



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, March 15, 2022
ANNUAL MEETING

Board Members Present	Board Members Excused
Robert Solenne, Chair	Karen Parkhurst
Joseph Bridgeford	Walt Matyjas
Supervisor Fred Lightfoote	
Erica Wright, Vice Chair	
Kevin Hill, Treasurer	Guests
Supervisor Peter Ingalsbe	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
Lynn Freid	David Linger, New EDC Member
Supervisor Fred Wille	Abigail Marion, Shortsville Resident
Non-Board Members Present	Contract Staff
Suzanne Vary, Interim Executive Director	Ed Russell III, Underberg & Kessler
Michael Wojcik, CFO	Mike Manikowski, Consultant
Jessica Kazmark, Staff	Jim Armstrong, Consultant
Brigitte Larson, Staff	
Bob Mincer, Staff	

CALL TO ORDER: Robert Solenne called the meeting to order at 8:32 a.m. A quorum was present.

OLD BUSINESS:

Real Estate database proposal:

Suzanne Vary began by sharing that she received a phone call yesterday inquiring about available sites. Sue directed the caller to the website and briefly walked her through the website to find the GRE site finder. It was pointed out that multiple sites listed as “for lease” were in fact “for sale” instead. Sue presented this instance to the Board as a prime example as to why Jim Armstrong’s proposal is needed.

Jim Armstrong echoed Sue’s concern, stating he receives eight to ten inquiries a year, whereas Sue stated she receives that same amount each month. A slideshow was presented to display snippets of the GRE website which includes a map view along with a list of properties and sites. It was discussed that currently the website is updated by Sue and that Jim will make efforts to connect with Clerks and realtors to acquire specific information on available sites. The

estimated cost for this service is \$6000 initially, plus mileage. This cost will be split with the OCIDA.

Supervisor Peter Ingalsbe made a motion to approve the agreement with Jim Armstrong for one year. Erica Wright seconded the motion. Unanimously approved. Motion carried.

Jim Armstrong exited the meeting at 8:54 a.m.

CDBG CARES Act funding:

Suzanne Vary shared that 16 grants have been approved at this time, totaling \$720,000. Currently there is over \$900,000 in applications for the funding program. Ostrander Consulting and the Harrison Studio have done a terrific job in assisting small businesses find funding options to meet their needs. It was discussed that there is an opportunity for a second round of funding and since the program has been such a success, the Board would like to move forward. *Erica Wright made a motion to request a second round of funding for the CDBG CARES Act. Supervisor Fred Lightfoote seconded the motion. Unanimously approved. Motion carried.*

Pending Loans:

Suzanne Vary stated that the loan for Select Fabricators is scheduled to close this Thursday. Currently, Ed Russell is working on the last items for Sweet Acres Creamery. Sue also stated that Finger Lakes Goods' commitment letter expired on March 1st and that she has not heard from Jim Cecere regarding his request.

Select Fabricators Insurance:

Suzanne Vary informed the Board that Select Fabricators has requested to waive the insurance requirement for closing only. The parties will obtain life insurance as stated in the loan terms, within a time frame preferred by the Board otherwise the loan will be in default. *Kevin Hill made a motion to waive the insurance requirement for closing only, to be obtained within 60 days. Lynn Freid seconded the motion. Unanimously approved.*

Economic Developer search:

Rob Sollenne shared that a candidate was selected for the Executive Director position; however, the candidate declined the offer. Rob informed the Board that additional applications have come in since the first interviews and those will be looked at, along with second interviews to be conducted the last two weeks in March.

ADMINISTRATION:

February 8, 2022 Minutes:

Rob Sollenne presented the February 8, 2022 minutes for approval as presented. *Supervisor Fred Lightfoote made a motion to approve the February 8, 2022 minutes as presented. Supervisor Fred Wille seconded the motion. Motion carried.*

Invoices for Payment:

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 11 invoices totaling \$25,271.66.

Supervisor Fred Wille made a motion to approve the invoices for payment. Supervisor Peter Ingalsbe seconded the motion. Motion unanimously carried.

Annual Board Survey:

Suzanne Vary thanked the Board for their participation, stating that ten members completed the Annual Survey required by the ABO. Sue reviewed the survey results and shared a few comments that were received.

Annual Report:

Suzanne Vary and Mike Manikowski presented the 2021 Annual Report to the Board. The report was completed by Dixon Schwabl. The Annual Report highlighted that Ontario County was one of only two New York counties to gain more residents than what they lost between 2010 and 2020. It was also noted that Ontario County is ranked #3 in economic diversity among NYS counties and #16 in the US. The scorecard included in the Annual Report showcased how busy 2021 was, resulting in 976 FTEs created. It was discussed that the report is available digitally online on the County website.

Joe Bridgeford made a motion to accept the Annual Board Survey results and 2021 Annual Report as presented. Supervisor Fred Lightfoote seconded the motion. Unanimously approved. Motion carried.

New Board Member:

David Linger attended last month's meeting virtually. Dave introduced himself to the Board and welcomed the great opportunity to serve on the EDC. He shared that he has worked with Valerie Knoblauch and Rob Solenne and that he has also been heavily involved in the downtown Geneva community. Dave will serve a three year term, beginning April 1st.

Joe Bridgeford made a motion to appoint David Linger as a Board Member. Supervisor Peter Ingalsbe seconded the motion. Unanimously approved. Motion carried.

Slate of Officers:

Joe Bridgeford explained to the Board that the Governance Committee met and presented the following recommendations:

3 Year Reappointments:

- Robert Solenne
- Walt Matyjas

Slate of Officers: (annually)

- Chair – Rob Solenne
- Vice Chair – Erica Wright
- Secretary – Brigitte Larson
- Treasurer – Kevin Hill

The Slate of Officers agreed to a term.

Committee Assignments: (annually)

- Governance Committee
 - Joe Bridgeford
 - Supervisor Fred Lightfoote
 - Lynn Fried
- Audit Committee

- Kevin Hill
- David Linger
- Supervisor Fred Wille

- Finance Committee
 - Karen Parkhurst
 - Rob Sollenne
 - Walt Matyjas

- Small Business Committee
 - Karen Parkhurst
 - Erica Wright
 - Supervisor Peter Ingalsbe

- FTZ Advisory Board
 - Karen Parkhurst

Joe Bridgeford made a blanket motion to approve the recommended Reappointments, Slate of Officers, and Committee Assignments. Supervisor Fred Lightfoote seconded the motion. Motion unanimously carried.

12/31/21 Audit Documents:

Michael Wojcik introduced John Rynkiewicz, Lead Auditor from Mengel Metzger Barr, CPAs. The OCEDC Audit Committee met last week and reviewed the Financial Statements and PARIS Report.

It was noted that the final documents would be available by the end of the week.

12/31/21 Audited Financial Statements and PARIS Report/Accountant's Management Letter/Accountant's Letter of Communication:

John reported a clean Management Letter. John noted that there were no material weaknesses with one suggestion of reviewing bank statements more timely. The ongoing pandemic was taken into consideration.

Supervisor Fred Wille made a motion to approve the Audited Financial Statements and PARIS Report, Accountant's Management Letter and Accountant's Letter of Communication. Lynn Freid seconded the motion. Unanimously approved. Motion carried.

Mission Statement and Measurement Report:

Michael Wojcik presented the 2021 Mission Statement and Measurement Report. He also stated that this report is the same for the OCEDC, OCIDA and OCLDC.

Supervisor Peter Ingalsbe made a motion to approve the Mission Statement and Measurement Report as presented. Supervisor Fred Lightfoote seconded the motion. Unanimously approved. Motion carried.

Annual Procurement Report:

Michael Wojcik presented the Annual Procurement Report for 2021.

Erica Wright made a motion to approve the Annual Procurement Report as presented. Joe Bridgeford seconded the motion. Unanimously approved. Motion carried.

Management's Internal Control Assessment Report:

Michael Wojcik presented the 2021 Management's Internal Control Assessment Report and grid. *Joe Bridgeford made a motion to approve the Management's Internal Control Assessment Report as presented. Kevin Hill seconded the motion. Unanimously approved. Motion carried.*

Real Property Report:

Michael Wojcik presented the Real Property Report, showing there are no properties owned by the OCEDC.

Form 990/CHAR 900:

Michael Wojcik explained both forms to the Board and indicated that the forms are due May 15th. The Forms will be distributed to the Board for review at the May meeting.

Informational Reports:

Michael Wojcik presented the updated Financial Statements and Investment Report. There were no questions. *Kevin Hill made a motion to accept and approve the Financial Statements and Investment Report as presented. Supervisor Fred Wille seconded the motion. Unanimously approved. Motion carried.*

Resolution for Dave Bunnell:

Suzanne Vary presented a resolution recognizing and thanking Dave Bunnell for his service and dedication to the EDC Board. A copy will be mailed to Dave. *Joe Bridgeford made a motion to approve the resolution for Dave Bunnell. Erica Wright seconded the motion. Unanimously approved. Motion carried.*

ADJOURNMENT:

Joe Bridgeford made the motion to adjourn the meeting at 9:45 a.m. Kevin Hill seconded the motion. Motion unanimously carried.

Respectfully submitted,

Brigitte Larson, Staff