



Notice of Board Meeting

Date: July 28, 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, August 5, 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
Amie Hendrix, 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
 Geneva City Hall, 47 Castle Street, Geneva
Location: 2nd Floor Conference Room and Zoom
Date: 8/5/2022
Time: 8:30am

Agenda Item	Potential Outcome	Person Responsible
Call to Order		Anne Nenneau
Administrative Reports		
Minutes from July 2022	Motion to approve minutes	Anne Nenneau
Financial Report July 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		
GEDC	Discussion about GEDC facility	Tracy Verrier/Anne Nenneau
Quality of Life (Marketing Committee)	Discussion of quality of life assets/opportunities and challenges	Tracy Verrier/Anne Nenneau
Unfinished Business		
Environmental Services Update	Informing board of status	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: 820 6628 8316
 Passcode: 373610
 Dial in: 929-205-6099

Public Hearing Agenda
City of Geneva Industrial Development Agency
Public Meeting Videoconferencing Policy

July 8, 2022 at 8:30am

Geneva City Hall, 47 Castle Street, Geneva, NY and via Zoom

ATTENDANCE LIST:

Public: Amie Hendrix

IDA Board: Anne Nenneau, Irene Rodriguez, Lowell Dewey, Rick Bley, RJ Passalacqua, Jason Fulton, Benjamin Vasquez

Staff: Tracy Verrier (MRB Group)

CALL TO ORDER: (Time 8:30 am) Anne Nenneau, Chair, opened the public hearing. Tracy Verrier, Executive Director, read the following into the record:

PURPOSE:

The Agency contemplates expanding use of videoconferencing under extraordinary circumstances for members to participate in a meeting of the Agency in accordance with the laws of the State of New York (the "State"). The Governor of the State signed legislation in April of 2022 amending the Open Meeting Law regarding the use of videoconferencing by public bodies when a quorum of the board, committee or subcommittee is present in-person at public locations. 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 said written procedure is followed. When utilizing the extraordinary circumstance, the public will also be given opportunity to attend via videoconference.

PUBLIC COMMENT:

No public comment was offered or received.

ADJOURNMENT (Time 8:32 am)

**Geneva Industrial Development Agency Board Meeting
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
July 8th, 2022 following 8:30am Public Hearing**

In Attendance:

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

Others present:

Tracy Verrier, MRB Group
Amie Hendrix, Geneva City Manager

Meeting Call to Order:

Chair Anne Nenneau called meeting to order at 8:32am.

Public Meeting Videoconference Policy:

Anne Nenneau moved this item up on the agenda.

- Motion to approve resolution 07/2022-01 authorizing expanded use of videoconferencing and the Public Meeting Videoconference Policy by Rick Bley, second by RJ Passalacqua. The resolution was put to a roll call vote:

	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.

Administrative Reports:

Meeting Minutes:

- Motion to approve the minutes from June 2022 by RJ Passalacqua, second by Irene Rodriguez. Motion carried unanimously.

Financial Report:

- Tracy Verrier reviewed the June financial statements. She noted that some adjustments will still be made in regard to the American Tower transaction, but the income to the park partnership is reflected. Tracy is working with the auditor on those entries and they will be cleaned up for next month.
- Motion to approve the financial report understanding that adjustments for the American Tower transactions will be made by Irene Rodriguez, seconded by Rick Bley. Motion carried unanimously.

Updates:

Geneva City School District: No report.

GEDC:

- Tracy provided an update on the drums that were located in the building. The City was able to get one quote for removal, and there are two more quotes forthcoming. If three quotes can't be secured, this may come before the board next month for a sole source approval.

City Council Report:

- Anne welcomed Amie Hendrix.
- Tracy explained that she had sent the memo included in the packet to Amie, which overviewed what the IDA is doing and what they'd like to do.
- Amie noted that she also received the position statement regarding an economic development position. She stated that the Director of Planning and Economic Development is already in the current budget, and they will be looking to fill that position once the comptroller position is filled. There are also additional support positions within the Office of Neighborhood Initiatives that will be filled and may provide economic development support.

IDA Projects:

Tracy Verrier reported:

- The American Tower proceeds were received and disbursed to partners.
- The American Legion developers are working on the subdivision of the parcel to divide the commercial and residential components of the project. Once that is complete, the IDA's project documents will be updated to reflect only the commercial portion.

Marketing Committee:

Anne explained that the primary topic of discussion at the marketing committee was a review of the proposed zoning updates. The intention of the committee was to consider how the zoning could be used to create development opportunities for the City. She noted that these are just suggestions, there is no guarantee that they will be incorporated or that any development will occur. She reviewed the recommended changes, including:

- Adding sections of Mixed Use Hospitality along the lakefront.
- Making the former OEO site and parking lot across the street Central Business-5 Story to allow for commercial development up to 5 stories. Rick Bley asked if this would allow for a parking garage? Parking will be critical to development, even if a parking garage isn't the ideal solution.
- Additional mixed use hospitality across the street from the Lochland and American Legion parcels.
- Adding a section of Medium Density Residential in the area of Gates Ave and N Exchange St. This would provide the opportunity to develop apartments.

Tracy added the following suggestions that were discussed:

- Re-establishing a walkway to connect the sixth ward to the lake. When discussed at the LDC meeting Wednesday, the Mayor explained that this was explored as part of the DRI, but was prohibitively expensive.
- The areas along the rail yard and nearby neighborhood could be a good target for future business development.

Anne added that the committee spoke about the Geneva Made proposal, which they are hesitant to move forward with until there is someone to manage any potential leads that are generated. Tracy noted that the committee will start to strategize outreach that the board members can do to existing businesses at the next meeting.

New Business:

Finance Committee Report:

Tracy explained that the committee discussed the next step for investment of IDA funds. She noted that the current CD is about \$15,000 and matures today. The board needs to decide what to do with those funds and provided the rates from LNB as those were the highest received. Rick Bley reviewed current financial position of the IDA and suggested moving \$75k to a 6 month CD and some or all of the remainder to a money market. Anne agreed that would leave enough funds available should there be any investments related to Gateway or GEDC that come up. Jason Fulton explained that he would prefer to invest in GEDC to prepare it for sale, rather than invest in items for long term ownership. He doesn't feel it is a healthy financial asset for the IDA, and selling it would return it to the tax rolls. Anne noted that selling it would be complicated because the City is a major tenant and made investments in the kitchen, but it is worth exploring and studying the options. The board determined that it would be reasonable to move \$75,000 into a 6-month CD and \$150,000 into a money market account.

- Motion to invest \$75,000 in a 6-month CD and \$150,000 in a money market by Ben Vasquez, second by Rick Bley. Jason Fulton voted nay, all else voted in favor. Motion passed.

2022-23 Budget:

Tracy explained that the finance committee reviewed the budget, which was developed based on previous years and input from the Websters. She reviewed the primary changes. Irene Rodriguez noted that the draft budget was not in the packet. Tracy shared the budget draft on the screen and reviewed the budget in greater detail. Jason Fulton asked about the rental income and utility amounts submitted by the Websters for GEDC, noting that they seemed out of line with the current year to date figures. Tracy explained that this year's figures include some things that were cleared up from previous years, like utility reimbursements that were outstanding. Jason asked that the monthly financial reports from GEDC include a budget column for comparison.

- Motion to approve 2022-23 budget as presented by Rick Bley, second by Irene Rodriguez. Motion carried unanimously.

Unfinished Business:

Environmental Services Update:

Tracy explained that the drilling and sampling is complete at the Gateway parcel. Once the lab reports are returned to Plumley, they will move forward with writing the remediation plan. She received communication from Plumley yesterday about some anomalies that were discovered and will have a follow up call with them on Monday.

Adjournment: Motion to adjourn at 9:34am by RJ Passalacqua, second by Rick Bley. Motion carried unanimously.

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. 07/2022-01

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	[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.

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 8th day of July, 2022.


Secretary

Geneva Industrial Development Agency & Geneva Local Development Corporation
Joint Marketing Committee Meeting
BID Conference Room, 1 Franklin St, Geneva & Via Zoom
July 25th, 2022 at 12:00pm

In Attendance:

Anne Nenneau (IDA)
Lowell Dewey (IDA)
Robert Solenne (LDC)
Peter Gillotte (LDC)
Teresa Angelo (former IDA)

Others present:

Tracy Verrier, MRB Group
Jason Fulton (IDA)

Meeting Call to Order:

The meeting was called to order at 12:02pm.

Zoning Statement:

Tracy provided an overview of steps to date, including the suggested changes to the zoning map and discussion at the July board meetings for both LDC and IDA. Amie Hendrix was present for both of those meetings to hear discussion. She drafted a statement regarding those recommended updates and sought feedback on next steps. Anne noted that city staff is managing the zoning update process at this point, to her knowledge. Dave stated that he got the indication that some updates had been made to the map based on input from various groups, but that he hadn't seen an updated version. The committee asked Tracy to follow up with Neal to confirm who is working on the zoning update at this time, and whether/when there will be an updated draft map released. Then the committee can review updates that have been made to date and decide next steps.

Business Outreach:

Tracy explained that there has been some discussion about the LDC and IDA boards helping with outreach to existing businesses. However, there should be a consistent list of questions and a strategy to doing this outreach. Lowell added that a process book and/or flow chart to help new and growing businesses navigate various City processes would also be helpful. The board also discussed various quality of life issues that impact economic development, like quality of schools and general cleanliness and maintenance of public spaces. They noted that public works seems to be understaffed, or not structured for greatest efficiency.

Dave noted that this was the most extensive quality of life conversation that he'd been a part of in relation to these groups. He added that this is clearly of interest for economic development, but encouraged the group to think about how these groups could influence these issues. Peter suggested that money and advocacy are the two ways that the LDC and IDA could engage on these issues. These groups could help fund small initiatives and encourage the City to contribute as well. Dave and Rob mentioned that it would be good to find a way to encourage and support "force multipliers" like block groups that could help with certain cleanliness items.

Jason recommended approaching the City from a place of positivity. Identify the good things and possible revenue generators, and then use that as a launching point to talk about how to leverage those to address these other issues. He explained that other hospitality areas sometimes have an additional tax or fee on restaurant and/or hotel bills to support marketing and public maintenance. Parking could be another area for revenue. Tracy agreed to send the example Jason had sent her previously to the IDA legal team to see if this is something that could work in NY. The committee agreed that this would be a good approach.

The boards will continue this conversation at their board meetings next week to try to identify some of those positive assets and revenue opportunities. That will help move a conversation about quality of life forward.

Adjournment

- Motion to adjourn at 1:01pm by Anne, second by Lowell. Motion passed unanimously.

Geneva Industrial Development Agency
Profit & Loss YTD Comparison
July 1 - 28, 2022

	Jul 1 - 28, 22	Oct 1, '21 - Jul 28, 22
Ordinary Income/Expense		
Income		
Administration Fees	0.00	252,607.43
Application Fees	0.00	500.00
Downtown Winery	195.00	2,145.00
Income from Investments	15.21	15.21
Misc. Income	76,424.25	76,444.25
Park Partnership Income		
American Tower Lease	0.00	15,419.74
Park Partnership Income - Other	0.00	91,683.42
Total Park Partnership Income	0.00	107,103.16
Total Income	76,634.46	438,815.05
Gross Profit	76,634.46	438,815.05
Expense		
Economic Development Support		
GEDC Support	0.00	43,023.60
Total Economic Development Support	0.00	43,023.60
Professional Services		
Administrative Services	0.00	37,800.00
Audit	0.00	5,000.00
Other Professional Services	0.00	2,241.25
Taxes	0.00	-1,511.55
Total Professional Services	0.00	43,529.70
Total Expense	0.00	86,553.30
Net Ordinary Income	76,634.46	352,261.75
Net Income	76,634.46	352,261.75

9:27 AM

07/28/22

Accrual Basis

Geneva Industrial Development Agency
Park Partnership Profit & Loss YTD Comparison
July 1 - 28, 2022

	<u>Jul 1 - 28, 22</u>	<u>Oct 1, '21 - Jul 28, 22</u>
Ordinary Income/Expense		
Income		
Park Partnership Income		
American Tower Lease	0.00	15,419.74
Park Partnership Income - Other	0.00	91,683.42
Total Park Partnership Income	0.00	107,103.16
Total Income	0.00	107,103.16
Gross Profit	0.00	107,103.16
Net Ordinary Income	0.00	107,103.16
Net Income	<u>0.00</u>	<u>107,103.16</u>

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: 07/01/22 - 07/31/22

	Current	YTD
<i>Beginning Bank Balance</i>	20,923.08	17,883.38
Income		
Rental Income	0.00	325.00
Rental Income	13,875.36	134,315.81
Application Fees	0.00	40.00
CAM - Repairs & Maintenance	860.00	9,259.93
Utility Income	7,500.00	65,893.66
Gas & Propane	215.00	3,506.60
Electric	691.98	5,985.89
Unallocated Prepays	-980.00	325.52
Security Deposit Forfeitures	0.00	325.00
	22,162.34	219,977.41
Expense		
Management Fees Expense	1,590.20	15,229.97
Commissions & Fees Expense	0.00	2,467.50
Insurance Expense	4,536.00	13,608.00
Repairs & Maintenance Expense	7,752.40	37,654.32
Utilities Expense	2,457.42	98,994.98
Garbage	62.00	310.00
CAM - Utilities	0.00	1,504.11
Office Expense (non-posting)	0.00	40.97
Internet Services	360.00	360.00
Telephone Services	300.56	1,605.85
Labor	0.00	15,353.75
Mortgage Interest Expense	1,810.20	12,953.39
	18,868.78	200,082.84
Net Income/Loss	3,293.56	19,894.57
<i>Ending Bank Balance</i>	23,178.59	23,178.59
Cash Requirements		
Total Reserve:	0.00	
Security Deposits Held:	15,245.00	
Total Requirements	15,245.00	

GEDC Tenant Activity Report

Banner Door (B104)

- Working with tenants 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)

- Renewed lease for another 6 months (Expires 12/31/2022)

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

Gleichauf Agency, LLC (A103)

No activity to report

Hudson Data, LLC (A302)

No activity to report

Ibero American Action League (A100)

- Renewed lease for another year (Expires 6/30/2023)

JB Paper Company (VIRTUAL)

No activity to report

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

No activity to report



J. Anderson, Cabinetmaker

No activity to report

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
- 4. John** - small manufacturing company

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
- Hot water tank replacement in the KitGen space - completed

Accounting:

(attached)