



Notice of Board Meeting

Date: November 23, 2022

To: Robert Sollenne
Chevanne DeVaney
Dana Hollenbeck
Paula Bucklin
Robert Koczent
Marc Rodriguez
Peter Gillotte
Craig Talmage

From: Dave Linger, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Local Development Corporation will hold their monthly Board Meeting on Wednesday, December 7, 2022 at 12pm. The meeting will be held in the Geneva BID conference room at 1 Franklin Street, Geneva, NY and remote participation via Zoom will also be available (see below). The meeting agenda is attached and available at <https://cityofgenevany.com/287/Local-Development-Corporation>.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09>

Meeting ID: 824 2495 3044

Passcode: 487818

Dial-in: (929) 205-6099

Cc: Mayor Steve Valentino
Amie Hendrix, City of Geneva
Tracy Verrier, Executive Director
Matt Horn, MRB Group
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times

GENEVA LOCAL DEVELOPMENT CORPORATION

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
tracy.verrier@mrbgroupp.com – www.cityofgenevany.com

BOARD OF DIRECTORS

ROBERT SOLLENNE ('23) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23) ~ PAULA BUCKLIN ('24) ~ ROBERT KOCZENT ('23)
DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23) ~ CRAIG TALMAGE ('25)

City of Geneva Local Development Corporation**Meeting Agenda**

Title: LDC Monthly Meeting
Location: Geneva BID Conference Room
 1 Franklin Street, Geneva
Date: December 7, 2022
Time: 12:00pm



Agenda Item	Potential Outcome	Person Responsible
Call to Order		David Linger, Chair
Administration		
Minutes November 2022	Motion to approve minutes	David Linger, Chair
Financial Report November 2022	Discussion regarding CD Maturity Motion to approve financial report	Tracy Verrier
Agenda Items		
Revolving Loan Fund Appointments	Motion appoint RLF members	Tracy Verrier
2021 Revised Audit Approval	Motion to approve 2021 revised Audit	Tracy Verrier
Environmental Services Update	Informing the board of status	Tracy Verrier
Quality of Life Discussion Updates	Motion to fund beautification proposal	Tracy Verrier
Staffing Services	Informing the board of status	Tracy Verrier
Executive Session		
If needed		David Linger, Chair
Adjournment	Motion to adjourn	David Linger, Chair

Next LDC meeting: January 4, 2022, 12pm (annual meeting followed by regular meeting)

Quorum (Confirmation required)

Dave Linger
 Robert Sollenne
 Chevanne Devaney
 Paula Bucklin
 Robert Koczent
 Dana Hollenbeck
 Marc Rodriguez
 Peter Gillotte
 Craig Talmage

Staff

Tracy Verrier
 Matt Horn

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Others

Greg Woodworth, Revolving Loan Fund Committee



REGULAR MEETING MINUTES
November 2, 2022 at 12pm

Board Members in Attendance

Rob Sollenne
Paula Bucklin
Dana Hollenbeck
Craig Talmage
Peter Gillotte

Others in Attendance

Tracy Verrier, Executive Director, MRB Group
Amie Hendrix, City Manager
Catherine Price, Geneva BID

Agenda Items

Call to Order: Rob Sollenne called the meeting to order at 12:04pm with a quorum present.

Minutes Approval:

Motion to approve the October meeting minutes by Craig Talmage, second by Dana Hollenbeck. Motion passed unanimously.

Financial Report:

Tracy Verrier noted that there was no activity to report. Rob Sollenne reviewed the balance sheet.

- Motion to approve the financial report by Peter Gillotte, second by Paula Bucklin. Motion carried unanimously.

Revolving Loan Fund Committee Appointments:

Tracy Verrier recommended tabling this discussion to December as one of the members of the RLF committee will be able to attend that meeting to answer any questions. Rob Sollenne asked about the committee structure. It was clarified that they are supposed to have 7 voting board members, including the two ex officio City seats. Rob asked if there has been any recent activity with the RLF, and whether all loans are current. Tracy and Amie confirmed that there has not been any activity since 2020, and there is one loan that is not current. More information will be provided at the next meeting.

2021 Audit Approval:

Rob Sollenne asked about the outstanding payable of \$35,000. Tracy noted that this amount goes back to 2020, so would not impact the 2021 audit.

- Motion to approve the 2021 Audit by Paula Bucklin, second by Peter Gillotte. Motion carried unanimously.

Environmental Services Update:

Tracy noted that the new request had been submitted to DEC, and there had not yet been a response.

Quality of Life Discussion Update:

Tracy introduced Catherine Price from the Geneva BID. Catherine reviewed the updated Beautification proposal, noting that it now included additional seasonal staffing to assist with plant-bed maintenance and weeding. These positions are currently included from April to October, but if they are not able to fill them they could also recruit college students and shorten the timeframe. She noted that she was happy to allocate some of this labor outside of the BID district, but asked for clarification about the board's expectations. Rob explained that he's primarily interested in the lakefront from the playground to the hotel and visitor center. This is the section that is the most connected to downtown, and has the most impact on visitors. Catherine was comfortable with that. The board was amenable to the proposal as submitted, but agreed that they were not able to fund it in total. The board suggested reaching out to other partners, including the IDA and Geneva Growth, to see if they would commit funding as well. The board agreed that they'd be willing to fund up to half if other partners came on board to fund the rest. Tracy agreed to do this outreach and bring the proposal back for a vote next month.

Adjournment:

Motion to adjourn by Craig Talmage, second by Paula Bucklin. The meeting adjourned at 12:56pm.

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(315) 781-6104 – tverrier@mrbgroup.com - www.cityofgenevany.com

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Account Information

Balance

Current Balance	\$81,378.91
Interest Rate	0.30%
Term	12 months
Maturity Date	Dec 15, 2022
Months To Maturity	1

Interest

Current Accrued Interest	\$224.74
Pay Interest To	This account
Next Interest Payment (Dec 14, 2022)	\$244.14
Redemption Amount	\$81,543.45
Forfeiture Amount	\$60.20
Renewal Terms	Single maturity



BOARD MEMBER APPOINTMENTS: Revolving Loan Fund Committee
FOR CONSIDERATION AT LDC BOARD MEETING – December 7, 2022

Re- Appointments:

Jim King

Jim Vedora

Greg Woodworth

1. A motion to re-appoint the above listed members to a 2 year term of January 1, 2023 through December 3, 2024 moved by _____, second by _____. All present voted in favor. Motion passed.

Appointments:

Jeffrey M. Kowalski

Joshua R. Burden

2. A motion to appoint the above listed members to serve the remainder of the 2022 calendar year, followed by a 3 year term of January 1, 2023 through December 31, 2025 moved by _____, second by _____. All present voted in favor. Motion passed.

Ex officio member appointed per bylaws: City Manager, City Comptroller.

Geneva Local Development Corporation

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
(315) 789-6104 – www.cityofgenevany.com

Jeffrey M. Kowalski

3 Brian Drive, Geneva, NY 14456

jeff@kowalskilegal.com

(864) 353-3174

EDUCATION

Wake Forest University School of Law; Winston-Salem, NC

Juris Doctor, May 2011

- Graduated top one-third of class;
- Served as a research assistant in Federal Income Tax.

Clemson University; Clemson, SC

Bachelor of Science; December 2007

- Graduated Magna Cum Laude; 3.8 GPA; First in program.
- Obtained membership to Professional Golfers Association of America by completing PGA/PGM Program.

CURRENT LEGAL EXPERIENCE

Kowalski Legal PLLC; Geneva, New York

Owner, November 2016-Present

- Opened the firm Kowalski Legal as the sole owner and attorney. Provide real estate counsel to all forms of clients in the real estate sector, including banks, buyers and seller.
- Successfully closed 683 real estate transactions in the 2021 calendar year.
- In addition to serving as a real estate closing attorney, responsibilities include client development and business growth, sales and marketing, bookkeeping and human resources.

PAST LEGAL EXPERIENCE

Morgenstern, DeVoesick PLLC Rochester New York

Associate Attorney, October 2014 – November 2016

- Responsible for new business development and managing client base that included institutional lenders and sophisticated commercial investors;
- Represented financial institutions on multi-million-dollar commercial real estate loan closings, due diligence review and the negotiation and drafting of loan documents;
- Represented developers and commercial investors in complex real estate acquisitions and dispositions including negotiations, title examinations and closings.

Boylan Code LLP; Rochester New York

Associate Attorney, May 2012 – October 2014

- Gained experience representing all facets of real estate clients including homebuyers, home-sellers, landlords, tenants, private lenders, major financial institutions, developers, commercial investors and business owners.
- Developed skill set necessary to be a proficient real estate attorney, including client development, fostering personal relationships, the ability to competently explain to and advise clients on variety of real estate legal issues, effective and persuasive communication, and meticulous legal research and due diligence review.

G.W. Lisk Company Inc.; Clifton Springs, NY

Legal Liaison, Contracts Manager, August 2011 – May 2012

- Served as contracts manager for manufacturing company grossing \$115+ million annual sales;
- Successfully drafted and negotiated multi-million-dollar contracts with company's customers and suppliers.

COMMUNITY INTERESTS & ACTIVITIES

- Served on the Board of Directors for the Geneva Area Chamber of Commerce (2018 – 2020)
- Served as Events Chair on the Board of Directors of JDRF (2011 – 2017)
- Participated in endurance events such as the Austin 70.3 Half-Ironman (October 2011), various community races and triathlons, Toronto Marathon (May 2013) and Marine Corps Marathon (October 2014).

Joshua R. Burden

315-945-6416 | 133 Locust Grove, Penn Yan, NY |

josh.burden@waynebank.com

Summary

Driven individual effective at maximizing customer service opportunities while exceeding individual performance goals.

Skills & Abilities

- Programs: Microsoft Office Proficient, Silver Lake Interface Browser, Navigator 46 Browser, Moody's Analytics
- NMLS Certified to take and process mortgages
- Completed training for Making the Commercial Credit Decision
- Organized
- Team Player
- Strong Customer Service skills
- Problem Solver
- Ability to lead and train

Work History

November 2018 to current

Vice President/Commercial Loan Officer

Bank of the Finger Lakes, Wayne Bank, Geneva NY

- Gather and analyze financial data about commercial clients to determine their credit worthiness.
- Meet with new and exiting clients regarding loan requests
- Present Loan approvals to appropriate loan committees
- Clients vary from small startup businesses, large commercial construction companies, investment real estate owners and many more
- Recommended loan approvals and denials based on customer financial reviews
- Review and edited loan agreements to ensure accuracy

August 2014 to November 2018

Credit Analyst, Bank of the Finger Lakes (Unit of USNY Bank)– Geneva, NY

- Gather and analyze financial data about commercial clients to determine their creditworthiness.
- Clients vary from small startup businesses, large dairy farms, vineyards, large commercial construction companies, investment real estate owners and many more.
- September – December 2014 completed a course called "Analyzing Financial Statements" a college accredited course offered through the American Bankers Association.
- Recommended loan approvals and denials based on customer financial reviews.
- Reviewed and edited loan agreements to ensure accuracy.

April 2012 to August 2014

Branch Assistant, Community Bank, NA Canandaigua, NY
(Formerly First Niagara Bank)

- Opening accounts, promoting bank services with existing and new customers and making appropriate referrals.
- Obtained a NMLS license in order to sell mortgages and home equity loans to customers and responsible for inputting consumer loans.
- In charge of managing the tellers, tracking their sales goals, and promoting new ways to increase sales.
- Led a number of referral campaigns for the seven branches in our Rochester district.
- Responsible for completing monthly audits on the vault, ATM and teller drawers.
- Also, responsible for monthly and yearly audit requirements of the branch and monthly and yearly audits required by the security department.
- Other job duties include yearly reviews for the tellers, everyday customer service needs and promoting new business.

From April 2012-September 2012 I was the assistant manager for First Niagara Bank, but the branch was sold to Community Bank, N.A.

May 2010 to April 2012

Teller & Head Teller, First Niagara Bank Geneva, NY

Teller Responsibilities:

- Completed daily teller transactions i.e. deposits, cash checks, checking & savings withdrawals, and cash advances
- Completed audits of teller drawers, vault, certified check
- Promoted bank products through face to face interaction with customers

Head Teller Responsibilities:

- Audits of teller drawers and vaults (weekly, monthly, annually)
 - In charge of loading ATM with cash, daily balancing
 - In charge of quarterly and annual branch audits
 - Picked to travel to Connecticut to convert First Alliance Banks to First Niagara. Was responsible for helping to train those employees to First Niagara standards
- Acted as Customer Service representative as needed to assist in opening business and personal checking & savings accounts

Education

Keuka College – Keuka Park – Bachelor of Science: Major Business Management with a Minor in Sports Management May 2009

- Completed field periods with the coaching staff of William Smith College basketball team, and owner/manager of Ronnie's Cedar Inn

Completed courses in Accounting; Macro and Micro Economics; Strategic Planning; Corporate Finance; Business Management; and, Statistics. Course work included many assignments working as a member of a team, developing and presenting a final team project

References

Available upon request