

**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, January 16, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Rick Bley, Bethany Haswell, Anne Nenneau, Nicholas Massa
  - Absent: Ron Alcock, Teresa Angelo, RJ Passalacqua
  - Others present: Adam Blowers, Nancy Coluzzi, Paul Bleakley, Amy Jackson-Sellers, Rhonda Destino
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Ms. Nenneau made a motion, Mr. Bley seconded, and the Board unanimously resolved to approve the minutes of the December 19, 2017 meeting.

**Treasurer's Report** - Mr. Blowers reported.

IDA: Received monthly payment of \$175 from Downtown Winery. Bank balance is \$7,500.

Park Partnership: received income from American Towers. Bank balance is \$45,000

Copies of the 2016-2017 Financial Audit have been received and distributed for discussion at the next meeting.

**Updates**

**Ag and Food Tech Park**

Sage Gerling will be attending the meetings at the Park and report to Mr. Blowers, who will then update the IDA Board.

**GEDC** – Mr. Blowers reported. Met with Nick Massa and Erica Collins for a tour of the facility and to discuss the change in management; Massa will be taking over Mancuso's contract. Several new tenants have signed a lease and/or moved in. Super Casuals will renew their lease. The roofing project is scheduled to begin March 1, weather permitting. The new water softener has been installed in the kitchen, which will help with production and marketing.

**City Council** – Mr. Horn put together a City Manager job description before he left; this should go out this week for a national search.

**School District** – Budget vote in May with talks about putting the bus loop on Nursery Avenue up for vote. The construction at the High School and North Street is still on track to be finished by the next school year.

**Marketing Committee** – No report, Ms. Destino has been away.

**Executive Session:** No Executive Session

**Adjourn:**

There being no further business to discuss, the meeting was adjourned at 8:35 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasure

**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, February 20, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Rick Bley, Anne Nenneau, Nicholas Massa, RJ Passalacqua
  - Absent: Ron Alcock, Teresa Angelo, Bethany Haswell
  - Others present: Adam Blowers, Nancy Coluzzi, Paul Bleakley, Trina Newton, Rhonda Destino, Michael Manikowski, Ryan Wallace, Marita Wallace
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**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Mr. Massa made a motion, Mr. Bley seconded, and the Board unanimously resolved to approve the minutes of the January 16 meeting.

**Treasurer's Report** - Mr. Blowers reported.

IDA: Received monthly payment from Downtown Winery. Bank balance is \$6,500 with \$230,000 in CD's.

Park Partnership: Received payment from American Tower. No expenses. Bank balance is just under \$46,000.

**Small Grid Presentation**

Mr. Ryan Wallace from Small Grid is requesting a Land Cost Write-down of \$150,000, for a final purchase price of \$1,200. They are not requesting a PILOT agreement; therefore, this will be taxable property. Packets were distributed to the Board describing this land offer. Mr. Wallace stated that they are looking at land in Ithaca and Canandaigua as well.

Mr. Blowers will meet with Mr. Manikowski and Sage Gerling next week to discuss details.

Ms. Nenneau made a motion, Mr. Massa seconded, and the Board unanimously resolved to move forward with Small Grid's request.

## **Updates**

### **Ag and Food Tech Park**

Mr. Blowers reported.

- The Park is applying for a grant from the Genesee Valley Regional Market Authority to build an additional cooler/freezer space.
- All of the manufacturing space is rented, including 3,000 square feet being used by Assured Edge Solutions to develop powders from produce that would have otherwise been discarded at the grocery store.
- Cornell will complete use of manufacturing space for wine cellar and Finger Lakes Harvest will come in April 1<sup>st</sup>.
- Empire Cider has grown their lab space use.
- Sage Gerling is the newest Board member representing the City of Geneva.
- Agro Research is building in the Town of Seneca due to Cornell land use, but will maintain office space at the Tech Farm.
- Greek Plant will be coming back and developing protein powder.

**GEDC** - Mr. Blowers reported.

Massa Construction has taken over management of the GEDC with assistance from Erica Collins. Ms. Collins is looking into re-vamping the website and making sure the tenants have the correct paperwork (insurance, etc.). Mr. Massa stated that the property is big and he would like to be able to view the vacancies on the webpage. Ms. Destino reported that John Brennan will be the kitchen manager; she and John will work with Stoney Brook for marketing ideas on how to find tenants that are limited to just a few hours of kitchen use.

**City Council** - Mr. Blowers reported.

The Council's main focus right now is the City Manager search. Council will meet in March with a community group to go through applications and resumes. City Council is also busy filling Boards and Commissions, as well as looking at how to move forward with 29 Linden Street.

**School District** Ms. Trina Newton reported.

- Open seat on School Board, Josie Guard is retiring. Would like to find someone with a financial background.
- Geneva 20/20, STEAM, assessing what it is schools are doing,
- Pushing electives at the high school, asking teachers what their passions are.
- Looking at the colleges to bring in urban agriculture with FFA component.
- Drone Club – high and middle school program, student graduates and applies for commercial license.
- Robotics Club – will be competing at Nationals.

- Working with Small Grid to determine what courses students will need to work for them after they graduate.
- Literacy program, Spanish and Mandarin, 10% of students are native Spanish speakers.
- North Street construction on schedule.
- Looking at more security, cameras, locks, etc. Expensive.

**Marketing Committee** – Ms. Destino reported.

The LDC approved the Economic Development Specialist description, along with its \$5,000 contribution towards Research Assistant position; Ms. Destino will reach out to the schools next week. The Marketing Committee will sit in on the interviews.

**Executive Session:** No Executive Session

**Adjourn:**

There being no further business to discuss, the meeting was adjourned at 9:12 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasure

**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, March 20, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Rick Bley, Anne Nenneau, Nicholas Massa, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock
  - Others present: Adam Blowers, Collette Barnard, Paul Bleakley, Amy Jackson-Sellers, Rhonda Destino, Michael Manicowski, Erica Collins
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Mrs. Passalacqua made a motion, Ms. Nenneau seconded, and the Board unanimously resolved to approve the minutes of the February 20, 2018.

**Treasurer's Report** – Mr. Blowers reported

A payment from American Tower was received and credited to the Geneva Industrial Park Partnership account. The balance in that account is \$47,803.83. A payment was received from the Downtown Winery and deposited into the GIDA account. The balance in that account is \$233,010.63.

**Action Item**

RESOLUTION REQUESTING APPROVAL FROM CITY OF GENEVA AND ONTARIO COUNTY IDS TO SELL INDUSTRIAL PARK PROPERTY

Mr. Bley moved that the motion be approved and Ms. Nenneau seconded.

SmallGrid, LLC is not requesting a PILOT agreement for the purchase of 12 acres of land in the Industrial Park. Instead they are asking to pay \$58,800 for the property which is less than the market value of the property. Ms. Nenneau asked if there was a comparison of the income to be derived from a PILOT being utilized with the land to sell at full value versus no PILOT utilized and the property being sold at below market value. Mr. Blowers did not have those numbers but explained that assuming a 20 year PILOT, the payments would be approximately \$200 with a full payment becoming due in 20 years. No PILOT would mean that the vacant property would be fully taxed in year one with the assessment including the building being fully taxed in 2020. He will provide the calculation to the Board. Ms. Nenneau would like to have this information to present a defensible position for agreeing to less than the market value for the land. Having this calculation will help support the argument and create a formula for future negotiations for land purchases in the Industrial Park.

Mr. Manikowski commented that the sale of this property at less than market value could be viewed as a means to retain the project in the City of Geneva. Mr. Wallace has opportunities to locate the business elsewhere. Ms. Haswell also commented that this type of business follows the recommendations in the City's Comprehensive Plan.

The Board would like to see the stipulations and justification for the deal made clear in the meeting minutes and the resolution. Mr. Blowers will add language to the resolution for the Board's approval. There hasn't been a sale in the Industrial Park in some time and this

language may help to guide future marketing efforts in the Park. Mr. Manikowski asked that a memo summarizing this conversation be provided to him for the Ontario County Industrial Development Meeting which will take place next week. Mr. Blowers will provide a memo.

A roll call vote was called:

**RESOLUTION  
REQUESTING APPROVAL FROM CITY OF GENEVA AND ONTARIO COUNTY IDA TO SELL  
INDUSTRIAL PARK PROPERTY**

**WHEREAS**, the Geneva Industrial Development Agency is a body politic authorized under Article 18-A of the General Municipal Law of the State of New York; and

**WHEREAS**, the Geneva Industrial Development Agency owns property at 33 Forge Ave (90.16-3-11.210) under a joint venture agreement with the City of Geneva and the Ontario County IDA; and

**WHEREAS**, SmallGrid, LLC plans to employ approximately 21 full-time positions in manufacturing; and

**WHEREAS**, SmallGrid, LLC intends to construct and operate a manufacturing facility for modular homes; and

**WHEREAS**, an offer has been submitted by SmallGrid, LLC for \$58,800 to purchase the parcel located at 33 Forge Ave. (901.16-3-11.210).

**NOW, THEREFORE BE IT RESOLVED**, that the Geneva Industrial Development Agency hereby requests approval from the City of Geneva and Ontario County Industrial Development Agency to move forward with the sale of this property.

**RESOLVED** this 20<sup>th</sup> day of March, 2018.

Recorded Vote:

	Aye	Nay
Cecere	X	
Angelo	X	
Bley	X	
Haswell	X	
Nenneau	X	
Passalacqua	X	
Massa	X	

The motion carried unanimously.

**Updates**

**Ag and Food Tech Park** - Mr. Blowers reported Sage Gerling attended the last Board meeting. One lab space and one office space is available. An event took place last week with Mike Nozzolio where he unveiled a new website that will market the Finger Lakes.

**GEDC** – Ms. Collins/Mr. Massa reported

Ms. Collins is the Building Manager and Nicholas Massa is the Manager of the GEDC. Ms. Collins reported that Lakeside Enterprises has renewed their lease, Hudson Data is seeking an Office Administrator and Eddington Environmental will be leasing space beginning April 1<sup>st</sup>. Banner Doors is occupying 2,111 sq. ft. of space. Improvements and build out of the Banner Door space is in progress. Proximity card readers have been installed for the kitchen. Cameras are needed in the back area of the space. The roof project will begin as soon as the weather allows.

The Waltzing Matilda lease has ended and the space will require additional clean-up. Mr. Massa estimates there could be 10 12 30-yard dumpsters of debris to be removed. The cost of the clean-up will be passed along to the tenant for payment.

Mr. Massa also reported that he has been working with Marty Burns on website development for the GEDC and the website should be ready to launch soon. A link to the website will be provided to the Board members so that they may review the site and make comments before it officially launches. Ms. Destino has Mr. Massa is also reviewing the current signage for an upgrade. There are spaces in the GEDC that are empty and raw. These spaces should be cleaned up so they can be shown to potential tenants. Mr. Massa will prepare a budget for this work.

**City Council** – Mr. Blowers reported

The discussion regarding the Chapter 111 at 29 Linden Street is ongoing and an effort is being made to work with anyone who wishes to be involved in saving the building. Mr. Ruthven has proposed that he demolish the building which is the most feasible option for him. Preserving the facade is important to the City. The property at 251 Reed Street is being cleaned up.

City Council continues the City Manager search. A community committee has been assembled and they will be reviewing the resumes submitted for the position.

**School District** – Ms. Jackson-Sellers reported

The students participated in a school walkout in support of the Parkland, Florida school. Approximately 300-400 students participated and the experience was very positive. The School District is reviewing the security of its buildings and continues to weigh safety against maintaining a welcoming school. This is a challenging situation.

**Marketing Committee** – Ms. Destino reported

An article regarding the investment Guardian Glass is making in Geneva has been posted to social media. Ms. Destino has received feedback from college professors regarding the lack of applications for the Economic Development Specialist position. Students are currently on spring break so perhaps some applications will be received after break. Ms. Destino currently has an intern who is working on video projects for social media: Testimonial Tuesday and Coffee Chats with Leslie and Pat. She encouraged Board members to take part in Testimonial Tuesday.

Executive Session: No Executive Session

Adjourn:

There being no further business to discuss, the meeting was adjourned at 9:12 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer



**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, April 17, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Rick Bley, Anne Nenneau, Nicholas Massa, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock
  - Others present: Adam Blowers, Nancy Coluzzi, Paul Bleakley, Amy Jackson-Sellers, Rhonda Destino, Ryan Wallace
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:03 a.m.

**Approval of Minutes**

Ms. Nenneau made a motion, Mr. Bley seconded, and the Board unanimously resolved to approve the minutes of the March 20, 2018 with one revision.

**Treasurer's Report** – Provided by Mr. Blowers

IDA – No expenses, \$175 for Downtown Winery

Park – American Tower payment, no expenses

**Action Item**

**RESOLUTION**

**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO SIGN ALL NECESSARY DOCUMENTS  
TO BORROW FUNDS AND TO MORTGAGE REAL PROPERTY**

**WHEREAS**, the Geneva Industrial Development Agency is a body politic authorized under Article 18-A of the General Municipal Law of the State of New York; and

**WHEREAS**, the role of City of Geneva Industrial Development Agency Chief Financial Officer is filled by City of Geneva Comptroller Adam Blowers; and

**WHEREAS**, the City of Geneva Industrial Development Agency borrowed \$580,000 from the Lyons National Bank; and

**WHEREAS**, the City of Geneva Industrial Development Agency mortgaged its real property located at 122 N Genesee St in the City of Geneva; and

**WHEREAS**, documents need to be signed in relation to borrowing funds and mortgaging real property

**NOW, THEREFORE BE IT RESOLVED**, that the City of Geneva Comptroller, Adam Blowers has the authority to sign all necessary documents to borrow funds and mortgage real property on behalf of the City of Geneva Industrial Development Agency.

**RESOLVED** this 17th day of April, 2018.

The question of the adoption of the foregoing Resolution was duly put to vote on roll call, which resulted as follows:

Aye    Nay

Cecere	X
Bley	X
Angelo	X
Nenneau	X
Massa	X
Passalacqua	X
Haswell	X

The Resolution was there upon duly adopted.

### **Updates**

**Ag and Food Tech Park** - Due to the Tech Park meeting being held after the IDA meeting, there was no update.

**GEDC** – Mr. Massa stated that he believes the building has great potential, and would like to see reputable tenants move in. Chair Cecere will look into holding the June meeting at the GEDC, with a tour of the facility afterwards.

**City Council** – Mr. Blowers reported that the deadline to submit applications for City Manager has passed. There is a Community Meeting April 18, during which the members will go through the applications. Council has a work session April 26, another Community meeting in May, and a decision by late summer. Start date will be determined by the individual chosen for the position.

**School District** – Ms. Jackson-Sellers reported that the District received budget numbers from the state, but may still need to use a significant amount of reserves. The construction is still going on at the high school, although the field is being used for lacrosse; we are asking students to stay off of the track until it's finished. The Senior Ball is this weekend.

**Marketing Committee** – Ms. Destino noted that she has not received any applications for the part-time Economic Development Specialist position; will revisit this in June.

Ms. Angelo gave a presentation from Locate Finger Lakes website of a video showcasing Schuyler County. The cost to put a similar video of Geneva on our website would be approximately \$20,000-\$25,000. To view the webpage, click on the link <https://locatefingerlakes.com/> Ryan Wallace has one hour of drone footage that he will donate to the IDA.

Ms. Angelo feels that even though the website has improved, she would like to see more video interviews with IDA members. Ms. Angelo would also like IDA members to sign up and “like” social media from Mike Nozzolio.

Executive Session: No Executive Session

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:45 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer

As you probably know, Carole Perry will be retiring June 22, 2018; the vacancy was posted today internally per Union contract. If no other internal Administrative Aide is interested, I would like to take that position; I am in the overall top 3 of the current Administrative Aide list. I would like to start at the top step of the 2018 salary range and I was told that I needed to get the MEA Union's permission

**Geneva Industrial Development Agency Board Meeting**  
**City Hall, Geneva, New York**  
**Tuesday, May 15, 2018**

**In Attendance**

- Board Members present: Rick Bley, Anne Nenneau, Nicholas Massa, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock, Frank Cecere, Adam Blowers, Amy Jackson-Sellers
  - Others present: Sage Gerling, Nancy Coluzzi, Paul Bleakley, Rhonda Destino, Trina Newton, Erica Collins, Ryan Wallace,
- 

**Meeting Call to Order**

Vice Chair Anne Nenneau called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Mr. Bley made a motion, Mr. Passalacqua seconded, and the Board unanimously resolved to approve the minutes of the April 17, 2018.

**Treasurer's Report**

IDA Account

- Renewed Certificate of Deposit at Lyons Bank for 6 months
- Only expense was for last year's financial audit - \$4,086.01
- Current bank balance - \$4,607.41

Park Account

- American Tower payment of \$1,957.14
- No expenses
- Current bank balance - \$51,718.11

**Action Item**

**RESOLUTION AUTHORIZING CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY TO SELL INDUSTRIAL PARK PROPERTY**

**WHEREAS**, the Geneva Industrial Development Agency is a body politic authorized under Article 18-A of the General Municipal Law of the State of New York; and

**WHEREAS**, the Geneva Industrial Agency owns property at 33 Forge Ave (90.16-3-11.210) under a joint venture agreement with the City of Geneva and the Ontario County IDA; and

**WHEREAS**, Solar Home Factory LLC (formerly SmallGrid LLC), plans to employ approximately 21 full-time positions in manufacturing; and

**WHEREAS**, Solar Home Factory LLC (formerly SmallGrid LLC) intends to construct and operate a manufacturing facility for modular homes; and

**WHEREAS**, an offer has been submitted by Solar Home Factory LLC (formerly SmallGrid LLC) for \$58,800 to purchase the parcel located at 33 Forge Ave (90.16-3-11.210).

**NOW, THEREFORE BE IT RESOLVED**, that the Geneva Industrial Development Agency hereby directs the Chief Financial Officer and Attorney of the City of Geneva IDA to prepare

and execute documents necessary to affect the sale of property at 33 Forge Ave, tax map #90.16-3-11.210.

**RESOLVED** this 15th day of May, 2018.

The question of the adoption of the foregoing Resolution was duly put to vote on roll call, which resulted as follows:

	Aye	Nay	Absent
Cecere			X
Bley	X		
Angelo	X		
Nenneau	X		
Massa	X		
Passalacqua	X		
Haswell	X		

The Resolution was there upon duly adopted.

## **Updates**

### **Marketing Committee**

Ms. Destino reported that there are two interns from Hobart & William Smith Colleges starting tomorrow.

### **Video Committee -**

#### Goals

- Develop a Geneva centric video promoting its assets
- Inspire business leaders to relocate to Geneva NY. (Why Geneva?)
- Educate residents and instill local pride
- Supply the facts allowing viewers to draw their own conclusions

#### Audiences

- National and International business leaders looking to relocate
- Residents
- Finger Lakes Economic Development Organizations

#### Potential partners in development

- Geneva IDA
- Geneva LDC
- Ontario County
- City of Geneva

#### RFP framing notes

- 70% business asset promotion / 30% quality of life
- Video length options: two minutes, three minutes and vendor recommendation
- Voice over and music
- No animation
- Testimonial: from Guardian Glass in particular

- Present assets with exterior and especially interior imagery as appropriate.

#### Potential vendors

- LaBarge
- Research and recommend at least two others

#### **Ag and Food Tech Park**

- All the labs and manufacturing spaces are rented.
- A new lab tenant is Endoca, a Hemp research operation
- 5 office vacancies (\$250 a month)
- The Tech Farm will be integral in the recently State award of \$1,000,000 for the Center of Excellence in Food and Agricultural Technology at the Station (now known as the Cornell Agriculture and Food Technology Park).

#### **GEDC**

Ms. Collins and Mr. Massa reported that the roof project is wrapping up. The awnings are coming down and new signage is going up.

#### **City Council**

The new Welcome Center had a soft opening today. The Community Room will be available for residents and City Staff to use, but will not be available for weddings, large parties, etc. The Saturday Farmer's Market will begin on June 23 at the Lakefront. Chair Cecere is arranging our June IDA meeting to be held at the GEDC, with a tour of the facility to follow. A future meeting will be held at the Welcome Center.

#### **School District**

Ms. Trina Newton reported that the new wing at North Street School will be opened in the fall; this will be a state of the art facility. 6 Million dollar Capitol Project with 70% going for Safety & Security. 1.1 million Capital reserves will be put into securing entrances. There will be other types of soft security put into place, which is very expensive but necessary; we do not want our schools to look like prisons.

Executive Session: No Executive Session.

Adjourn: There being no further business to discuss; the meeting was adjourned at 9:05 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer

**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, June 19, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Rick Bley, Anne Nenneau, Nicholas Massa, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock
  - Others present: Nancy Coluzzi, Adam Blowers, Amy Jackson-Sellers, Rhonda Destino
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Mr. Bly made a motion, Ms. Nenneau seconded, and the Board unanimously resolved to approve the minutes of the May 15, 2018 with one change.

**Treasurer's Report**

IDA Account

- Received payment from Down Town Winery - \$175.00
- No expenses
- Current bank balance - \$4,700

Park Account

- Received American Tower payment of \$1,957.14
- Current bank balance - \$54,000

Mr. Blowers suggested putting some money into a secure account, since the balance has been growing steadily.

**Updates**

**Ag and Food Tech Park** – Reported by Mr. Blowers

It has been quiet at the Park. The only available space is office space.

**GEDC** - Reported by Mr. Massa

Food Justice will be complete at the end of the week. New signage will be installed next week. Erica has been working with potential tenants.

**City Council** – Reported by Mr. Blowers

The City Manager search is the main focus right now. In person interviews are being conducted this week. The next step will be decided in the next couple of weeks. Council hopes to name a new City Manager by the end of July.

**School District** – Reported by Amy Jackson-Sellers

Tomorrow is the last day of school with high school graduation on Friday. The graduation rate TBD. Capital projects still on schedule. There will be different types of security put into place for next school year, which is very expensive.

**Marketing Committee** – Reported by Ms. Rhonda Destino

We received 3 proposals for videos, all are very different. The Committee is recommending LaBarge Media which was the highest of the three proposals. Our goal is to share the cost with the LDC, City of Geneva and Ontario County. Anne suggested freezing the price for the other entities and IDA will make up the difference. Adam could mention that the IDA will pick up a larger portion of the cost, and ask if anyone from the other entities wants to be involved in scripting.

Executive Session: No Executive Session.

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:45 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer



**Geneva Industrial Development Agency Board Meeting**  
**GEDC, Geneva, New York**  
**Tuesday, August 21, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Anne Nenneau, Nicholas Massa, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock, Rick Bley,
  - Others present: Sage Gerling, Adam Blowers, Nancy Coluzzi, Amy Jackson-Sellers, Rhonda Destino
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**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m. and welcome new City Manager Sage Gerling.

Ms Gerling requested that Executive Session be moved up to the beginning of the meeting due to her having to leave early.

**Executive Session** – Motion was made by Ms. Haswell to enter into Executive Session at 8:01 a.m., seconded by Mr. Massa and carried. No action taken.

**Approval of Minutes**

Ms. Haswell made a motion, Mr. Passalacqua seconded, and the Board unanimously resolved to approve the minutes of the June 19, 2018.

**Treasurer's Report**

IDA Account

- Received a fee from Guardian Glass for \$100,000
- Current bank balance is \$105,161

Park Account

- Received American Tower payment of \$2,015
- Current bank balance is \$28,000

**2018-2019 Budget**

Mr. Blowers reported that there is not much change from last year's budget. A copy of the budget was included in the August agenda packets. Ms. Nenneau made a motion, Mr. Passalacqua seconded, and the Board unanimously approved the 2018-2019 Geneva IDA Combined Budget, which will go into effect on October 1, 2018.

**Updates**

**Ag and Food Tech Park** – Ms. Gerling reported that the Park remains completely full except for some office space. The Center of Excellence funding has been received.

**GEDC** - Mr. Massa thanked Ms. Nenneau for the beautiful conference table that was donated by CCN International. Looking at updating the conference room and adding a projector, screen, etc. Waltzing Matilda's space has been cleared out and they will be reimbursing the GEDC for the work. Working with Guardian Glass to donate glass for the large windows along the railroad. Website is finished, very user friendly, please check it out. Put in new updated

signage. There is an issue at the loading dock so we will be repairing the stairs, rails, etc.; working on getting prices. The Food Justice space is ready to go.

**City Council** –Mr. Blowers reported that the 2019 proposed budget will be presented to City Council tomorrow; this is open to the public. Because of the DRI matching funds, other projects will have to be put on hold until next year. Thursday p.m. the 2019 Proposed budget will be on the website.

**School District** – Reported by Amy Jackson-Sellers – September is the first day of school. North Street construction is not finished and the schedule will be tight. The building will be beautiful and the front entrance will be very secure. Still waiting to hear about the August regents before graduation rate can be determined. Cornell hosted 5 interns with hopes to double that next year. The Geneva 20/20 report will be out in September. Will send out an email invitation.

**Marketing Committee** – Reported by Ms. Rhonda Destino. The Committee met with LaBarge Media, and will meet after the IDA meeting to discuss the video.

**Other Business** – Nominating Committee will be getting together next month; members are Mr. Massa, Mr. Passalacqua and Ms. Angelo.

Mr. Cecere suggested doing a market study on the Marina; Ms. Gerling stated that a study has already been done and will send around the findings.

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:50 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer

**Geneva Industrial Development Agency Board Meeting**  
**GEDC, Geneva, New York**  
**Tuesday, September 18, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Anne Nenneau, Rick Bley, RJ Passalacqua, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock, Nicholas Massa
  - Others present: Sage Gerling, Adam Blowers, Nancy Coluzzi, Trina Newton, Rhonda Destino
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Mr. Passalacqua made a motion, Ms. Haswell seconded, and the Board unanimously resolved to approve the minutes of the August 21, 2018.

**Treasurer's Report**

IDA Account

- Expenses – first payment to LaBarge Media for video, \$12,450
- Current bank balance is \$93,000

Park Account

- Received July and August payments from American Tower, \$4,000
- Current bank balance is \$32,000

**Action Item**

On motion by Ms. Angelo, seconded by Ms. Nenneau, and carried unanimously, the Board agreed to reappoint Mr. Bley for a 5-year term. City Manager Gerling will notify City Council of the reappointment.

**Updates**

**Ag and Food Tech Park** – Ms. Gerling reported that the Park remains completely full except for a small amount of office space. We have been seeing some interest in the new area of the Park.

**GEDC** – Due to Mr. Massa being absent, Mr. Blowers reported. Office improvements continue. Erica has been doing tours with perspective tenants. If the GEDC space is not what they're looking for, she will refer them to the Tech Park.

**City Council** – Ms. Gerling updated the group on the 2019 budget schedule, which will run throughout October. City Clerk interviews will take place during October; Doris Myers will be retiring in January.

**School District** – Reported by Trina Newton – Construction projects are getting near the end. Safety and security is the main focus. The Police Department has access to all of the school cameras; we have arranged a meeting with Chief Passalacqua to discuss. North Street and the High School will have security features on all of the doors. We have started three Introduction to Ag Ed classes at the Middle School, and are looking at the possibility of joining with Waterloo and Mid-lakes. If anyone would like a tour of the new facilities, please call Ms. Newton's office. Ms. Newton also offered to host an IDA meeting at one of the schools.

**Marketing Committee** – Reported by Ms. Rhonda Destino. LaBarge Media is still filming footage and will reach out to Rhonda when they are ready for the next step.

Ms. Nenneau passed around an email that he received from an IDA in Texas and suggested sending out similar emails to entice businesses to come to Geneva.

**Other Business** – Sage informed the Board that after speaking with the LDC about the Marina, Concept B is where they want to be at this time.

**Executive Session** – No Executive Session

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:55 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer

**Geneva Industrial Development Agency Board Meeting**  
**GEDC, Geneva, New York**  
**Tuesday, October 16, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Anne Nenneau, Rick Bley, Teresa Angelo, Bethany Haswell
  - Absent: Ron Alcock, RJ Passalacqua, Nicholas Massa, Adam Blowers
  - Others present: Sage Gerling, Nancy Coluzzi, Rhonda Destino, Paul Bleakley
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

Request that Executive Session be moved up to the beginning of the meeting. Motion was made by Ms. Nenneau, seconded by Mr. Bley and carried.

**Executive Session**

To discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. No action taken.

Back into regular session at 8:15 a.m.

**Approval of Minutes**

Mr. Bley made a motion, Ms. Angelo seconded, and the Board unanimously resolved to approve the minutes of the September 18, 2018, with one correction requested by Chair Cecere.

**Treasurer's Report**

No report

**Action Item**

Ms. Haswell made a motion, Ms. Angelo seconded, and the Board unanimously resolved to approve the following:

City Manager Sage Gerling, Executive Director  
Comptroller Adam Blowers, Chief Financial Officer

Being the first meeting of the year, the IDA reaffirmed its mission and goals.

Ms. Angelo made a motion, Mr. Bley seconded, and the Board unanimously resolved to approve the Mission and Goals with no changes.

The Board members were given a copy of their fiduciary responsibilities. All were reviewed, signed and returned to Ms. Coluzzi.

The IDA reviewed its Agency Policies. Ms. Nenneau made a motion, Ms. Haswell seconded, and the Board unanimously resolved to approve the Agency Policies with no changes.

## **Updates**

### **Ag and Food Tech Park**

Ms. Gerling reported that the main focus remains on increasing the square footage for the incubator. Park remains completely full except for a small amount of office space.

### **GEDC**

Ms. Gerling and Mr. Blowers are working on a user agreement for Real Eats, incorporating community give back in some way. Ms. Haswell asked about a community kitchen; Ms. Gerling stated that at the present time, there is no funding.

### **City Council**

Ms. Gerling informed the Board that Council is currently in the thick of 2019 budget work sessions. Staff has made \$700,000 in cuts; Council has asked to come up with a decrease in the tax rate.

### **School District**

No report

### **Marketing Committee**

Ms. Destino reported that LaBarge has completed the exterior shots and will begin working on interior shots with Zoto's, Guardian, Port 100, Ag-Tech Park, Hospital, etc. along with interviewing individuals involved. Ms. Destino will have a significant update at November's meeting. Ms. Nenneau asked about choosing voices for the video; Ms. Destino will look into this.

### **Other Business – Discussion on Code Rewrite**

Plans for a new Zoning Code, cost will be around \$100,000. The City will contribute \$60,000 from their fund balance, and are asking the IDA & LDC to contribute \$40,000. LDC said it will put in \$10,000, Chair Cecere stated he will think about it. Ms. Gerling stated that the City was not successful with grant requirements therefore, suggested putting out a RFP.

### **Executive Session**

Ms. Angelo made a motion, Ms. Nenneau seconded and the board resolved to enter into executive session at 8:45 a.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. No action taken.

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:55 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer

**Geneva Industrial Development Agency Board Meeting**  
**City Hall, Geneva, New York**  
**Tuesday, November 20, 2018**

**In Attendance**

- Board Members present: Teresa Angelo , Rick Bley, Frank Cecere, RJ Passalacqua,
  - Absent: Ron Alcock, Nancy Coluzzi, Bethany Haswell, Amy Jackson-Sellers, Nicholas Massa
  - Others Present: Paul Bleakley, Adam Blowers, Rhonda Destino, Sage Gerling
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:04 a.m.

**Executive Session**

The Board went into Executive Session at 8:04 with motion from Mr. Bley and second from Ms. Angelo. The executive session was regarding *the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof*. No action was taken. The board came out of executive session at 8:33 a.m. by motion from Mr. Bley and second from Ms. Angelo.

**Approval of Minutes**

Mr. Bley made a motion, Ms. Angelo seconded, and the Board unanimously resolved to approve the minutes of the October 16, 2018 meeting.

**Treasurer's Report**

Mr. Blowers shared that the sale of 33 Forge Avenue closed and \$57,424 was received by the IDA, which is not reflected in the ending balance of October 31, 2018 of \$241,310.82. The Certificate of Deposit rolled over. The audit is wrapping up. The Board will approve at the December meeting and will be put on the City's website by the end of the year.

**Action Items**

A GEDC advisory committee meeting will be set up to occur three to four times a year. The IDA would like to see in the monthly packet a GEDC report including updates by tenant and other information to assist with potential improvements, such as with the office space upstairs. Mr. Blowers will facilitate these actions items.

**Updates**

**Ag and Food Tech Park**

Ms. Gerling reported that office spaces are available and that the Board is looking for ways to expand available square footage.

**GEDC**

No report

**City Council**

Ms. Gerling noted that the City Council retreat was occurring at the end of the year and a recap that the zoning rewrite was not funded in the 2019 budget. However, City Council would like to consider a budget amendment once a consultant is recommended with a determined amount.

**Geneva Industrial Development Agency Board Meeting  
City Hall, Geneva, New York  
Tuesday, November 20, 2018**

**School District**

No report

**Marketing Committee**

Ms. Destino reported that LaBarge is underway with the video filming. She anticipates that a first draft will be available in early December.

Adjourn: There being no further business to discuss; the meeting was adjourned at 9:02 a.m.

Respectfully submitted by Sage Gerling.



**Geneva Industrial Development Agency Board Meeting**  
**GEDC, Geneva, New York**  
**Tuesday, December 11, 2018**

**In Attendance**

- Board Members present: Frank Cecere, Anne Nenneau, Rick Bley, Teresa Angelo, Bethany Haswell, RJ Passalacqua, Nicholas Massa
  - Absent: Ron Alcock, Paul Bleakley
  - Others present: Sage Gerling, Nancy Coluzzi, Rhonda Destino, Adam Blowers, Amy Jackson-Sellers
- 

**Meeting Call to Order**

Chair Frank Cecere called the meeting to order at 8:00 a.m.

**Approval of Minutes**

Ms. Nenneau made a motion, Mr. Passalacqua seconded, and the Board unanimously resolved to approve the minutes of the November 20, 2018

**Treasurer's Report** – *Mr. Blowers reported*

IDA Account

- Paid \$18,000 to the City of Geneva for Economic Development Support
- Received \$57,000 for the 33 Forge Ave. sale
- Current bank balance - \$56,000

Park Account

- American Tower payment of \$2015.86
- No expenses
- Current bank balance - \$36,000

Mr. Blowers stated that he has been working on the audit. Auditors have concerns about not being able to get the reports from Massa. Adam will put the “Draft” of the Audit on the website.

**Updates**

**Ag and Food Tech Park** – *Report Provided by Ms. Gerling*

There is still office space available. The Tech Farm will manage the 2nd floor labs, as soon as they are up and running.

**GEDC** – *Report Provided by Mr. Massa*

A new safety rail has been installed at the loading dock, along with new stairs. This will save on insurance costs. Operation Merry Christmas is underway in the new Think Tank, and has been going very well. The windows will need new frames before the glass can be installed. New Eats has requested a larger space; Mr. Massa has been working to find one within the GEDC.

**City Council** - *Report Provided by Ms. Gerling*

The Council Retreat went well. Council did a good job on deciding what their priorities will be for 2019. We will be putting out an RFP for the City Re-write, along with a request to Council for a Budget Amendment in February. Adam & Sage discussed the Economic Development

Summit with Council, focusing on food and craft beverage. Policy and Ordinance upgrades were also discussed; these would include developers fee's and short term rentals. Teresa will send everyone a link for a video on Paul Barrett's perspective on economic development, as an outsider. Ms. Nenneau asked if there is anything that the Planning Board can do to voice their concerns about updating the City Ordinance.

**School District** – Report *Provided Ms. Jackson-Sellers*

There is a lot of Holiday stuff coming up this month, including a fundraiser where you can hire Christmas Carolers to go to someone's home and sing for \$10. The gym is opened for basketball, wrestling, etc. All the doors lock for safety reasons, but it is becoming a problem during games. The Ag Ed program is starting to grow. Cornell Ag Tech has been a great partner. There will be 4 seats available on the School Board in the spring.

**Marketing Committee** – Report *Provided by Ms. Destino*

The Committee is working on tweaking the video. There is a delay on shooting the indoor video footage due to the construction at Guardian Glass. This will also put Zoto's on hold seeing that LaBarge wants to shoot both companies' the same day. Rhonda will invite LaBarge to the IDA January meeting.

**Other Business** – Mr. Blowers and Ms. Gerling discussed the City's 2019 plans for an economic development summit to develop Geneva's collective strategy focusing on Food & Craft Beverage. This initiative will work with the multiple economic development engines in Geneva to determine each agency's roles and proactive activities over the next several years. Ms. Gerling asked for the IDA's participation and the board agreed.

**Executive Session**

Motion was made by Ms. Nenneau to enter into Executive Session at 8:48 a.m., seconded by Mr. Bley and carried.

To discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. No action taken.

Motion was made by Ms. Nenneau to come out of Executive Session and back into regular session at 8:55 a.m., seconded by Mr. Passalacqua and carried.

The Board agreed to purchase the corner parcel at 15 E. North Street for \$62,000, which will be split with the LDC. Request owner to agreement until 4/1/19, which is ample time for the tenant to find other housing.

Adjourn: There being no further business to discuss; the meeting was adjourned at 8:58 a.m.

Lawrence (Rick) Bley,  
Secretary/Treasurer