



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, October 11, 2022

Board Members Present	Board Members Excused
Robert Solenne, Chair	David Linger
Erica Wright, Vice Chair	Supervisor Fred Lightfoote
Joseph Bridgeford	Supervisor Fred Wille
Karen Parkhurst	Kevin Hill, Treasurer
Lynn Freid	
Supervisor Peter Ingalsbe	
Walt Matyjas	
	Guests
	Alissa Bub, Deputy County Administrator
	Maureen Ballatori, Port 100
Non-Board Members Present	
Ryan Davis, Executive Director	
Suzanne Vary, Staff	
Jessica Kazmark, Staff	
Brigitte Larson, Secretary	Contract Staff
Bob Mincer, Staff (via Zoom)	Ed Russell, Underberg & Kessler
	Mike Manikowski, Consultant

CALL TO ORDER: Joe Bridgeford called the meeting to order at 8:30 a.m. A quorum was present.

NEW BUSINESS:

Fitzgerald Brothers:

Postponed to next meeting.

OLD BUSINESS:

Port 100:

Maureen Ballatori gave the Board an update on the co-work space in Geneva, Port 100. Maureen expressed her gratitude to the OCEDC and informed everyone that the Geneva location will be closing at the end of the year. Maureen took over the space in 2019 and has since then partnered with Metro Collective and expanded Port 100 to Rochester. The EDC provided assistance to Port 100 in the amount of \$30,000 over the span of three years, provided they reached specific milestones.

Maureen also shared that graduates of Port100 include Blueprint Geneva, Real Eats and 29 Design Studio.

Maureen exited the meeting at 8:51 a.m.

Visit Ontario County Safely Grants/EDC Advance Grant funds:

Suzanne Vary stated that all funding has been committed and that OCR has invited the County to apply for more funding. Sue shared that the deadline for the first round is December 30th. The next round will have until the end of June 2023 and will include \$352,000 additional funds.

Sweet Acres Creamery:

Suzanne Vary informed the Board that Sweet Acres Creamery has requested to pay back a loan to one of their members. In the loan terms is an agreement for the borrower to not pay off any debt earlier than the current schedules without notifying and obtaining approval from the OCEDC. Rather than coming to the Board with each request for payoff, Staff suggests authorizing a yearly allowance of \$40,000 of pre-payments.

Erica Wright made a motion to authorize a yearly allowance not to exceed \$40,000 in prepayments to Sweet Acres Creamery. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.

By-Laws Revisions:

Joe Bridgeford explained that the Governance Committee met to discuss the by-laws. Joe Bridgeford presented the OCEDC By-Laws with appropriate redlines and edits that were recommended by the Committee. It was also discussed that it was recommended to incorporate the Public Authority Law and language in the by-laws. If there is a need for a standalone Committee charter it can be presented and approved by the full Board.

Another recommended change is to add general wording to the by-laws to reflect that the Board will operate in compliance with current Open Meeting Laws. Ed Russell incorporated appropriate language within the document. The updates will be voted on at the next meeting.

Attendance Policy:

Joe Bridgeford also shared that the attendance policy can be found in the by-laws and does not need to be changed. Currently, if a member misses three meetings in a row or six in one calendar year the Chair will speak with the member. It was recommended that a spreadsheet of attendance be reviewed by the Finance Committee twice a year.

ADMINISTRATION:

September 13, 2022 Meeting Minutes:

Rob Sollenne presented the September 13, 2022 Meeting Minutes for approval.

Karen Parkhurst made a motion to approve the September 13, 2022 Meeting Minutes as presented. Erica Wright seconded the motion. Unanimously approved. Motion carried.

2023 Tentative EDC Budget:

Michael Wojcik presented the budget for EDC line by line. Michael pointed out that conferences, training, and mileage will increase now that there are more in person meetings and events since the pandemic. Michael also stated that the office will put out an RFP for marketing and annual report services. In addition, it was clarified that there will be a single audit required.

Supervisor Peter Ingalsbe made a motion to approve the EDC budget as presented. Joe Bridgeford seconded the motion. Unanimously approved. Motion carried.

August Invoices for Payment:

Rob Solenne reviewed and submitted the invoices for payment for approval, which included 8 invoices totaling \$21,650.78.

Supervisor Peter Ingalsbe made a motion to authorize and approve the above-mentioned invoices for payment. Joe Bridgeford 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.

Joe Bridgeford made a motion to approve the Financial Statements and Investment Report as presented. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.

Open Discussion:

The Board asked how pipeline activity is looking. Staff has had numerous meetings with businesses, and many have had comparable challenges with acquiring dependable workforce. Additionally, there are a few businesses unable to find available building space.

Board members also brought up concern with potential employees having reliable transportation and childcare.

It was also discussed that there appears to be a “for sale” sign in front of the Agro Research building in Geneva. Staff will inform the Board on any updates.

ADJOURNMENT:

Joe Bridgeford made a motion to adjourn at 9:45 a.m. Erica Wright seconded the motion. Unanimously carried.

Respectfully submitted,

Brigitte Larson, Staff