



REGULAR MEETING MINUTES
May 3, 2023 at 12:PM

Board Members in Attendance

Dana Hollenbeck
Craig Talmage
Chevanne Devaney*
Paula Bucklin
Josh Miller
Peter Gillotte
Marc Rodriguez

Others in Attendance

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group*

Agenda Items

Call to Order:

Peter Gillotte called the meeting to order at 12:03 pm with a quorum present.

Minutes Approval:

- Motion to approve the April regular meeting minutes as amended to correct the date by Craig Talmage, second by Dana Hollenbeck. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the April financial report noting the MRB Group contract fees as the only transaction.

- Motion to approve the April financial report by Marc Rodriguez, second by Paula Bucklin. Motion carried unanimously.

Audit RPF

Tracy Verrier stated that the LDC should put out an RFP to contract with an auditing firm. She noted that the LDC doesn't have a contract with their current auditor. She stated that the RFP is a joint auditor request with the IDA, but that each organization will have a separate audit. The RFP is seeking a 3-year auditing contract. Tracy noted that she would release the RFP following the approval of the LDC and IDA, and hopes to have proposals to share with the Board at next month's regular meeting. Josh Miller asked if the audit is required. Tracy explained that all public authorities are required by the State to conduct an annual audit to ensure transparency and oversight.

- Motion to approve the joint audit RFP by Dana Hollenbeck, second by Chevy Devaney. Motion carried unanimously.

Project & Other Updates:

Tracy Verrier noted that the City's search to fill the Planning and Economic Development Director position is underway. The City plans to conduct interviews later in May. Peter Gillotte inquired about the roadblocks that hindered the first hiring round for this position. Tracy stated that the City needed to regroup and set clear expectations for and align understanding of the position. This was the only way to set the position up for success. Tracy noted that the position includes both planning and economic development components. This is not unusual, but they are different skillsets. It's important to make sure the person in the position has the support and expertise of others within the department.

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BOARD OF DIRECTORS

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PAULA BUCKLIN ('24) ~ Kyle Ackart ('26) ~ DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23)

Gateway Parcel

Tracy Verrier noted that there are no project updates.

BID Beautification

Tracy Verrier noted no project updates.

Craig Talmage inquired if the selected administrative firm accepted the City's offer in relation to the microenterprise program. Tracy indicated she did not know if the offer had been accepted.

Adjournment:

- Motion to adjourn at 12:14 by Craig Talmage, second by Marc Rodriguez. Motion carried unanimously.