



Notice of Board Meeting

Date: March 29, 2023

To: Robert Solenne
Chevanne DeVaney
Dana Hollenbeck
Paula Bucklin
Robert Koczent
Marc Rodriguez
Peter Gillotte
Craig Talmage
Josh Miller
Kyle Ackart

From: Dave Linger, Chair

Re: Notice of Board of Directors' Meetings

The Geneva Local Development Corporation will hold their Monthly Board Meeting Wednesday, April 5, 2023 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 agendas are 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
Erica Collins, City of Geneva
Bo Wright, Geneva City School District
Kim Kerr, Geneva City School District

Tracy Verrier, Executive Director
Matt Horn, MRB Group
Emma Falkenstein, MRB Group
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: April 5, 2023
Time: 12:00pm



Agenda Item	Potential Outcome	Person Responsible
Call to Order		David Linger, Chair
Administration		
Minutes March 2023	Motion to approve minutes	David Linger, Chair
Financial Report March 2023	Motion to approve financial report	Tracy Verrier
Agenda Items		
Treasurer	Motion to appoint Treasurer	Tracy Verrier
Project Updates	Informing the Board	Tracy Verrier
Executive Session		
Executive Session	Sale or lease of real property	David Linger, Chair
Adjournment	Motion to adjourn	David Linger, Chair

Next LDC meeting: May 3, 2023, 12pm

Quorum (Confirmation required)

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

Staff

- Matt Horn
- Tracy Verrier
- Emma Falkenstein

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REGULAR MEETING MINUTES
March 1, 2023

Board Members in Attendance

David Linger
Rob Sollenne
Dana Hollenbeck
Peter Gillotte
Craig Talmage
Marc Rodriquez

Others in Attendance

Matt Horn, MRB Group
Emma Falkenstein, MRB Group
Amie Hendrix, City Manager

Agenda Items

Call to Order:

Dave Linger called the meeting to order at 12:02 pm with a quorum present.

Minutes Approval:

Motion to approve the January minutes by Rob Sollenne, second by Dana Hollenbeck. Motion passed unanimously.

Financial Report:

Matt Horn provided an update on the January financial report. Dave Linger inquired about the year-over-year change to the LDC's checking account. The Board decided to defer approval of the January financial report until the April regular meeting when Tracy Verrier can provide greater insight.

Board Member Nominations

Matt Horn reviewed the qualifications of the two Board nominees, Josh Miller and Kyle Ackart, to replace Rob Sollenne and Rob Koczent. Matt summarized the role these nominees would assume as the two Board members with financial backgrounds. Dave Linger thanked Rob Sollenne for his service to the GLDC.

- Motion to nominate Josh Miller and Kyle Ackart to the GLDC Board for a term of April 5, 2023, through December 31, 2025, by Craig Talmage, second by Peter Gillotte. Motion carried unanimously.

Committees and Officers

Matt Horn overviewed the open GLDC officer positions, noting Vice Chair and Treasurer as the two officer positions that need to be filled. Matt provided a brief summary of the roles of each position. Dave Linger noted that his term ends in December 2023, which will leave the position of Chair open, and that whoever fills the Vice Chair position for the remainder of 2023 should consider that the position could be a stepping stone to becoming Chair in 2024. Peter Gillotte indicated an interest in the Vice Chair position. Following discussion, the Board decided to move forward with appointing Peter as Vice Chair and defer appointing a Treasurer until the two new Board members are settled.

- Motion to appoint Peter Gillotte to replace Rob Koczent as Vice Chair for 2023 by Rob Sollenne, second by Dave Linger. Motion carried unanimously.

After the discussion of officer positions, Matt Horn reviewed the structure of the LDC Committees, noting open positions on the Governance and Finance Committees. Matt stated that the LDC's Chair, Vice Chair, and Treasurer make up the Governance Committee and that Peter Gillotte, as the new Vice Chair, will now also be a member of the Governance

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Committee and Chair of the Audit Committee. Matt noted that the third position on the Governance Committee would remain vacant until the Board appoints a Treasurer.

Matt stated that the Finance Committee typically has the two Board members with finance backgrounds and suggested the two new Board nominees, Josh Miller and Kyle Ackart, to fill the vacant positions. Craig Talmage indicated his interest in chairing the Finance Committee.

- Motion to appoint Craig Talmage as Chair of the Finance Committee by Dana Hollenbeck, second by Marc Rodriguez. Motion carried unanimously.

Following discussion, the Board agreed to approve the Committee assignments.

- Motion to approve the LDC Committee assignments by Craig Talmage, second by Marc Rodriguez. Motion carried unanimously.

PARIS Document Review

Matt Horn overviewed the 2021 and 2022 PARIS documents for the GLDC. Dave Linger inquired if there was anything the Board should be concerned about, to which Matt assured the Board all was in order and that these documents are primarily used to ensure public authorities comply with the various reporting requirements of Public Authorities Law, General Municipal Law, and OSC Regulations. Matt noted that the PARIS documents provide a review of the GLDC's financial status, rules and regulations, goals and objectives, and demonstrated accomplishments.

- Motion to approve submission of the GLDC's 2021 and 2022 PARIS documents by Peter Gillotte, second by Dana Hollenbeck. Motion carried unanimously.

Revolving Loan Fund Draft MOU:

Matt Horn led the Board in a review of the draft MOU between the GLDC and RLF, noting that the intent behind the MOU is to formalize the roles and responsibilities of the two organizations. Matt stated that the GLDC is primarily responsible for (1) appointing members to the RLF, (2) reviewing annual financial and programmatic reports provided by the RLF to make informed appointment recommendations and decisions, and (3) offering recommendations relative to the general membership of the RLF. Matt stated that the RLF is primarily responsible for (1) providing the GLDC with nominations and recommendations for RLF appointment, (2) providing the GLDC with quarterly financial and portfolio reports, (3) providing written or verbal annual programmatic updates, (4) operating in an ethical and conflict-free manner, and (5) operating in accordance with policies of the RFL and RLF program.

Dave Linger inquired about the relationship between the GLDC, RLF, and Geneva City Council. Matt Horn stated that the Geneva City Council has no involvement regarding the relationship between the LDC and RLF.

Craig Talmage stated his desire for information and a general timeline as to the operations of the RLF to better understand RLF activities and when they take place. Dave Linger echoed this sentiment and expressed interest in an interim analysis of the RLF to get caught up on their current activities.

Matt Horn noted that new RLF policies to create term limits for Board positions will likely lead to more activity regarding GLDC nominations as, prior to the recent year, there had not been a new appointment to the RLF for an extended period. Upon inquiry, City Manager Amie Hendrix, who is on the Board of the RLF, confirmed that the RLF filled their two open Board positions.

- Motion to approve MOU between the GLDC and RLF by Craig Talmage, second by Dana Hollenbeck. Motion carried unanimously.

Project & Other Updates:

The following updates were provided:

- Matt Horn stated that the Gateway project is still waiting to hear back from DEC regarding closing the spill record.
- Dave Linger noted that the Beautification Project with the BID is underway. Craig Talmage emphasized his desire for the GLDC and BID to work together to promote positions and make this project successful.

- Rob Sollenne inquired about any updates to the project with Stivers to establish a dinner boat cruise. Amie Hendrix stated that there has not been any progress.
- Rob Sollenne stated that the Geneva Community Project is working on a project to create more attractions at the lakefront.
- Amie Hendrix noted that the City plans to issue an RFP to look into supporting lakefront events through additional infrastructure. Upon inquiry from Rob, Amie confirmed that the RFP will include gathering feedback from the community as to existing needs and how best to support lakefront events.
- Craig Talmage inquired about the status of the property on Linden St. Amie Hendrix stated that the property is still technically in compliance with the City's municipal code.

Adjournment:

- Motion to adjourn by Dave Linger. The meeting adjourned by acclamation at 12:34 pm.

Geneva LDC
Balance Sheet
As of March 28, 2023

	Mar 28, 23	Mar 28, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Certificate of Deposit	81,867.05	81,622.91	244.14
LDC Checking Account	114,608.91	172,936.75	-58,327.84
Total Checking/Savings	196,475.96	254,559.66	-58,083.70
Total Current Assets	196,475.96	254,559.66	-58,083.70
Other Assets			
Land and Buildings - Investment	44,567.00	44,567.00	0.00
Total Other Assets	44,567.00	44,567.00	0.00
TOTAL ASSETS	241,042.96	299,126.66	-58,083.70
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)			
AP - BID Beautification	25,280.00	0.00	25,280.00
Accounts Payable (A/P) - Other	2,000.00	28,732.85	-26,732.85
Total Accounts Payable (A/P)	27,280.00	28,732.85	-1,452.85
Total Accounts Payable	27,280.00	28,732.85	-1,452.85
Total Current Liabilities	27,280.00	28,732.85	-1,452.85
Total Liabilities	27,280.00	28,732.85	-1,452.85
Equity			
Retained Earnings	219,742.80	274,098.70	-54,355.90
Net Income	-5,979.84	-3,704.89	-2,274.95
Total Equity	213,762.96	270,393.81	-56,630.85
TOTAL LIABILITIES & EQUITY	241,042.96	299,126.66	-58,083.70

6:29 PM

03/28/23

Accrual Basis

Geneva LDC
Profit & Loss YTD Comparison
March 1 - 28, 2023

	<u>Mar 1 - 28, 23</u>	<u>Jan 1 - Mar 28, 23</u>
Ordinary Income/Expense		
Income		
Investments		
Interest-Savings, Short-term CD	0.00	20.16
Total Investments	<u>0.00</u>	<u>20.16</u>
Total Income	0.00	20.16
Expense		
Contract Services		
Outside Contract Services	2,000.00	6,000.00
Total Contract Services	<u>2,000.00</u>	<u>6,000.00</u>
Total Expense	<u>2,000.00</u>	<u>6,000.00</u>
Net Ordinary Income	<u>-2,000.00</u>	<u>-5,979.84</u>
Net Income	<u><u>-2,000.00</u></u>	<u><u>-5,979.84</u></u>