



**ECONOMIC DEVELOPMENT CORPORATION**

**BOARD MEETING**

August 8, 2023 8:30 a.m.

Center of Excellence in Food & Agriculture, 665 W North St, Geneva, NY

<https://us02web.zoom.us/j/89722359367?pwd=RmkyR0RZeVRuWnNKdVhHZ1RoVGZUT09>

AGENDA ITEM	POTENTIAL OUTCOME	PERSON RESPONSIBLE
<b>Call to Order</b>	Quorum Present?	Rob Sollenne
<b>New Business</b>		
Tech Farm Request for funding	Refer to Finance Committee	Mike Manikowski/Harry Sicherman
Victor LDC	Inform Board of Program	Kathy Rayburn
Authority to invest	Resolution to allow investment	Lynn Freid
Interest rate	Resolution to change loan interest rate	Lynn Freid
Quick Books	Resolution to pay 40%	Michael Wojcik
<b>Administration</b>		
July 11, 2023 Meeting Minutes	Motion to approve minutes as written	Rob Sollenne
Bills for payment	Motion to approve payments	Michael Wojcik
<b>Old Business:</b>		
Open Discussion	Update Board/staff	Ryan Davis
<b>Adjournment</b>	Motion to adjourn	Rob Sollenne
Tour of Center of Excellence	Inform Board	Cathy Young

Next Meeting is September 12, 2023

<b>Quorum (confirmation required):</b>	<b>Members Excused:</b>
Erica Wright, Vice-Chair	Carla Sieling
Kevin Hill, Treasurer	Supervisor Frederick Wille
Karen Parkhurst	
Robert Sollenne, Chair	
Lynn Freid	
Walt Matyjas	
David Linger	
Supervisor Fred Lightfoote	<b>Guests:</b>
Supervisor Peter Ingalsbe	Alissa Bub, Deputy County Administrator
	Cathy Young, Center of Excellence for Food & Ag
<b>Staff</b>	Mike Manikowski, Tech Farm
Ryan Davis, Executive Director	Kathy Rayburn, Victor LDC
Michael Wojcik, CFO	Harry Sicherman, The Harrison Studio
Brigitte Larson, Secretary	<b>Contract Staff:</b>
Suzanne Vary, Staff	Veronica Devries, Underberg & Kessler (via Zoom)
Jessica Kazmark, Staff	
Bob Mincer, Staff	



**Cornell Agriculture and Food Technology Park Corporation**

August 2, 2023

Ms. Suzanne Vary  
Economic Development Specialist  
Ontario County Economic Development Corporation  
20 Ontario Street  
Suite 106B  
Canandaigua, New York 14424

Re: Cornell Agriculture and Food Technology Park Corporation  
Application for a Deferred Loan

Dear Ms. Vary:

This letter constitutes an application by the Cornell Agriculture and Food Technology Park Corporation (the “CAFTPC” or “Tech Farm”) for a \$25,000 deferred loan from the OCEDC to partially fund the cost of updates to its strategic plan and building design guidelines. The CAFTPC is a New York not-for-profit corporation formed in 2000 to ground lease land in the City of Geneva from Cornell University for the purpose of planning, developing, and operating the Cornell Agricultural and Food Technology Park (the “Park”).

The CAFTPC is undertaking an update of its strategic plan and the building design guidelines that govern development in the 72-acre Park that is located on Preemption Road contiguous to the south side of the Cornell AgriTech campus. The current strategic plan was adopted in 2008 and focuses on the use of facilities at the Tech Farm for research in agriculture, food, and biotechnology to complement work at Cornell AgriTech, with development to include laboratory and office facilities. However, market demand and the recent installation of new laboratories at Cornell AgriTech have prompted the CAFTPC Board to consider including food processing and light manufacturing development at the Tech Farm.

The CAFTPC is also seeking an analysis of its existing site plan and revisions to the design guidelines for buildings at the Park to lay the groundwork for the future development of manufacturing facilities. This includes an assessment of the applicability of brownfield tax credits to the remediation and development of approximately 20 acres at the Park that were not remediated under the NYSDEC's Voluntary Cleanup Program.

At the same time, the CAFTPC is broadening its agribusiness assistance activities concurrent with its designation in 2022 as a New York State Certified Business Incubator. The expanded technical assistance activities are being developed in collaboration with the programming available through Cornell's College of Agriculture and Life Sciences, and in particular the New York State Center of Excellence for Food and Agriculture at Cornell AgriTech.

Ms. Suzanne Vary  
August 2, 2023  
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The CAFTPC issued a Request for Proposals for updates to its strategic plan and building design guidelines in May 2023 and has selected the proposal of Clark Patterson Lee (CPL) to undertake the project for a base fee of \$45,450. The CAFTPC expects that additional services may be requested from CPL as the engagement progresses that will bring that cost to an estimated \$50,000. Additional third-party costs associated with project management and oversight by the CAFTPC's consultant, The Harrison Studio, plus out-of-pocket expenses, bring the total estimated budget for the initiative to \$55,000.

In addition to requesting a \$25,000 deferred loan from the OCEDC, the CAFTPC will request \$25,000 from the City of Geneva, with the balance of the funding (\$5,000) to be provided from CAFTPC cash equity. It is anticipated that the scope of services will be completed within 120 days.

The strategic plan, design guidelines update, and site analysis are critical as the Tech Farm begins to move forward with new construction on the site and an expanded role in the growth of the ag & food industry in the Finger Lakes Region. The award of \$1.9 million in grants to the Tech Farm from the EDA and Empire State Development to finance a new 20,000 square foot manufacturing facility within the Park, combined with the recent designation of the Tech Farm as a NYS Certified Business Incubator, mark the establishment of a significant collaboration between the Tech Farm and the substantial technical and educational services provided on behalf of the ag & food industry by Cornell University and its affiliates. The strategic plan update will, among other things, memorialize that collaboration with the goal of bringing a major portion of that industrial growth to Ontario County.

The requested deferred loan is critical to the Tech Farm's ability to undertake this important planning initiative. The Tech Farm has historically operated on a breakeven basis, with revenues consisting primarily of rents received from tenants in its incubator building and which are used to pay the costs of operating and maintaining the facility. Repairs and replacements required in recent years have prevented the accumulation of any significant cash reserves, and there are no other funding sources currently available other than those proposed with this request.

Enclosed are the Request for Proposals for this initiative and the proposal received from Clark Patterson Lee. Also enclosed is a report prepared in October 2020 that presents the history of the Tech Farm and detail regarding its accomplishments. Please contact me if you require any additional information or documentation.

The Tech Farm is extremely appreciative of the support it has received over the years from the OCEDC and welcomes the opportunity to request assistance as we seek to expand our mission and plan for the development of additional facilities that will attract new business to Ontario County.

Sincerely,



Michael Manikowski  
Chairman



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, June 13, 2023

<b>Board Members Present</b>	<b>Board Members Excused</b>
Robert Sollenne, Chair	Supervisor Fred Wille
Erica Wright, Vice Chair	Supervisor Peter Ingalsbe
Karen Parkhurst	Lynn Freid
Carla Sieling	
Kevin Hill, Treasurer	
Supervisor Fred Lightfoote	
Walt Matyjas	
David Linger	<b>Guests</b>
	Bob Coyne, RTMA
<b>Non-Board Members Present</b>	
Ryan Davis, Executive Director	<b>Contract Staff</b>
Suzanne Vary, Staff	Ed Russell, Underberg & Kessler
Brigitte Larson, Secretary	
Bob Mincer, Staff	
Jessica Kazmark, Staff	
Michael Wojcik, CFO	

**CALL TO ORDER:** Rob Sollenne called the meeting to order at 8:31 a.m. A quorum was present.

**NEW BUSINESS:**

**RTMA Presentation:**

Bob Coyne introduced himself as the Executive Director of the Rochester Technology and Manufacturing Association (RTMA). Bob stated that Lynn Freid recommended a presentation to the EDC to inform the Board of their programs. RTMA was founded in 1945 and became a non-profit entity in 1974. In 1984 the Company signed an articulation agreement with MCC and in 2016 became a group sponsor for the NYS Registered Apprenticeship Program along with MCC. More recently, the Company created the Finger Lakes Youth Apprenticeship Program and the Roc with Your Hands career event. Bob also shared that the Company covers a large footprint over the nine counties.

Bob spoke of the five strategic pillars of service to include workforce development, strategic growth, innovation, political advocacy and access to markets. He clarified that by political advocacy, it means that the Company educates and advocates for employers as effecting bills are introduced. Bob stated that about 70% of their time is spent on workforce development, such as

the apprentice competition and apprenticeship programs, summer camps for city youth, available scholarships and more. Bob outlined the registered apprenticeship program, highlighting that the requirements are indicated by NYS Department of Labor Trade; as well as the Youth Apprenticeship. The Youth Apprenticeship represents more than 100 manufacturing companies in the region and has proven successful, even during the pandemic. In 2019, 64 students were placed with over 35 manufacturing companies, in 2022 there were 168 students to over 100 employers and numbers continue to improve. Bob explained that RTMA works with some schools in the area along with the teachers in order to find the best placement for the apprenticeship program.

It was discussed that some connections will be made, with other schools and smaller organizations to educate groups on the offered programs.

Bob exited the meeting at 9:07 a.m.

### **ADMINISTRATION:**

#### **May 9, 2023 Meeting Minutes:**

Rob Sollenne presented the May 9, 2023 Meeting Minutes for approval.

*Kevin Hill made a motion to approve the May 9, 2023 Meeting Minutes as presented. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.*

#### **Invoices for Payment:**

Rob Sollenne reviewed and submitted the invoices for payment for approval, which included 7 invoices totaling \$41,162.00.

*Supervisor Fred Lightfoote made a motion to authorize and approve the above-mentioned invoices for payment. Erica Wright seconded the motion. Unanimously approved. Motion carried.*

#### **Informational Reports:**

##### **Financial Statements and Investment Report:**

Michael Wojcik presented the updated Financial Statements and Investment Report. There were no questions on the reports.

*Kevin Hill made a motion to approve the Financial Statements and Investment Report as presented. Erica Wright seconded the motion. Motion carried.*

### **OLD BUSINESS:**

#### **Visit Ontario Safely grants:**

Suzanne Vary indicated that a final draw will be submitted, then closeouts will begin.

#### **Open Discussion:**

Suzanne Vary informed the Board that the Chamber of Commerce is planning to sell its building on Main Street next week according to a news article. The Chamber requested a deferred payment note of \$40,000 with specific milestones regarding the cowork space. Ryan has a meeting with Ethan Fogg next week and will clarify if the construction and expansion originally discussed was in fact begin or not.

County ARPA funds were briefly discussed. It was mentioned that electricity needs should be considered when it comes to infrastructure.

Ryan shared that there is a possible casino to be opened in Rochester. This leads to concern for Ontario County's Finger Lakes Gaming and Racetrack, one of the County's top employers. Development of a casino in Rochester could carry significant impact. Ryan would like to write a letter of support to echo the concern of the local Assembly members and officials.

**ADJOURNMENT:**

*Karen Parkhurst made a motion to adjourn at 9:53 a.m. Erica Wright seconded the motion. Unanimously carried.*

Respectfully submitted,

*Brigitte Larson*, Staff



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, July 11, 2023

<b>Board Members Present</b>	<b>Board Members Excused</b>
Erica Wright, Vice Chair	Robert Solenne, Chair
Karen Parkhurst	Carla Sieling
Kevin Hill, Treasurer	Lynn Freid
David Linger (via Zoom)	Supervisor Fred Lightfoote
Supervisor Fred Wille	Walt Matyjas
Supervisor Peter Ingalsbe	
	<b>Guests</b>
<b>Non-Board Members Present</b>	
Ryan Davis, Executive Director	<b>Contract Staff</b>
Suzanne Vary, Staff	
Brigitte Larson, Secretary	
Bob Mincer, Staff	
Jessica Kazmark, Staff	
Michael Wojcik, CFO	

**CALL TO ORDER:** Vice Chair, Erica Wright called the meeting to order at 8:45 a.m. A quorum was not present.

**NEW BUSINESS/ADMINISTRATION:**

All New Business and Administration items will be presented at the August meeting due to lack of quorum.

**OLD BUSINESS:**

**Visit Ontario Safely grants:**

Suzanne Vary shared that all funds have been disbursed. She complimented the work done by Ostrander Consulting, The Finger Lakes Visitors Connection and The Harrison Studio. A total of \$1,220,000 was awarded to local businesses.

**Housing Discussion:**

Ryan Davis shared that the Housing Study has moved to its final stage. The will include a presentation from Urban Partners to the Board of Supervisors for approval. There will also be three public sessions, details to be provided at a later date.

It was discussed that certain agencies should be involved, including Pathstone and Habitat for Humanity. Market rate versus subsidized housing was also discussed, as well as the point that employees are not able to meet requirements for either.

**Open Discussion:**

Ryan informed the group that he met with Ethan Fogg from the Chamber, however; Ethan is no longer with the Chamber. Michael Mills is the Acting Director currently. Ryan will have an update next month.

Ryan also spoke about the Governance Committee meeting held last week. It was determined that the EDC interest rate for loans is aligned with surrounding Counties Economic Development rates. All borrowing has slowed down in financial institutions as well as government agencies in the region. Workforce development was discussed at length at the meeting, leading to a consideration of implementing another program to specifically assist employers in retention and training. Two takeaways are that FLCC will be hosting a reverse job fair and Staff will meet with banking professionals to educate them on products the OCEDC may be able to offer their clients.

Michael would like to incorporate new language pertaining to investments in the EDC Policies and Procedures. This will be presented to the full Board.

Suzanne Vary stated that BioWorks' loan has been paid off and was successfully acquired by Biobest.

Ryan gave a brief update on Real Eats, stating that there is one party interested in the vacant building in Geneva. The OCEDC was paid in full.

Ryan also spoke about the ARPA funding. The County has gone live with the first round of funding and the Harrison Studio will be administrating. Office hours will also be available. It was clarified that there are certain requirements for businesses to qualify. A requirement is that funds need to be spent by 2026 for reimbursement, as well as a 50% match for- profit businesses and 25% match for municipalities and not-for-profits.

**ADJOURNMENT:**

*The OCEDC Board meeting was adjourned at 9:21 a.m.*

Respectfully submitted,

*Brigitte Larson*, Staff



**Ontario County Economic Development Corporation  
Canandaigua National Bank**

**OCEDC Payments for July 1, 2023**

<b>Ck #</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1857	Ontario County Treasurer	July Master Agreement	\$5,939.50
1859	Underberg & Kessler	Real Eats, Invoice 1244222	\$1,061.50
1860	Underberg & Kessler	May General, Invoice 1244221	\$783.00
1858	Underberg & Kessler	April General, Invoice 1242920	\$783.00

**Total Checks            \$8,567.00**

**Funds Transfer - 200-4 CNB Savings Account to 200-3 CNB Checking Operating Account :**  
 \$750.00 is the cash balance before checks are written  
 \$8,567.00 is the transfer amount from 200-4 CNB Savings Loan to 200-3 CNB Checking Operating

**Ontario County Economic Development Corporation  
 Canandaigua National Bank**

**OCEDC Payments for August 8 2023**

<b>Ck #</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1862	Ontario County Treasurer	August Master Agreement	\$5,939.50
1861	MMB	2022 Audit	\$2,000.00
1864	Underberg & Kessler	June Invoice	\$87.00
1863	Sue Vary	Mileage for 4/1/23-6/30/23	\$26.20
<b>Total Checks</b>			<b>\$8,052.70</b>

**Voided check numbers**

**Funds Transfer - 200-4 CNB Savings Account to 200-3 CNB Checking Operating Account :**  
 \$750.00 is the cash balance before checks are written  
**\$8,052.70** is the transfer amount from 200-4 CNB Savings Loan to 200-3 CNB Checking Operating