Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
December 9, 2022 at 8:30am
Meeting Minutes

In Attendance:
Anne Nenneau
RJ Passalacqua
Rick Bley
Irene Rodriguez
Lowell Dewey
Jason Fulton
**remote attendance*

Others present:
Tracy Verrier, MRB Group
Maureen Lee, Geneva CSD
Amie Hendrix, Geneva City Manager
Myles Webster, Webster Properties
Emma Powlin, Harris Beach
Anthony Lewis, Pretzel Logic

MEETING CALL TO ORDER

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

ADMINISTRATIVE REPORTS

Meeting Minutes:

- Motion to approve the minutes from October and November 2022 regular meetings by RJ Passalacqua, second by Rick Bley. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the November financial statements, noting that there was not much activity.

- Motion to approve the financial report presented by Jason Fulton, second by Lowell Dewey. Motion carried unanimously.

UPDATES

Geneva City School District:

Maureen reported that the school district is waiting on state aid approval for the capital project. There was an issue with the data that the state had been providing the district, and that is causing a delay for the approval of the roof replacement component. They plan to go out to bid for the total project in February, with construction starting in May. The district has met with the City and Fire Department regarding traffic concerns on West Street. There are some serious safety concerns due to the direction of traffic. They are also studying whether to swap 2nd grade and Head Start at the North Street and West Street schools. There is a committee of about 40 working on that.

GEDC:

Myles Webster noted they are preparing for winter and snow. They were hoping to have some additional spaces leased by this meeting, but those are still outstanding. There are two leases out for execution, and a couple of tenants are changing up their spaces.

GEDC Committee Update:
Tracy noted that the experts that toured the facility provided some valuable feedback and insights about the building and its potential uses. They recommended completing a few initial studies, which would be helpful regardless of whether the IDA decides to keep, sell, or divide the building. The plans include: roof condition assessment, phase one environmental, and development of complete floorplans. Craig was able to get a quote for floorplans, but not the other studies. The floorplan quote was for $20,500, which includes 3D scanning. This can be considered today, or we can seek additional quotes. Lowell suggested talking to a surveyor to see if they could create a basic floorplan. There was a question about the goals for having the floorplan, which Myles suggested would help us to better understand the flow of the building and the size of the existing spaces. Jason suggested doing the environmental and roof condition assessment first, as well as possibly an appraisal, as those will tell us more about the potential value of the building. Then we can decide if we want/need the floorplans, and to what level of detail. Anne asked for clarification regarding whether we are seeking a phase 1 or a phase 2 environmental. Tracy explained we are currently only seeking a phase 1. Lowell agreed, noting that the phase 1 will tell us if a phase 2 is needed. Tracy will follow up with the committee as additional quotes are received.

City Council Report:
Amie Hendrix, City Manager, reported that they potentially have multiple grants going in, particularly related to Pretzel Logic's move and expansion. The BID also had their retreat last night. They are interested in stronger collaboration between the BID, LDC and IDA. The zoning update is still ongoing, which will hopefully be going to council early in 2023.

IDA Projects:
Tracy stated that the conversation about a hospitality tax is ongoing. She also received an inquiry from UPS looking for some ideas, but no incentive discussion at this point.

UNFINISHED BUSINESS

Environmental Services Update:
Tracy explained that the current Plumley invoice went above and beyond the budget that was originally approved. This was a result of Plumley reworking the submission to DEC after review by Wendy Marsh. The final bill came out to about $10,000 over the approved budget. It was clarified that the shift that caused this new work scope was due to an internal decision about the direction of the submission. The board would have appreciated more transparent communication about the change in the billing.

- Motion to pay the invoice by Rick Bley, second by Irene Rodriguez. Jason Fulton voted no, all others voted in favor. Motion passed.

NEW BUSINESS

Tracy recommended moving new business up on the agenda to do the executive session last, Anne agreed.

Nardozzi Land Sale:
Tracy explained that the current purchase contract expires at the end of the year. The current contract includes some contingencies, including that he complete a site plan approval prior to

closing. Nardozzi would like to remove the contingencies, specifically the site plan approval piece. After discussion with the executive committee, Tracy reached out to James Nardozzi asking for clarity about the timeline to site plan approval and construction if they are going to consider removing the contingencies. In this correspondence, she noted that if he did not respond by the time of the meeting, the board would consider a 3 month extension of the current contract to allow time for negotiation. He had not at the time of the meeting responded, so Tracy explained that the options are to let the contract expire or to provide an extension. She suggested adding additional language to the contract extension regarding code compliance to ensure that it is clear that he can't make any alterations to the site without site plan approval as there have been some concerns about some of the activities happening at the site. She also noted that there is a .2 acre parcel included in the deal that has a title issue. That parcel needs to be removed from the contract until title is cleared. Tracy recommended a per acre cost reduction. Anne noted that the land across from Zotos was only about $15,000 dollars of total, and this parcel is a small component of that piece. It was suggested that the purchase price be left as is, and then when title is cleared we can still transfer that parcel.

- Motion to extend the existing purchase contract for 3 months with all existing contingencies, but removing the .2 acre parcel and adding stronger code compliance language by Rick Bley, second by Irene Rodriguez. RJ Passalacqua voted yes, all others voted no. Motion defeated.

It was asked what would happen if the contract expires. Tracy noted that he would need renegotiate a purchase contract or return it to its original state.

MRB Contract Discussion:

Tracy explained that the current services contract with MRB Group ends as of the January meeting. A new contract will be proposed at the meeting. The new contract will be structured a little differently, likely with a monthly amount for standard administration. Then any additional/unforeseen work will be quoted and billed hourly. Amie explained that they have paused the search for a Planning and Economic Development Director, but hope to restructure it and hire someone by mid-year. This contract with MRB can include work to transition administration to that new person.

Anne explained that services provided this year went over budget, but MRB Group did not bill for those additional hours. She suggested supplementing the 2020 contract with a payment of $12,000, which is less than the total overage.

- Motion to compensate MRB Group in the amount of $12,000 for services rendered in 2022 by Rick Bley, second by Lowell Dewey. Jason Fulton voted no, all others voted yes. Motion carried.

Beautification Proposal:

Tracy explained that the LDC had agreed to fund up to an additional $30,000 of this proposal, and they have already contributed $950 to support additional staff time in 2022. Further, it was decided to remove about $1400 from the proposal that was intended to add additional seasonal staffing in 2022. The Geneva Growth group opted not to participate in the program. To fully fund the remainder of the proposal, we are seeking $30,935 from the IDA. Amie Hendrix noted that this proposal will further supplement additional investments being made by the City in staffing and equipment to manage the existing and new landscaping. Tracy suggested developing a contract that would align with the reporting that City will be requiring, and that will disburse funds for staffing on a monthly basis and all other expenditures on a cost incurred basis (i.e. pay vendors directly). This will ensure that the funding is used for its intended purposes without creating a cashflow problem for the BID.

- Motion to commit up to $30,935 to the BID Beautification proposal with quarterly reporting, monthly disbursements for staffing, and incurred cost disbursements for non-staffing by Lowell Dewey, second by Rick Bley. Motion carried unanimously.

PARIS Documents:

Tracy noted that the draft Procurement and Investment reports were included in the packet, as well as the Accomplishments and Measurements reports that will be included in the annual report after the audit is complete.

- Motion to approve the provided PARIS documents by Rick Bley, second by RJ Passalacqua. Motion carried unanimously.

EXECUTIVE SESSION

- Motion to enter executive session to discuss the proposed acquisition, sale or lease of real property and proposed, pending or current litigation at 9:39am by Lowell Dewey. second by RJ Passalacqua. Motion carried unanimously.
- Motion to exit executive session at 10:01am by Lowell Dewey, second by Rick Bley. Motion carried unanimously.

ADJOURNMENT

- Motion to adjourn at 10:02am by Jason Fulton, second by RJ Passalacqua. Motion carried unanimously.