making payments on back balance.

FLX Glassware (Joseph Cammarata) (A309)

No activity report

Food Justice (B101)

No activity report

Geneva Sound Factory (A102)

No activity report

Geneva Theatre Guild (A305)

No activity to report

Gleichen Agency, LLC (A103)

No activity to report

Hudson Data, LLC (A302)

No activity to report

Ibero American Action League (A100)

No activity report

JB Paper Company (VIRTUAL)

No activity to report

Jason G. Swartley / Financial Partners of Upstate NY (A203)

No activity to report



J. Anderson, Cabinetmaker

- Lease signed for July 1, 2022

KitGen (City of Geneva) (B102)

No activity to report

Lyons National Bank (A308)

No activity to report

Pretzel Logic (A303, A306, A307)

- Lease amendment signed 5/26 - extension through September 1st

Real Eats America, Inc. (B100, B103, A204, A301)

- Paying \$2500 per week towards back balance

Super Casuals (A310)

No activity to report

Uncharted Spirits (A312)

No activity to report

Unity House of Cayuga County (A206)

No activity report

Misc:

- Collecting tenant insurance information and forklift certifications

Current Prospects:

- 1. Brain** - Start up company - manufacturing
- 2. Claudia Cohen / Chad Cassano** - Performing arts for youth with disabilities – Reached out to schedule another showing - Arc of Ontario County
- 3. Nicola Minott-Ahl** - Hobart professor looking for filmmaking recording studio

VACANCY:

A101: 1251sqft

A104: 380sqft

A105: 250sqft

A108: 128sqft

A109: 119sqft

A205: 585sqft

A210 (asbestos): 1369sqft

A211 (asbestos): 1177sqft

A216 (asbestos): N/A



A307: 2610sqft
TOTAL: 7284sqft

Maintenance:

- Asbestos in section 210,211,216 should be addressed to get space rented
- Ongoing AC issues in Hudson Data - completed
- Hot water tank replacement in the KitGen space

Accounting:

(attached)

Webster Property Management, LLC

Webster Property Management
350 East Ave, Suite 203
Rochester, NY 14604
(585)465-5000

GEDC

47 Castle Street, Geneva, NY 14456

Owner Statement

Ownerships: 122 N Genesee St

Date Range: 06/01/22 - 06/30/22

	Current	YTD
<i>Beginning Bank Balance</i>	14,469.81	17,883.38
Income		
Rental Income	0.00	325.00
Rental Income	13,575.36	120,440.45
Application Fees	40.00	40.00
CAM - Repairs & Maintenance	910.00	8,399.93
Utility Income	7,500.00	58,393.66
Gas & Propane	215.00	3,291.60
Electric	592.10	5,293.91
Unallocated Prepays	1,310.90	1,305.52
Security Deposit Forfeitures	0.00	325.00
	24,143.36	197,815.07
Expense		
Management Fees Expense	2,773.92	13,639.77
Commissions & Fees Expense	0.00	2,467.50
Insurance Expense	0.00	9,072.00
Repairs & Maintenance Expense	8,411.24	29,901.92
Utilities Expense	2,644.12	96,537.56
Garbage	62.00	248.00
CAM - Utilities	0.00	1,504.11
Office Expense (non-posting)	0.00	40.97
Telephone Services	165.56	1,305.29
Labor	0.00	15,353.75
Mortgage Interest Expense	1,878.25	11,143.19
	15,935.09	181,214.06
Net Income/Loss	8,208.27	16,601.01
Less Undeposited Funds	-205.00	0.00
<i>Ending Bank Balance</i>	20,923.08	20,923.08
Cash Requirements		
Total Reserve:	0.00	
Security Deposits Held:	14,295.00	
Total Requirements	14,295.00	

COMMENTS



Amie Hendrix
City Manager
City of Geneva
47 Castle Street
Geneva, NY 14456

June 10, 2022

Re: Geneva IDA Priorities and Opportunities

Dear Ms. Hendrix:

First and foremost, I'd like to welcome you to the City of Geneva. The Geneva IDA is looking forward to working with you and continuing the longstanding partnership between the City and the IDA. We understand that your first few weeks on the job will be hectic, but we would like to formally invite you to our July board meeting, which is scheduled for 8:30am on Friday, July 8 in the 2nd floor conference room at City Hall.

In addition to introductions, we'd like to begin discussing the future of economic development in the City of Geneva. While there are a number of ways that the IDA can and would like to support economic development efforts in the City, we also have concerns about how those efforts will be managed and utilized long term. I've attached a brief overview of concerns, opportunities, and current activities that we'd like to make you aware of and discuss with you. I offer this overview simply to provide you with background in advance of the meeting. We understand that getting absolute clarity on any given item will take time and coordination with other City staff, and as such the conversation about these items may be ongoing beyond the July meeting.

Please let me know if you will be available to attend our July board meeting. In the meantime, don't hesitate to reach out to myself or Anne Nenneau, the Board Chair, if you have any questions or would like to discuss the attached overview. Again, we look forward to working with you and hope to be a strong partner in achieving your goals and the goals of the City.

Sincerely,

Tracy Verrier
Executive Director

GENEVA INDUSTRIAL DEVELOPMENT AGENCY
CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
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Concerns:

Understanding the City's view and trajectory on the following items would help the IDA in planning their own activities.

- Dedicated economic development staff – The IDA and LDC strongly encourage the City to budget for and hire a dedicated economic development staff person to coordinate economic development activities and proactively pursue economic development opportunities. Having someone focused on economic development is key to ongoing economic development efforts. This position will be formalized in a letter to City Council.
- Wastewater infrastructure – As you know, the wastewater treatment plant is at capacity, which severely limits development potential in the City and surrounding Towns. Without a path to solving this capacity issue, there is some hesitation to fund and undertake initiatives that would potentially attract development.

Opportunities:

The IDA is considering funding and/or taking on a number of activities that would enhance economic development efforts. However, as mentioned above, these opportunities will only be truly helpful with dedicated attention and the appropriate infrastructure.

- Create a list/map of developable properties – The IDA and LDC are interested in developing a list and/or map of developable parcels in the City of Geneva. However, without a dedicated economic development staff person the list will only be useful for reactive responses to inquiries rather than proactive pursuit of development opportunities.
- Marketing initiatives – There are a number of marketing initiatives being discussed by the IDA and LDC via their joint marketing committee, but all would need City support and ongoing attention.
 - Example: Geneva Made is a brand that was developed last year focused on attracting food and beverage companies to Geneva and the surrounding area, but the implementation has been on hold due to limited staff capacity. There is an implementation proposal from the firm that designed the brand to do the marketing work for 12 months. The LDC, IDA, City, and County EDC are considering sharing the cost of this effort, but the IDA and LDC have concerns about how any incoming leads would be managed, and whether the infrastructure could meet the needs of these leads in a reasonable time.
- Outreach to businesses – IDA board members are willing to do outreach to businesses in Geneva to see how they are doing and what their needs are, but there currently isn't any mechanism/system to respond to these needs once they are known.

Existing Development Activity:

The IDA owns a number of properties that are currently being used for business development purposes.



- Gateway parcel – The Geneva IDA and Geneva LDC partnered to acquire a vacant commercial site from the city. They also acquired a few adjacent parcels and demolished a vacant house to create one larger, developable commercial parcel. A developer was identified and is planning to build a commercial building that will house a Dunkin Donuts and another retail tenant. In the due diligence process, it was discovered that there is an open DEC spill record for the property, and testing confirmed contamination in the south west corner of the site. DEC will not close the spill record until a remediation plan is developed, approved, and implemented. We have engaged Plumley Engineering to do additional testing and develop the remediation plan. Depending on the scope of that plan, the IDA and LDC may approach the City about in-kind services to assist with the remediation (e.g. excavation) as they did with the house demolition.
- GEDC – The Geneva IDA owns a commercial building on North Street that has offices and industrial incubation space. The City rents an area within the GEDC as a kitchen incubator. RealEats occupied the kitchen as a sublease to the City until recently, and efforts are ongoing for FLX Hospitality to move into the space.
- Industrial Park – the Geneva IDA, in partnership with the City and the Ontario County IDA, own a number of parcels in the industrial park. Almost all remaining parcels are currently under contract for sale to and development by Nardozzi.

RESOLUTION

A regular meeting of The City of Geneva Industrial Development Agency was convened on Friday, July 8, 2022.

The following resolution was duly offered and seconded, to wit:

Resolution No. 07/2022-__

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") AUTHORIZING THE EXPANDED USE OF VIDEO CONFERENCING FOR MEETINGS OF THE BOARD OF DIRECTORS OF THE AGENCY.

WHEREAS, the COVID-19 state disaster emergency, through Sections 1 and 2 of part E of chapter 417 of the laws of 2021 which amended Article 7 of the Public Officers Law ("Open Meetings Law"), authorized public bodies to hold meetings without in-person access until the emergency declaration expired; and

WHEREAS, the state disaster emergency is set to expire on July 14, 2022; and

WHEREAS, the Governor of the State of New York (the "State") signed legislation in April of 2022 amending the Open Meeting Law, Article 7, Chapter 56, Section 103-a regarding the use of videoconferencing by public bodies when a quorum of the board, committee or subcommittee is present in-person or at public locations; and

WHEREAS, the amendment sets forth that members of the board or committee may attend and participate in open meetings of the board or committee in a location that is not open to the public if an "extraordinary circumstance" is presented as cause for video attendance and is established in a written procedure; and

WHEREAS, these extraordinary circumstances are herein defined as physical disability, illness, caregiver responsibilities, work-related restrictions, travel commitments, or other such significant or unexpected factor or event which precludes the member's attendance in person; and

WHEREAS, a member must report the exercise of extraordinary circumstances to the Executive Director of the Agency as soon as possible, in order to participate from a non-public venue via videoconference, ensuring that the member can be heard, seen and identified during the meeting; and

WHEREAS, when utilizing the extraordinary circumstance, the public will also be given opportunity to attend via videoconference; and,

WHEREAS, a public hearing was conducted in accordance with the Open Meeting Law regarding this resolution and required written procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. The Agency will utilize the expanded use of videoconferencing under extraordinary circumstances for members to participate in a meeting of this public body in accordance with the laws of the State.

Section 2. The members of the Board of Directors of this public body will follow the written procedures to conduct a meeting using video conference attendance.

Section 3. This Resolution shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<i>Yea</i>		<i>Nay</i>		<i>Absent</i>		<i>Abstain</i>	
Irene Rodriguez	[	]	[	]	[	]	[	]
Anne Nenneau	[	]	[	]	[	]	[	]
R.J. Passalacqua	[	]	[	]	[	]	[	]
Rick Bley	[	]	[	]	[	]	[	]
Lowell Dewey	[	]	[	]	[	]	[	]
Benjamin Vasquez	[	]	[	]	[	]	[	]
Jason Fulton	[	]	[	]	[	]	[	]

The Resolution was thereupon duly adopted.

SECRETARY'S CERTIFICATION

(Resolution Authorizing Expanded Use of Video Conferencing for Meetings of the Board of Directors of the Agency)

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS.:

I, the undersigned Secretary of The City of Geneva Industrial Development Agency, DO
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of The City of Geneva Industrial Development Agency (the "Agency"), including the resolution contained therein, held on July 8, 2022, with the original thereof on file in the Agency's office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Agency this ____ day of July, 2022.

Secretary

CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY

Public Meeting Videoconference Policy

The City of Geneva Industrial Development Agency (the "Agency") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law ("Open Meetings Law"). <https://opengovernment.ny.gov/open-meetings-law>

This internal agency policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to “extraordinary circumstances” being experienced by a member who still wishes to attend.

This policy defines these “extraordinary circumstances” by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the agency staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending in-person at the predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference under “extraordinary circumstances” will not be counted toward a quorum, but may vote on motions and resolutions.
3. When participating under “extraordinary circumstances” by which a member of the public body may request participation via videoconferences, they must notify the agency Executive Director by phone or email as soon as the circumstance is presented. The Executive Director will present the information to the chair of the board for final determination.
4. Extraordinary circumstances allowed by this agency are:
 - a. Physical Disability whereby they are unable to meet in a physical location.
 - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings, or whereby their illness presents a risk of spreading to others attending the meeting.
 - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.

- d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location, or whereby their presence at the business location is critical during the date and time of the agency meeting.
 - e. Travel commitments whereby they are at a location too distant to attend the meeting in-person.
 - f. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the agency staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
- 5. Public Notice of an Open Meeting will be posted online in the agency's Agenda and Minutes Center, on the public bulletin boards at physical location and shared with the local news media.
- 6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.
- 7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," the agency staff shall include a link to the same videoconference service by which the member will be participating on the agenda and within the public notice as soon as reasonably possible.
- 8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation the minutes.
- 9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in-person or via videoconference and under which "extraordinary circumstance."
- 10. Any meeting of the agency or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.