



Notice of Board Meeting

Date: December 1, 2023

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

From: Anne Nenneau, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Industrial Development Agency will hold their regular monthly Board Meeting on Friday, December 8, 2023 at 8:30 am. 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: Tracy Verrier, Executive Director
Matt Horn, MRB Group
Emma Falkenstein, 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
2nd Floor Conference Room and Zoom

Date & Time: 12/8/2023 at 8:30am



Agenda Item	Potential Outcome	Person Responsible
Call to Order		Anne Nenneau
Administrative Reports		
Minutes from October 2023	Motion to approve minutes	Anne Nenneau
Financial Report October 2023	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
Committee Reports	Informing board of status	Tracy Verrier
City Council Report	Informing board of status	Mayor Valentino & Amie Hendrix
IDA Projects	Informing board of status	Tracy Verrier
New Business		
Nomination of Board Member	Motion to nominate board member	Tracy Verrier
Resolution Appointing Exec Dir	Motion to approve resolution	Tracy Verrier
MRB 2024 Service Contract	Motion to approve contract	Tracy Verrier
PARIS Reports	Motion to approve PARIS reports	Tracy Verrier
Unfinished Business		
RFP for GEDC arch/engin	Motion to release RFP	Tracy Verrier
Executive Session		
Executive Session	Proposed sale/lease of real property	Anne Nenneau
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

Emma Falkenstein

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87132884276?pwd=T2JYOWhyY1VBOFBnZjV2SjNpcnlwZz09>

Meeting ID: 871 3288 4276

Passcode: 385469

Dial in: 929-205-6099

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
November 3, 2023 at 8:30am**

Regular Meeting Minutes

In Attendance:

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

**remote attendance*

Others present:

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group
Amie Hendrix, City of Geneva
David West, City of Geneva
Russell Gaenzle, Harris Beach PLLC
Stephen Maier, Harris Beach PLLC
Maureen Lee, GCSD*
Myles Webster, Webster Properties LLC*
Stefanie Newcomb

MEETING CALL TO ORDER

Chair Anne Nenneau called the meeting to order at 8:30 am with a quorum present.

ADMINISTRATIVE REPORTS

Meeting Minutes:

- Motion to approve the October meeting minutes by Irene Rodriguez, second by RJ Passalacqua. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the November financial report, noting not much activity other than the MRB Group administrative services invoices, the Plumly gateway invoice, and the rent from Downtown Winery.

- Motion to approve the November financial report by Lowell Dewey, second by RJ Passalacqua. Motion passed unanimously.

UPDATES

Geneva City School District:

Maureen Lee provided an update on the Geneva City School District (GCSD). She noted that the students enjoyed Halloween. Maureen announced that she is going back into semi-retirement and that the GCSD is hiring a new person that will join in December. Maureen plans to still stay with the GCSD to manage grants.

GEDC:

Myles Webster provided an update on the GEDC building. He noted that he's preparing the building for the winter and that there has been some movement regarding tenant departures.

City Council Report:

Amie Hendrix, City Manager, provided an update on the City of Geneva. She stated that the City passed the budget with minimal changes. The budget was created to keep the tax rate the same, resulting in a reduction in some existing initiatives. Amie noted that the City passed a resolution to sell over seven acres of City property. The City is also creating a process to streamline how people can purchase City property. The process will determine which parcels go to auction, bid, or RFP. Amie also noted that the City is working on the short-term rental registry which will go into effect March 2024.

Jason Fulton inquired about an occupancy tax for short-term rentals. Amie noted that City staff are exploring this as an option.

Lowell Dewey inquired about is many of the City-owned parcels are occupied. Amie stated that the majority of parcels are vacant lots. Stefanie Newcomb noted that when the City property list goes online, it will show the parcel, lot size, and assessed value.

Amie noted that the zoning update went through its first reading in November and will have a second reading in December. David West stated that the MAP grant committee meet to rank the projects and are working on the environmental review. The City hopes to announce the winners soon.

IDA projects

Audit: Tracy noted that the audit is underway. She submitted the requested documentation to the auditor. Tracy indicated that the audit process should be much smoother this year.

Nardoizzi PILOT Application: Tracy stated that the IDA has engaged a surveyor to get the metes and bounds for the deeds. She hasn't heard from Nardoizzi recently, but he was ready to close on the property earlier in the fall.

Tracy noted no changes to the other IDA projects.

NEW BUSINESS

GEDC Building: Tracy stated that the Board received an email outlining the potential paths for the GEDC building based on discussions with the Executive and GEDC Committees. The first option is to keep the building, invest in stabilizing it, and explore incubation options. This option would involve initial engineering work and cost estimates to determine the full scope of work needed, a phased timeline, and potential funding sources. Option two focuses on selling the building with the IDA and City remaining as long-term tenants. This option entails determining which areas of the building the IDA and City would like to keep, getting an appraisal, engaging a broker, and completing any necessary updates to make the building viable to sell.

Tracy noted that both paths can involve incubation services. Anne inquired if the Board agreed with the notion of incubation services and what David envisioned for incubation.

David stated that incubation has been a key part of why the IDA has the GEDC, but that work is needed to enable the building to actually help small businesses not just provide cheap space. David noted that providing real incubation services will require staffing that will likely need to be grant funded. David stated potentially partnering with Cornell or HWS to develop the incubation space and services. He envisions the space as a hub to help start and grow businesses.

Jason stated that incubation services will require staff with entrepreneurial experience, which will likely require substantial funding to cover the cost of their expertise.

Rick noted that connecting to the Bozzuto Center will be important, particularly for retaining local graduates. Rick stated that with either option, the IDA should look to build connections with the colleges and should seek to be more proactive than it's been in the past.

Jason reminded the Board that the reason the GEDC conversation started was the financial responsibility for the property. Tracy noted that the debt is being paid on the IDA side. Jason noted that the costs of any building repairs will supersede any rental income from the property. He stated that his biggest concerns are future expenses, and that the IDA doesn't have the expertise to foster the desired incubation services.

Rick noted that there is also a cost to selling the building. Jason noted that the IDA and City should explore packaging the GEDC with a more desirable property to sell.

Anne inquired about the marketability of the building. Myles noted that the GEDC building has potential and that he has seen similar redevelopment projects in Rochester. Myles stated that it would be possible to sell the building.

Jason noted that the property will be easier to sell if the parcel was divided up. Rick agreed with Jason and noted that the City would need to retain a portion. Tracy noted that parceling the property would not be the path of least resistance due to the utilities.

Anne noted that the IDA and City are in a much stronger position to obtain grants than a private developer. Anne also inquired about the capacity of the IDA and City to take on a substantial redevelopment project.

Tracy asked David to create a rough proforma of the cost for the IDA and City to lease the building.

Anne urged the Board to think about what could happen if the IDA sells the building and loses control over what takes place on the property.

Amie noted that whether the IDA sells the building or not, the City needs to expand incubation services. Anne noted that the City is at a greater risk.

Jason noted that a higher occupancy rate is necessary to make it viable due to the cost of repairs and utilities. Jason asked Myles for an updated breakdown of costs and tenants to examine how to make the building more efficient.

Jason noted that the general sentiment from the Board is not to sell, but that the property does need to become more efficient.

Tracy noted that she and David will work on an RPF for engineering and cost estimating.

BID 2024 Request: Tracy noted that the IDA received the BID'S Q3 report but that she is still waiting on one clarification regarding proof of payment. Tracy stated that the BID is requesting to reallocated funding to enable them to purchase an Adobe Suite subscription. The BID is under budget on graphic design and volunteer interface which will cover the request for the Adobe Suite subscription.

- Motion to approve the reallocation of money for the BID budget to purchase an Adobe Creative Suite subscription by Irene Rodriguez, second by Rick Bley. Motion passed unanimously.

Wine County Hospitality Assignment: Tracy noted that the Fairfield hotel is in the process of transferring the property to a new owner, which requires the IDA to assign the incentive agreement to the new owner. Tracy stated that the new owner would have the same incentives and have the same reporting responsibilities. Tracy noted that there is a second resolution regarding a mortgage reporting tax abatement, which is standard practice when property changes hands. Russell Gaenzle indicated that this is a typical process when a property changes hands when there is an IDA incentive agreement.

- Motion to approve the resolution for reassignment by Jason Fulton, second by Lowell Dewey. The following resolution was put to a roll call vote:

Resolution No. 11/2023 - 2

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING (i) THE ASSIGNMENT OF CERTAIN DOCUMENTS IN CONNECTION WITH A CERTAIN PROJECT (AS FURTHER DEFINED HEREIN) PREVIOUSLY UNDERTAKEN FOR THE BENEFIT OF WINE COUNTRY HOSPITALITY LLC (THE "COMPANY"); AND (ii) AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS AND AGREEMENTS RELATING THERETO

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

Lowell Dewey [x] [] [] []

Resolution was duly passed.

- Motion to approve the mortgage abatement tax by Lowell Dewey, second by Rick Bley. The following resolution was put to a roll call vote:

Resolution No. 11/2023 - 3

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (i) ACCEPTING AN APPLICATION WITH RESPECT TO A CERTAIN PROJECT (DESCRIBED BELOW); (ii) APPOINTING MINGO JUNCTION STEEL WORKS, LLC AS AGENT OF THE AGENCY TO UNDERTAKE THE PROJECT; (iii) MAKING A DETERMINATION UNDER ARTICLE 8 OF THE NEW YORK STATE ENVIRONMENTAL CONSERVATION LAW IN CONNECTION WITH THE PROJECT; (iv) AUTHORIZING FINANCIAL ASSISTANCE TO THE COMPANY WITH RESPECT TO THE PROJECT IN THE FORM OF PARTIAL A MORTGAGE RECORDING TAX EXEMPTION; AND (v) AUTHORIZING THE EXECUTION AND DELIVERY OF A MORTGAGE AND RELATED DOCUMENTS WITH RESPECT TO THE PROJECT.

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

Resolution was duly passed.

Industrial Park License Agreement: Anne noted that the folks working on the Geneva Greenway are seeking a license agreement to allow the construction of an ADA ramp to enable people to access the rail trail. Tracy noted that the long-term discussion will be ownership of that portion of the land. Lowell noted that he has been up the hill and that a ramp is needed.

- Motion to approve the license agreement by Lowell Dewey, second by Irene Rodriguez. Motion passed unanimously.

NEW BUSINESS

New Board Member: Tracy noted that the nominating committees met to interview the candidates. Lowell Dewey noted that both people were good and well qualified, but that he was leaning towards Allison.

- Motion to approve Allison Kozcent to replace Lowell Dewey on the IDA Board by Lowell Dewey, second by Rick Bley. Motion carried unanimously.

EXECUTIVE SESSION

- Motion to go into Executive Session at 9:36 for the proposed sale or lease of real property by RJ Passalacqua, second by Irene Rodriguez. Motion carried unanimously.
- Motion to exit Executive Session at 9:43 by Irene Rodriguez, second by RJ Passalacqua. Motion carried unanimously.

ADJOURNMENT

- Motion to adjourn at 9:44 by Jason Fulton, second by Rick Bley. Motion carried unanimously.

RESOLUTION

*(Approving License of Land to City for Greenway Trail ADA Ramp and
Requesting Approval of a Property Right Disposition for same
from City of Geneva and Ontario County IDA)*

A regular meeting of The City of Geneva Industrial Development Agency was convened on the 3rd of November, 2023.

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

Resolution No. 2023-11-1

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (I) APPROVING A LICENSE TO THE CITY OF GENEVA (THE "CITY") FOR THE USE OF A PORTION OF TAX PARCEL 91.17-1-25.100 FOR THE PURPOSES OF PROVIDING PEDESTRIAN INGRESS AND EGRESS TO THE GREENWAY TRAIL AND (II) REQUESTING THE CITY AND THE ONTARIO COUNTY INDUSTRIAL DEVELOPMENT AGENCY (THE "ONTARIO IDA") APPROVE A PERMANENT PROPERTY RIGHT DISPOSITION TO CITY OF SAME.

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "State"), as amended, and Chapter 552 of the Laws of 1981 of the State of New York, as amended (hereinafter collectively called the "Act"), **THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY** (the "Agency") was created with the authority and power to own, lease and sell property for the purpose of, among other things, acquiring, constructing and equipping industrial, manufacturing and commercial facilities as authorized by the Act; and

WHEREAS, the Agency owns tax map parcel of land having an address of Eagle St, City of Geneva identified as 91.17-1-25.100 containing approximately 8 acres (the "Tax Parcel"); and

WHEREAS, tax map parcel 91.17-1-25.100 was received from the Ontario IDA in 1997 as part of a joint effort to market and develop certain properties within the City; and

WHEREAS, the Tax Parcel is currently vacant and awaiting development by the Agency; and

WHEREAS, City is seeking to construct an Americans with Disabilities Act ("ADA") compliant ramp at the corner of Clark Street and East North Street to provide access onto the pedestrian railbed greenway trail ("ADA Ramp"); and

WHEREAS, the identified location for the proposed ADA Ramp is on a an approximate 0.07 acre corner portion at the south east of the Tax Parcel owned by the Agency (the "Premises"); and

WHEREAS, City requested from Agency permanent use of the Premises for the ADA Ramp; and

WHEREAS, in the mutual interest of not delaying the ADA Ramp project, the Agency and City determined that it is in their respective best interests to enter into a license agreement for the City's temporarily use of the Premises until a permanent solution can be achieved through a permanent property right disposition mechanism such as a permanent easement or a subdivision and transfer of fee title to the Premises from the Agency to the City; and

WHEREAS, as part of the joint agreement among the Agency, the City and the Ontario IDA to market and develop certain properties within the City, including the Tax Parcel, the Agency must seek approval for the disposition of the Premises from the City and the Ontario IDA; and

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

Section 1. That the Agency hereby approves entering into a license agreement with the City for the City's use of the Premises, as more particularly described, and upon the terms and conditions as substantially contained in the License Agreement, attached hereto.

Section 2. That the Agency hereby requests approval from the City of Geneva and the Ontario County Industrial Development Agency the following:

- (a) Approval, authorization and ratification, as may be necessary, to license the Premises to the City upon the terms and conditions as substantially contained in the License Agreement, attached hereto; and
- (b) Approval and authorization to dispose of permanent property rights in the Premises to the City in the form of a permanent easement or a subdivision and transfer of fee title, or other similar mechanism for the purposes as described herein pertaining to the ADA Ramp.

Section 3. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required to obtain the approvals and authorizations requested by the Agency of the City of Geneva and the Ontario County Industrial Development Agency as set forth herein.

Section 4. The Executive Director, Chair and/or Vice Chair of the Agency are hereby authorized, each of them without the other on behalf of the Agency, (1) to execute, acknowledge and deliver the License Agreement with such changes, variations, omissions and insertions as the officer of the Agency signing the same shall approve, the execution thereof by such officer to constitute conclusive evidence of evidence of such approval, and (2) to take such actions as are necessary or appropriate to implement and carry out the purposes and intents of the resolution, including without limitation the execution, acknowledgement and delivery of other documents and agreements.

Section 5. These Resolutions shall take effect immediately upon adoption.

A motion to approve the foregoing Resolutions was made by Lowell Dewey and seconded by Irene Rodriguez. All members present voted in favor.

The Resolutions were thereupon duly adopted.

SECRETARY'S CERTIFICATION

*(Approving License of Land to City for Greenway Trail ADA Ramp and
Requesting Approval of a Property Right Disposition for same
from City of Geneva and Ontario County IDA)*

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 November 3rd, 2023, 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 3rd day of November, 2023.


Secretary

ASSIGNMENT AUTHORIZING RESOLUTION
(Wine Country Hospitality LLC to Mingo Junction Steel Works, LLC)

A regular meeting of the City of Geneva Industrial Development Agency was convened on Friday, November 3, 2023 at 8:30 a.m.

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

Resolution No. 11/2023 - 2

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING (i) THE ASSIGNMENT OF CERTAIN DOCUMENTS IN CONNECTION WITH A CERTAIN PROJECT (AS FURTHER DEFINED HEREIN) PREVIOUSLY UNDERTAKEN FOR THE BENEFIT OF WINE COUNTRY HOSPITALITY LLC (THE “COMPANY”); AND (ii) AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS AND AGREEMENTS RELATING THERETO

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 552 of the Laws of 1981 of the State of New York, (hereinafter collectively called the “Act”), the **CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called the “Agency”) was created with the Agency and power to promote, develop, encourage and assist in acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, and recreational facilities as authorized by the Act, and in connection therewith to issue its revenue bonds, enter into straight lease transactions and provide other forms of financial assistance; and

WHEREAS, the Agency previously appointed **WINE COUNTRY HOSPITALITY LLC** (herein, the “Company”) as agent to undertake a certain project (the “Project”) consisting of: (i) the acquisition by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the “Land”); (ii) the construction on the Land of an approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the “Improvements”); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the “Equipment”, and collectively with the Land and the Improvements, the “Facility”); and

WHEREAS, by resolution adopted by the Agency on May 19, 2015 (the “Authorizing Resolution”), the Agency authorized the undertaking of the Project and pursuant to which the Agency and the Company entered into a certain Agent Agreement, Lease Agreement, Leaseback Agreement, Tax Agreement, and related documents (collectively, the “Agency Documents”); and

WHEREAS, pursuant to Section 6.3 of the Leaseback Agreement, in connection with the proposed transfer of ownership of the Project to Mingo Junction Steel Works, LLC (the

“Assignee”), the Company has requested the Agency’s approval of the proposed assignment of the Agency Documents to the Assignee (the "Assignment"); and

WHEREAS, the Agency desires to authorize the Assignment subject to the terms and conditions set forth herein.

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

Section 1. Subject to (i) the Company and the Assignee, executing an Assignment and Assumption Agreement with Acknowledgement and Consent (the “Assignment Agreement”), (ii) the delivery to the Agency of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the Agency, and (iii) compliance with Section 6.3 of the Leaseback Agreement, the Agency hereby authorizes the Assignment of the Agency Documents to the Assignee. No additional financial assistance is authorized for the benefit of the Company or the Assignee.

Section 2. The Agency hereby finds that the Assignment constitutes a Type II Action, as defined within the State Environmental Quality Review Act (“SEQRA”) and regulations adopted pursuant thereto at 6 NYCRR Part 617.5(c)(26) whereby the Assignment constitutes a transfer of leasehold rights with no material change in permitted conditions or activities.

Section 3. The Chair, Vice Chair, and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute, deliver the Assignment Agreement and related documents; provided the rental payments under the Leaseback Agreement, as assigned, and the Assignment Agreement include payments of all costs incurred by the Agency arising out of or related to the Project and Assignments, along with the prospective indemnification of the Agency by the Assignee, for actions taken by the Assignee and/or claims arising out of or related to the Project.

Section 4. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Agency with all of the terms, covenants and provisions of the documents executed for and on behalf of the Agency.

Section 5. These Resolutions shall take effect immediately.

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

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

The Resolution was thereupon declared duly adopted.

SECRETARY'S CERTIFICATION

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS:

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

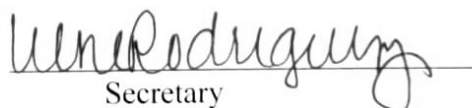
That I have compared the annexed extract of minutes of the meeting of the City of Geneva Industrial Development Agency (the "Agency"), including the resolution contained therein, held on November 3, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of 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 2nd day of November, 2023.


Secretary

[SEAL]

PROJECT AUTHORIZING RESOLUTION
(Mingo Junction Steel Works, LLC Project)

A regular meeting of the City of Geneva Industrial Development Agency was convened on Friday, November 3, 2023 at 8:30 a.m.

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

Resolution No. 11/2023 - 3

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (i) ACCEPTING AN APPLICATION WITH RESPECT TO A CERTAIN PROJECT (DESCRIBED BELOW); (ii) APPOINTING MINGO JUNCTION STEEL WORKS, LLC AS AGENT OF THE AGENCY TO UNDERTAKE THE PROJECT; (iii) MAKING A DETERMINATION UNDER ARTICLE 8 OF THE NEW YORK STATE ENVIRONMENTAL CONSERVATION LAW IN CONNECTION WITH THE PROJECT; (iv) AUTHORIZING FINANCIAL ASSISTANCE TO THE COMPANY WITH RESPECT TO THE PROJECT IN THE FORM OF PARTIAL A MORTGAGE RECORDING TAX EXEMPTION; AND (v) AUTHORIZING THE EXECUTION AND DELIVERY OF A MORTGAGE AND RELATED DOCUMENTS WITH RESPECT TO THE PROJECT.

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 552 of the Laws of 1981 of the State of New York, as amended (hereinafter collectively called the "Act"), the **CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called the "Agency") was created with the authority and power to own, lease and sell property for the purpose of, among other things, acquiring, constructing and equipping civic, industrial, manufacturing and commercial facilities as authorized by the Act; and

WHEREAS, the Agency previously appointed **WINE COUNTRY HOSPITALITY LLC** (herein, the "WCH") as agent to undertake a certain project (the "2015 Project") consisting of: (i) the acquisition by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the "Land"); (ii) the construction on the Land of an approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the "Improvements"); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the "Equipment", and collectively with the Land and the Improvements, the "Facility"); and

WHEREAS, in connection with the 2015 Project, the Agency and WCH entered into a certain Agent Agreement, Lease Agreement, Leaseback Agreement, Tax Agreement, and related documents (collectively, the "2015 Agency Documents"); and

WHEREAS, pursuant to a certain Assignment Authorizing Resolution adopted by the Agency on November 3, 2023, the Agency authorized the transfer of ownership of the 2015 Project and the assignment of the 2015 Agency Documents to Mingo Junction Steel Works, LLC (the "Company"); and

WHEREAS, the Company has submitted an application (the "Application") to the Agency, a copy of which is on file with the Agency, requesting the Agency's assistance with respect to a certain project (the "Project") consisting of: (i) the retention by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the "Land") and the approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the "Existing Improvements"); (ii) the reconstruction, renovation and rehabilitation of the Existing Improvements (the "Improvements"); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the "Equipment", and collectively with the Land, the Existing Improvements and the Improvements, the "Facility"); and

WHEREAS, pursuant to Article 18-A of the Act the Agency desires to adopt a resolution describing the Project and the Financial Assistance (as defined below) that the Agency is contemplating with respect to the Project; and

WHEREAS, it is contemplated that the Agency will (i) negotiate and enter into an agent, financial assistance and project agreement, pursuant to which the Agency will appoint the Company as its agent for the purpose of undertaking the Project (the "Project Agreement"), (ii) amend and restate the 2015 Agency Documents (and together with the Project Agreement, the "Agency Documents"), and (iv) provide Financial Assistance to the Company in the form of a partial mortgage recording tax exemption as permitted by New York State law (collectively, the "Financial Assistance"); and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, Article 8 of the Environmental Conservation Law and the regulations adopted pursuant thereto at 6 N.Y.C.R.R. Part 617, as amended (collectively referred to as "SEQRA"), the Agency must satisfy the applicable requirements set forth in SEQRA, as necessary, prior to making a final determination whether to undertake the Project; and

WHEREAS, the Financial Assistance provided by the Agency to the Company shall not exceed \$100,000 and, therefore, a public hearing with respect to the Project is not required to be held by the Agency; and

WHEREAS, the Agency Documents with respect to the Project are being negotiated and will be presented to the Chair, Vice Chair and/or Executive Director of the Agency for execution upon approval of this resolution.

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

Section 1. The Company has presented an Application in a form acceptable to the Agency. Based upon the representations made by the Company to the Agency in the Company's Application, the Agency hereby finds and determines that:

(A) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(B) It is desirable and in the public interest for the Agency to appoint the Company as its agent for purposes of undertaking the Project; and

(C) The Agency has the authority to take the actions contemplated herein under the Act; and

(D) The action to be taken by the Agency will induce the Company to develop the Project, thereby increasing employment opportunities in City of Geneva, New York, and otherwise furthering the purposes of the Agency as set forth in the Act; and

(E) The Project will not result in the removal of a civic, commercial, industrial, or manufacturing plant of the Company or any other proposed occupant of the Project from one area of the State of New York (the "State") to another area of the State or result in the abandonment of one or more plants or facilities of the Company or any other proposed occupant of the Project located within the State; and the Agency hereby finds that, based on the Company's application, to the extent occupants are relocating from one plant or facility to another, the Project is reasonably necessary to discourage the Project occupants from removing such other plant or facility to a location outside the State and/or is reasonably necessary to preserve the competitive position of the Project occupants in their respective industries; and

(F) Based upon the representations made by the Company to the Agency in the Application, the Agency hereby finds and determines that the Project constitutes a "Type II Action" (as such term is defined in SEQRA) as the Project constitutes the replacement, rehabilitation and reconstruction of a structure or facility, in kind, on the same site; therefore, no further action is required under SEQRA.

Section 2. Subject to the Company executing the Project Agreement and the delivery to the Agency of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the Agency, the Agency hereby authorizes the Company to proceed with the undertaking of the Project and hereby appoints the Company as the true and lawful agent of the Agency: (i) to undertake the Project; (ii) to make, execute, acknowledge and deliver any contracts, orders, receipts, writings and instructions, as the stated agent for the Agency with the authority to delegate such agency, in whole or in part, to agents, subagents, contractors, and subcontractors of such agents and subagents and to such other parties as the Company chooses; and (iii) in general, to do all things which may be requisite or proper for completing the Project, all with the same powers and the same validity that the Agency could do if acting in its own behalf; provided, however, the Agent Agreement shall expire on **December 31, 2024** (unless extended for good cause by the Executive Director of the Agency).

Section 3. The Chair, Vice Chair and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute (i) the Project Agreement, pursuant to which the Agency appoints the Company as its agent to undertake the Project, (ii) the Agency Documents, and (iii) related documents.

Section 4. The Chair, Vice Chair and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute, deliver and record a mortgage, assignment of leases and rents, security agreement, UCC-1 Financing Statements and all documents reasonably contemplated by these resolutions or required by the Lender in such forms as approved by counsel to the Agency up to a maximum principal amount not to exceed **\$4,600,000.00**; and, where appropriate, the Secretary or Assistant Secretary of the Agency is hereby authorized to affix the seal of the Agency to the Agency Documents and to attest the same, all with such changes, variations, omissions and insertions as the Chair, Vice Chair and/or Executive Director of the Agency shall approve, the execution thereof by the President/CEO, Chair, Vice Chair and/or Senior Vice President of Operations of the Agency to constitute conclusive evidence of such approval; provided, in all events, recourse against the Agency is limited to the Agency's interest in the Project.

Section 5. The Agency is hereby authorized to provide the Company with an exemption from mortgage recording taxes as permitted by New York State law in an amount not to exceed Thirty-Four Thousand Five Hundred and 00/100 Dollars (\$34,500.00).

Section 6. The Financial Assistance provided by the Agency to the Company shall not exceed \$100,000 and, therefore, a public hearing is not required to be held by the Agency.

Section 7. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Agency with all of the terms, covenants and provisions of the documents executed for and on behalf of the Agency.

Section 8. These Resolutions shall take effect immediately.

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

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

The Resolution was thereupon declared duly adopted.

CERTIFICATION

(Mingo Junction Steel Works, LLC Project)

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

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

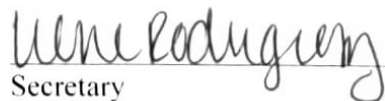
That I have compared the annexed extract of minutes of the meeting of the City of Geneva Industrial Development Agency (the "Agency"), including the resolution contained therein, held on November 3, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of 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 3rd day of November, 2023.


Secretary

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
November 20, 2023 at 12:00 pm**

Special Meeting Minutes

In Attendance:

Anne Nenneau
Irene Rodriguez
RJ Passalacqua
Rick Bley
Lowell Dewey

Others present:

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group*
David West, City of Geneva
Kaitlin O'Brien, Harris Beach*
Stephen Maier, Harris Beach*
Dana Hollenbeck, Geneva LDC

Josh Miller, Geneva LDC
Marc Rodriguez, Geneva LDC
Peter Gillotte, Geneva LDC
Kyle Ackart, Geneva LDC
Paula Bucklin, Geneva LDC
Chevy DeVaney, Geneva LDC

**remote attendance*

MEETING CALL TO ORDER

Chair Anne Nenneau called the meeting to order at 12:01 am with a quorum present.

NEW BUSINESS

Gateway - 2 North Exchange Street

Tracy Verrier provided an overview of the Purchase and Sale Agreement (PSA) for the 2 North Exchange Street parcel. She noted that the final sale purchase is for \$250,000 and that the agreement does not include the additional storefront.

Tracy stated that the closing date in the agreement is March 1st, 2024 (120 days) to provide enough time for the buyer to get site plan approval. Tracy noted that the buyer may need a variance if the application is submitted after the zoning updates are approved by the City.

Lowell Dewey from the Geneva IDA commented that the PSA is in favor of the IDA and LDC and that the process should be quicker than 120 days. Anne Nenneau from the Geneva IDA stated that it is now the buyer's responsibility to work through the site plan review process.

**RESOLUTION # 11/2023-1
AUTHORIZING CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY
TO SELL PROPERTY PURSUANT TO REVISED TERMS**

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

	Yea	Nay	Abstain	Absent
Anne Nenneau	[x]	[]	[]	[]
Irene Rodriguez	[x]	[]	[]	[]
Lowell Dewey	[x]	[]	[]	[]
Rick Bley	[x]	[]	[]	[]

RJ Passalacqua	[x]	[]	[]	[]
Benjamin Vasquez	[]	[]	[]	[x]

The Resolution was thereupon duly adopted.

Tracy noted that the PSA has already been signed by the buyer.

EXECUTIVE SESSION

- Motion to go into Executive Session at 12:08 to discuss pending or ongoing legal action by RJ Passalacqua, second by Lowell Dewey. Motion carried unanimously.
- Motion to exit Executive Session at 12:21 by Lowell Dewey, second by Rick Bley. Motion carried unanimously.

ADJOURNMENT

- Motion to adjourn at 12:21 by Rick Bley, second by RJ Passalacqua. Motion carried unanimously.

Geneva Industrial Development Agency

Balance Sheet

As of November 28, 2023

	Nov 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1002 · LNB - City of Geneva IDA	8,804.07
1003 · LNB Money Market	26,830.05
1050 · Certificates of Deposit	
1051 · Lyons National Bank	100,000.00
Total 1050 · Certificates of Deposit	100,000.00
Total Checking/Savings	135,634.12
Accounts Receivable	
11000 · Accounts Receivable	
11050 · GEDC Roof Loan	90,010.00
Total 11000 · Accounts Receivable	90,010.00
Total Accounts Receivable	90,010.00
Total Current Assets	225,644.12
Other Assets	
1105 · Advance to GEDC	24,000.00
1110 · Industrial Park Investment	-18,520.00
1120 · 2 N Exchange St	56,710.42
Total Other Assets	62,190.42
TOTAL ASSETS	287,834.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20500 · Committed- BID Beautification	30,935.00
Total Other Current Liabilities	30,935.00
Total Current Liabilities	30,935.00
Total Liabilities	30,935.00
Equity	
3000 · Opening Bal Equity	417,733.37
3001 · Retained Earnings	-156,281.90
Net Income	-4,551.93
Total Equity	256,899.54
TOTAL LIABILITIES & EQUITY	287,834.54

6:03 PM

11/28/23

Accrual Basis

Geneva Industrial Development Agency
Profit & Loss YTD Comparison
November 1 - 28, 2023

	Nov 1 - 28, 23	Oct 1 - Nov 28, 23
Income		
4002 · Administration Fees	0.00	500.00
4020 · Income from Investments	0.00	0.57
4030 · Downtown Winery	0.00	195.00
Total Income	0.00	695.57
Gross Profit	0.00	695.57
Expense		
5040 · Professional Services		
5041 · Legal Services	466.25	466.25
5043 · Administrative Services	0.00	4,707.50
5049 · Other Professional Services	0.00	73.75
Total 5040 · Professional Services	466.25	5,247.50
Total Expense	466.25	5,247.50
Net Income	-466.25	-4,551.93



GEDC Tenant Activity Report

Banner Door (B104)

No activity to report

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

FLX Glassware (Chad Lahr) (A104)

No activity to report

FLX Hospitality (B102)

No activity to report

Food Justice (B101)

No activity to report

Geneva Sound Factory (A102)

No activity to report

Geneva Theatre Guild (A305)

No activity to report

Hudson Data, LLC (A302)

No activity to 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

No activity to report

**KitGen (City of Geneva) (B102)**

No activity to report

Lyons National Bank (A308)

No activity to report

Pretzel Logic (A303)

- Ongoing holdover proceedings

Super Casuals (A310)

No activity to report

Uncharted Spirits (A312)

No activity to report

Unity House of Cayuga County (A206)

No activity to report

Big D's Auction (A306)

- Gave notice and will be vacating the space on 1/31/24

VACANCY: TOTAL: 46,498sqft

A100: 1,365sqft A101: 1251sqft A103: 140 sqft A104: 380sqft A105: 210sqft A106: 350sqft A109: 119sqft	A204: 663sqft A205: 585sqft A209: 1150sqft A210 (asbestos): 1369sqft A211 (asbestos): 1177sqft A216 (asbestos): N/A A307: 2,610sqft A309: 9,250sqft B103: 19,432sqft
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Maintenance:

- Roofing project completed
- HVAC preventative maintenance started in preparation for winter
- Asbestos in section 210,211,216 should be addressed to get space rented

Accounting:

(attached)

Marketing:



Current Listings –

Costar

Craigslist:

1. [Office](#)
2. [Warehouse](#)

Facebook Marketplace:

1. Office
2. Winter storage for boats and vehicles

WPM website: <https://www.websterprop.com/122-n-genesee-street/>

Ad's listed –

CALL FOR PRICING

WAREHOUSE SPACE FOR LEASE

122 N. Genesee St., Geneva, NY

- Overhead doors
- Emergency lighting
- Loading docks
- Centrally located, minutes from I90
- Free off-street parking
- Secure 24 hr access

www.websterprop.com

STARTING AT \$350/MONTH

OFFICE FOR LEASE

122 N. Genesee St., Geneva, NY

- Centrally located, minutes away from I90
- Spacious two room suite
- Plenty of natural light with wrap around windows
- Free off-street parking
- Secure 24-hour access
- This space is ideal for service providers, non-profits, office use, technology companies

www.websterprop.com

November Showings - 3

(Beginning of fall is typically the start of a slower period for inquiries / leads)



- Katie Principia with the regional staffing agency liked the space, they are just waiting for their corporate office to give them permission to move forward.
- Dan Toner's client liked the space. Client had to discuss with their corporate office.
- Modeling agency is still up in the air but considering space. Only needs a small office space.

Boat/Vehicle Inquiries - 0

- 7 people signed agreements to store boats/vehicles in the warehouse during the winter months. They are paying \$50/month

Current Prospects:

1. **Katie Principia** - Regional Staffing Agency
2. **Dan Toner** - real estate agent who brought us a company that provides consultation services to children's agencies
3. **Modeling agency**

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: 11/01/23 - 11/30/23

	Current	YTD
<i>Beginning Bank Balance</i>	50,114.68	49,000.91
Income		
Rental Income	18,972.03	214,393.96
Application Fees	0.00	80.00
Late Fees	200.00	1,165.00
CAM Income (non-posting)	810.00	4,092.12
CAM - Repairs & Maintenance	0.00	5,342.88
Utility Income	0.00	4,679.03
Gas & Propane	302.36	11,153.66
Water & Sewer	36.19	77.01
Electric	751.11	13,748.91
Unallocated Prepays	-743.77	1,853.42
Security Deposit Forfeitures	0.00	5,600.00
	20,327.92	262,185.99
Expense		
Utilities Expense	2,045.16	54,045.78
Water & Sewer	0.00	4,351.50
Trash	0.00	1,353.00
Computer/Cable/Internet	0.00	360.00
Insurance Expense	2,766.10	24,894.80
Property Management Fees	2,019.12	19,449.39
Commissions & Fees Expense	0.00	4,392.50
Repairs & Maintenance Expense	2,251.94	94,760.08
Miscellaneous Repairs Expense	341.16	341.16
WebProp Labor Expense	7,930.00	7,930.00
Office/Supplies	0.00	97.35
Telephone Expense	165.56	2,465.28
Interest Expense	1,741.41	19,263.64
	19,260.45	233,704.48
Net Income/Loss	1,067.47	28,481.51
<i>Ending Bank Balance</i>	49,125.31	49,125.31
Cash Requirements		
Total Reserve:	0.00	
Security Deposits Held:	10,245.00	

Total Requirements

10,245.00

COMMENTS	

122 N. Genesee Street

Tenant	Unit	SQFT	RC	CAM	ELECT	GAS	Monthly Metered Utility	Total
J.B Paper Company			\$ 30.00					\$ 30.00
VACANT	Suite A100	1365						
VACANT	Suite A101	1251						
Geneva Sound Factory	Suite A102	2610	\$ 560.00				x	\$ 560.00
VACANT	Suite A103	140						
FLX Glassware	Suite A104	380	\$ 300.00					\$ 300.00
VACANT	Suite A105	210						
VACANT	Suite A106	350						
David Lee Foster, Esq.	Suite A 107, A108	640	\$ 155.00					\$ 155.00
VACANT	Suite A109	119						
Jason G. Swartley	Suite A203	352	\$ 500.00		\$ 50.00			\$ 550.00
VACANT	Suite A204	663						
VACANT	Suite A205	585						
Unity House of Cayuga County, Inc.	Suite A206, A207, A208	1584	\$ 942.40		\$ 263.00	147		\$ 1,352.40
VACANT	Suite A209	1150						
VACANT	Suite A210	1369						
VACANT	Suite A211	1177						
VACANT	Suite A216							
Designing Sunny	Suite A301	430	\$ 400.00	\$ 25.00				\$ 425.00
Hudson Data, LLC	Suite A302	970	\$ 692.96		\$ 125.00	68		\$ 885.96
Pretzel Logic	Suite A303	4999	\$ 2,089.00				x	\$ 2,089.00
J. Anderson, Cabinetmaker	Suite A304	4121	\$ 1,000.00	\$ 50.00			x	\$ 1,050.00
Geneva Theatre Guild	Suite A305	5947	\$ 150.00		\$ 50.00			\$ 200.00
Big D's Auction	Suite A306	6952	\$ 1,500.00				x	\$ 1,500.00
FLX Hospitality	Suite A307	2610	\$ 250.00				x	\$ 250.00
Lyons National Bank	Suite A308	3042	\$ 700.00				x	\$ 700.00
Edward Eddington	Suite A309	9250	\$ 200.00					\$ 200.00
Super Casuals	Suite A310	15146	\$ 900.00				x	\$ 900.00
City of Geneva DPW	Suite A311	31960	\$ 750.00				x	\$ 750.00
The Spirits of Miles Distillery, Inc.	Suite A312	2600	\$ 800.00				x	\$ 800.00
VACANT	Suite B100							
Food Justice	Suite B101	3000	\$ 600.00	\$ 25.00			x	\$ 625.00
KitGen (City of Geneva)	Suite B102	5042	\$ 1,815.00					\$ 1,815.00
FLX Hospitality	Suite B102						x	\$ -
Banner Doors of NY	Suite B104	21750	\$ 4,774.00	\$ 710.00			x	\$ 5,484.00
		154196	\$ 18,104.36	\$ 885.00	\$ 488.00	215		\$ 20,621.36



BOARD MEMBER NOMINATIONS
FOR CONSIDERATION AT IDA BOARD MEETING – December 8, 2023

Board Member Appointment:

To fill the remaining term of Jason Fulton, who has resigned from the board as of November 6, 2023.

- Geneva IDA is nominating Thomas DiCastanzo to be appointed to the Geneva Industrial Development Agency to fill the remaining term of Jason Fulton, who resigned as of November 6, 2023. Mr. Fulton's term was set to run through 9/30/2026.

1. A motion to appoint Thomas DiCastanzo to the IDA board for a term of January 5, 2024 through September 30, 2026 moved by _____, second by _____. All present voted in favor.

Geneva Industrial Development Agency

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
Tracy Verrier, Executive Director
Tracy.Verrier@mrbgroupp.com

December 8, 2023

Anne Nenneau, Chair
Geneva Industrial Development Agency
47 Castle Street
Geneva, New York 14456

**RE: ECONOMIC DEVELOPMENT ADVISORY SERVICES 2024
GENEVA INDUSTRIAL DEVELOPMENT AGENCY**

Dear Ms. Nenneau:

Over the last two years, MRB has been providing administration, staffing, compliance, and implementation support to the IDA as the City of Geneva transitioned its staffing. Having done so, it is our understanding that the IDA now requires ongoing compliance and economic development advisement to support the Board and Executive Director on an as needed basis. As you are aware, MRB Group has established an economic development team, with a diverse skillset and range of expertise perfectly aligned with the IDA's needs.

I. Project Overview

Our engagement contemplates providing as needed advisement, support and compliance activities. Our continued support is intended to aid in the continued transition of administrative services to City Staff, as well as to aid with the IDA's ongoing compliance with New York State Public Authorities Law. All activities under this contract will be performed upon request by the Board and/or IDA staff.

II. Scope of Services and Compensation

To effectively address the scope as identified above, our team has developed the following project elements:

A. Regulatory Compliance

We will work with IDA staff to review and update policies, as well as collect and submit required documentation for required reporting and audits with the intention of continuing a positive relationship with the State of New York.

B. Project Support

We will work with the IDA's staff and legal team to support existing and prospective IDA projects through the incentive application, evaluation, execution, and reporting process.

C. General Economic Development Services

We will provide technical assistance in assessing potential programming, evaluating projects, and providing insights on available funding resources.

All support to the IDA will be billed on a time and expense basis, not to exceed \$8,000 during the Project Schedule (as outlined in section III).

MRB Group's Standard Rates for 2024 are:

- Director time: \$275/hour
- Senior Analyst time: \$195/hour
- Junior Analyst time: \$155/hour
- Planning Associate time: \$145/hour

Compensationtime and expense not to exceed \$8,000

The cost figures shown above represent our hourly, not-to-exceed amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.

III. Project Schedule

This scope of work is intended to cover the period spanning January 5, 2024, through December 31, 2024.

IV. Additional Services

The following items, not included in the above services, can be provided on a personnel time-charge basis but would only be performed upon

receipt of your authorization.

- A. Economic Development Strategic Planning/Market Analysis
- B. Economic Development Project Management
- C. Comprehensive Planning
- D. Geographic Information Systems/Community Mapping
- E. Grant Research & Writing

MRB Group will not conduct services under this section of the contract without prior authorization and additional budgetary allocation by the IDA Board.

V. Exclusions

By way of this agreement, MRB Group intends to support the Industrial Development Agency as advisors and execution partners. Any financial and/or fiduciary responsibility rests solely with the Board of Directors, and cannot be allocated to or assumed by MRB Group.

VI. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions*.

[Signature page follows, nothing below this line.]

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. We have included an additional copy for your records. Thank you for your consideration of our firm. We look forward to working with you on this project.

Sincerely,



Matt Horn
Director, Local Government Services



James J. Oberst, P.E., LEED AP
Executive Vice President / C.O.O.

<https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/New York/Geneva IDA and LDC/GIDA--support services 2024.docx>

PROPOSAL ACCEPTED FOR THE GENEVA INDUSTRIAL DEVELOPMENT AGENCY BY:

Signature

Title

Date

**MRB GROUP, ENGINEERING, ARCHITECTURE, SURVEYING, D.P.C.
AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS
ECONOMIC DEVELOPMENT SERVICES**

A. TERMINATION

Either party may terminate this Agreement with seven days' written notice if the other party fails to materially perform in accordance with the terms hereof through no fault of the terminating party. If this Agreement is so terminated, the client shall promptly pay to MRB Group Engineering, Architecture, Surveying, D.P.C. ("MRB") for (a) services performed prior to the date of such termination, based on MRB's reasonable estimate for the portion of work completed, plus (b) all reasonable costs incurred by MRB in connection with such termination. If, prior to termination of this Agreement, the client directs MRB to suspend or abandon any work, the client shall promptly pay MRB for services performed prior to receipt of such notice from the client.

B. INSURANCE

MRB agrees to procure and maintain, at its sole expense, such insurance policies as are customary in the industry.

C. INDEPENDENT CONTRACTOR

The parties agree that MRB is an independent contractor, and will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

D. SUCCESSORS AND ASSIGNS

Neither party may assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party and any purported assignment absent such consent shall be void. This Agreement shall be binding on each party's successors, executors, administrators and assigns.

E. INVOICES AND PAYMENT

The client will pay MRB for services in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All payments are due within 30 days after receipt of the applicable invoice. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If the client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against the client and without thereby incurring any liability to the client, elect to terminate performance hereunder upon ten (10) days prior written notice to the client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, the client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. The client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

F. INDEMNITY

The client will require any contractor and subcontractors performing the work to hold the client and MRB harmless and indemnify and defend the client and MRB and their respective officers, employees and agents from all claims arising from client's use of the services, except to the extent arising from MRB's negligence or willful misconduct.

G. LIMITATION OF LIABILITY

IN NO EVENT WILL MRB BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR INCIDENTAL LOSSES OR DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF GOODWILL, BUSINESS INTERRUPTION, LOSS OF BUSINESS OPPORTUNITY, OR ANY OTHER PECUNIARY LOSS), REGARDLESS OF WHETHER OR NOT THE POSSIBILITY OF SUCH DAMAGES HAS BEEN DISCLOSED OR COULD HAVE BEEN REASONABLY FORESEEN BY MRB, AND REGARDLESS OF THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. MRB'S LIABILITY HEREUNDER SHALL NOT EXCEED THE FEES PAID TO MRB BY CLIENT DURING THE TWELVE (12) MONTHS PRECEDING THE EVENTS GIVING RISE TO SUCH LIABILITY.

H. MISCELLANEOUS

The Agreement may be amended or modified only with the written consent of both parties. The rights and remedies set forth herein shall be in addition to all other rights and remedies available at law or equity. The Agreement embodies the entire agreement and understanding between the parties pertaining to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations, representations and discussions, whether verbal or written, of the parties, pertaining to that subject matter. This Agreement shall be governed by the laws of the State of New York without regard to its principles of conflicts of law. Any litigation arising out of or in connection with this Agreement shall be brought and maintained exclusively in the federal courts or the courts of the State of New York, with a venue in Monroe County, New York, and the parties hereby irrevocably waive all jurisdictional defenses and irrevocably consents to the personal jurisdiction of such courts.

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2023

 Run Date: 11/28/2023
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	https://cityofgenevany.com/295/Industrial-Development-Agency-IDA
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	No	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2023

 Run Date: 11/28/2023
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	CJS Architects	Address Line1	114 S Union St
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	2/3/2023	State	NY
End Date		Postal Code	14607
Fair Market Value		Plus 4	
Amount	\$7,600.00	Province/Region	
Amount Expended For Fiscal Year	\$7,600.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Generate floor plans of GEDC building.

2. Vendor Name	MD Contractors Inc. of Monroe County	Address Line1	180 Rumford Rd
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	7/7/2023	State	NY
End Date		Postal Code	14626
Fair Market Value		Plus 4	
Amount	\$24,000.00	Province/Region	
Amount Expended For Fiscal Year	\$24,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Replace section of GEDC roof

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2023

 Run Date: 11/28/2023
 Status: UNSUBMITTED
 Certified Date : N/A

3. Vendor Name	MRB Group	Address Line1	145 Culver Rd #160
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	1/7/2022	State	NY
End Date	1/5/2024	Postal Code	14620
Fair Market Value	\$57,655.00	Plus 4	
Amount	\$57,655.00	Province/Region	
Amount Expended For Fiscal Year	\$57,655.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Administrative staffing services

4. Vendor Name	Mengel Metzker Barr & Co	Address Line1	100 Chestnut St. Suite 1200
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	9/9/2022	State	NY
End Date		Postal Code	14604
Fair Market Value		Plus 4	
Amount	\$11,950.00	Province/Region	
Amount Expended For Fiscal Year	\$11,950.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2021-22 Audit Services

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2023

 Run Date: 11/28/2023
 Status: UNSUBMITTED
 Certified Date : N/A

5. Vendor Name	Plumley Engineering	Address Line1	8232 LOOP ROAD
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BALDWINSVILLE
Award Date	6/3/2022	State	NY
End Date		Postal Code	13027
Fair Market Value		Plus 4	
Amount	\$31,200.00	Province/Region	
Amount Expended For Fiscal Year	\$29,093.83	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	environmental engineering services - develop remediation plan for Gateway parcel for submission to DEC

Additional Comments

Geneva Industrial Development Agency

Measurement Report

October 1, 2022 – September 30, 2023 (FY 2021-22)



Introduction

This document is being presented as the Measurement Report for the Geneva IDA Fiscal Year ending 9/30/2023 in compliance with the New York State Public Authorities Law ("PAL") Section 2824-a and the NYS Public Authorities Accountability Act. The goal is to provide a written assessment of GIDA's efforts to accomplish its goals and objectives outlined in the adopted GIDA Mission Statement. A full copy of the GIDA Mission Statement is available online at: <https://cityofgenevany.com/295/Industrial-Development-Agency-IDA>.

Goals and Objectives

The Geneva IDA will:

- 1) Act as the City's lead economic development agency
 - a. GIDA continued to field inquiries from businesses, assisting where possible and making referrals to other agencies/entities as needed.
- 2) Work to create new and retain existing employment opportunities in the City, improving quality of life
 - a. The Nardoizzi Holdings, LLC PILOT was approved. The business expansion project anticipates creating 10-15 new full-time jobs and an additional 2 part-time jobs, as well as generating additional sales tax revenue for the community.
- 3) Work to increase and diversify the City's tax base
 - a. The GIDA approved a PILOT for Nardoizzi Holdings, LLC to move locations and expand their business to a previous property owned by the IDA. This will take previously untaxed land and place it back on the tax roll. The GIDA is also in the process of selling the Gateway parcel, which will similarly put the property back on the taxable rolls.
- 4) Actively support and further the interests of City-based businesses
 - a. GIDA advocated for the City of Geneva to budget for dedicated economic development staffing. The City recently hired a Planning and Economic Development Director and is considering next steps for economic development staffing.
 - b. GIDA provided feedback on the proposed zoning code update to identify/anticipate opportunities for future business development.
 - c. The GIDA, in partnership with the GLDC and BID, supported beautification and streetscaping efforts in the Downtown to support the City's DRI investments and local businesses.
- 5) Meet regularly with City businesses to mitigate obstacles to growth and to assist in ways that will facilitate development and expansion
- 6) Increase awareness of federal, state, and local business assistance programs
 - a. See number 1 above.
- 7) Implement marketing efforts that target the expansion, retention, and attraction of existing and new businesses and promote investment in the City
- 8) Represent the interests of the City and maintain the relationships with federal, state, and regional elected officials and economic development allies to further the City's development objectives

Geneva Industrial Development Agency

Annual Operations & Accomplishments Report

October 1, 2022 – September 30, 2023 (FY 2022-23)



Introduction

The Geneva Industrial Development Agency (“GIDA”) is a public benefit corporation created under Title I of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 688 of the Laws of 1970 of the State of New York (collectively referred to as the “Act”), with the authority and power to promote, develop, encourage and assist in acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, civic, research, and recreational facilities as authorized by the Act. GIDA is authorized to issue revenue bonds, enter into straight lease transactions, and provide other forms of financial assistance to firms locating or expanding in the City of Geneva.

The Official Office of GIDA is located at Geneva City Hall, 47 Castle Street, Geneva, NY 14456.

This document is being presented as the Annual Operations and Accomplishments (“Annual”) Report for the GIDA Fiscal Year ending 9/30/2023 in compliance with the New York State Public Authorities Law (“PAL”) Section 2824-a, the 2005 NYS Public Authorities Accountability Act (“PAAA”), the 2009 PARA, and Chapter 563 of the Laws of 2015. The goal of this report is to provide a written assessment and summary review of GIDA’s operations and accomplishments during FY2022-23. In some cases, this report will refer to and identify the publicly available (and posted) location of supporting reports or materials that provide the information cited. Collectively, this report and the cited materials include the following topics:

1. GIDA Operations, Projects & Accomplishments in FY2022-23
2. Real Property Owned and/or Disposed of by the Authority in FY2022-23
3. GIDA Investment Report for FY2022-23

1 – GIDA FY 2022-23 Operations, Projects & Accomplishments

The GIDA continued to work diligently on bringing economic development prospects into the City of Geneva. The GIDA approved a PILOT of Nardozzi Holdings, LLC in the summer, which is in the process of closing. The Gateway Parcel is currently under consideration from potential buyers. Both of these projects constitute converting previously non-taxable properties into revenue generating facilities that will support the City’s economy.

2 – Real Property Owned and/or Disposed of FY 2022-23

The GIDA owns the following properties:

Tax Map ID	Address	Assessment	Acreage	Improvements
90.16-3-16	Rt. 14 – Lyons Rd	\$38,200	.28	
90.20-1-16.110	Avenue D	\$136,500	.95	
90.20-1-19	122 N Genesee St	\$1,905,500	6.2	Roof Assessment, Roof updates
90.83-2-35.1*	15 E North St	\$101,500	.9	
104.35-1-25	Lake St	\$64,500	.58	
104.35-1-27	Lake St	\$16,300		

*Parcel is owned jointly with the Geneva Local Development Corporation, and has a pending sale contract

The GIDA has an ownership interest in the following properties in the Geneva Industrial Park, which are owned as part of a Joint Venture Agreement between GIDA, Ontario County IDA, and the City of Geneva:

Tax Map ID	Address	Assessment	Acreage	Improvements
90.16-3-11.110*	Forge Ave - West	\$168,000	6.3	
91.13-1-2.110*	Forge Ave	\$80,000	2.4	
91.13-1-3.111*	Forge Ave	\$117,500	8.7	
91.17-1-25.100	Eagle St	\$107,000	8	
91.17-1-26.110	Doran Ave	\$58,500	4.36	
91.17-1-28.100	46 Doran Ave	\$32,000	1.2	

*Parcels with pending sale contracts

3 – Investment Report

State statutes govern the Agency's investment policies. In addition, the Agency has adopted its own written Investment Policy. Agency monies must be deposited in FDIC insured commercial banks or trust companies located within the State. The Chair and Treasurer are authorized to use demand accounts and certificates of deposit. Total bank balances and carrying value of GIDA were \$145,588.55 as of September 30, 2023. The Park Partnership Joint Venture had bank balances and carrying value of \$229,047.79.



Geneva Industrial Development Agency

REQUEST FOR PROPOSALS (RFP) for ENGINEERING & ARCHITECTURAL SERVICES

Geneva Industrial Development Agency

RFP Release Date: **December 15, 2023**

Response due date: **January 26, 2023 at 5:00PM**

I. INTRODUCTION & BACKGROUND

The Geneva Industrial Development Agency (the "Agency"), located at 47 Castle Street, Geneva, NY 14456, is requesting Professional Services Proposals for the completion of a Comprehensive Facilities/Space Needs Assessment at 122 North Genesee Street in Geneva.

The 200,000 square foot building houses the Geneva Enterprise Development Center, a business incubator with office and production space. The building is in need of updating and repairs to function more effectively as a multi-tenant space. The Agency seeks to better understand the extent of these needs.

The scope of services requested consists of assessing existing mechanical systems, infrastructure, and current building layout and finishes; recommendations for repairs, updates, and renovation; and cost estimates for engineering, design, and renovation.

Available documents include a recent roof assessment, floor plans, and a phase 1 ESA. These documents are available upon request. Site visits can also be scheduled with potential proposers upon request.

II. NATURE OF SERVICES REQUIRED

A. General

The Agency is requesting proposals for the completion of a Comprehensive Facilities/Space Needs Assessment. The Assessment will provide the basis for IDA decision-making regarding the building's future and should include general descriptions of needs and their associated costs. This information could subsequently be used in grant applications.

B. Scope of Work to Be Performed

Phase 1 – On-Site Condition Assessment

Review and analyze current building mechanical systems, infrastructure, and building layout and design to identify areas for improvement. Determine the condition and deficiencies of the existing facilities including but not limited to; structural issues,

plumbing, power, HVAC, water and sewer services, storage, parking, and safety and security.

Phase 2 – Needs Assessment

The selected Consultant will produce a needs analysis report to include infrastructure and renovation needs, recommendations, and cost estimates based on the results of Phase 1. Cost estimates should include a sufficient buffer to cover contingencies and may be used in future grant applications.

This report shall provide suggestions for capital improvement project(s) required to meet the Agency's needs immediately, in 5-years, and in 20-years. The selected Consultant will be required to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations.

Phase 3 – Conceptual Design

The Consultant shall provide a Conceptual Plan based on the findings of Phase 2. The Concept Plan shall include the following at a minimum:

- Infrastructure improvements.
- A conceptual floor plan for proposed alterations to existing buildings.

The selected Consultant will be expected to analyze the suitability of the current facilities to meet the future needs. Additionally, the Consultant will provide cost estimates for improving existing facilities and site requirements.

III. PROPOSAL REQUIREMENTS

In addition to the Technical Proposal, a Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.

Responses to this solicitation must be submitted to the individual cited below, on or before January 26, 2023 at 5:00 PM. It is preferred that proposals are submitted electronically by email (attachments or file sharing links are acceptable). If needed, one hard copy proposal can be delivered to the below address.

David West, Executive Director
DWest@Geneva.ny.us

Geneva IDA
47 Castle Street
Geneva, NY 14456

Should you have any questions regarding this Request for Proposal, you may contact David West at DWest@Geneva.ny.us. Questions must be received prior **to January 15, 2023 at 5:00 PM** to guarantee a response.

IV. TECHNICAL PROPOSAL

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide services in conformity with the requirements

of this RFP. The Technical Proposal should also demonstrate the qualifications of the particular staff to be assigned to the engagement.

The firm should provide an affirmative statement that it is independent of the Entities as defined by the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The proposer should state the proper legal name of the firm, the overall size of the firm, the size of its governmental audit staff, the location of the office where the engagement is to be performed and the specifics of the staff assigned to the account.

IV. SELECTION OF CONSULTANT

The Agency will select a firm after evaluation of technical and pricing components of the responses received.

Award notification is anticipated by February 15, 2024.

V. OTHER TERMS

The right is reserved to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. The right is reserved to negotiate services to be provided and the accompanying fees. The Agency also reserves the right to amend, change or withdraw this RFP at any time

The Agency reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the Agency. The IDA reserves the right to award the contract to the bidder it deems most qualified regardless of whether that bidder is the lowest cost bidder.

There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any auditing services by the IDA.