



**GCEDC Audit & Finance Committee Meeting**  
**Monday, October 25, 2021**  
**Location: Innovation Zone & Electronically**  
**9:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Bender (Video Conference), M. Gray, P. Zelif, P. Battaglia (Video Conference)  
Staff: L. Farrell, P. Kennett, L. Casey, M. Masse, C. Suozzi, J. Krencik, S. Hyde  
Guests:  
Absent:

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

M. Gray called the meeting to order at 9:32 a.m. in the Innovation Zone.

**2. Chairman's Report & Activities**

**2a. Agenda Additions / Other Business** – Nothing at this time.

**2b. Minutes: October 5, 2021**

**P. Zelif made a motion to approve the October 5, 2021 minutes; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia stated that he was absent for the October 5, 2021 meeting.

P. Battaglia - Yes (Video Conference)  
M. Gray - Yes  
T. Bender - Yes (Video Conference)  
P. Zelif - Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:**

**3a. September 2021 Financial Statements** - L. Farrell reviewed with the Committee the significant items of the September 2021 long form financial statements.

- STAMP restricted cash decreased. There were large expenditures for STAMP paid using the \$33M and \$8M grant funds and the County \$4M.
- At the last Audit & Finance Committee meeting, L. Farrell stated that the OSC had released funds to ESD and that we anticipated receiving the next tranche of funds for the \$33M grant soon. Subsequently, L. Farrell was notified that the OSC was completing an audit of GURFs #1 through #22 prior to authorizing ESD to release funds to the Agency. This audit has been

completed and there were only a few forms that L. Farrell had to provide. We should receive funds soon.

- Grants receivable decreased. We received grant funds from National Grid to reimburse for marketing and travel expenses.
- On Line 55, accrued expenses increased. About \$10,000 is accrued monthly for NYS Retirement and paid annually at the end of December.
- In the operating fund, we collected the origination fee of approximately \$47,000 from Batavia Special Needs.
- At this time, we should be at 75% of budget. In the operating fund, there are a few line items that are over budget related to expenditures that are front loaded, but they are beginning to level-out.
- In the real estate development fund, we paid for an appraisal at the LeRoy Food & Tech Park. This expense was unbudgeted but was covered by the maintenance and repairs budget line item.
- Other than the above-mentioned items, there is normal monthly activity on the income statements for all funds.

**P. Battaglia made a motion to recommend to the full Board the September 2021 Financial Statements; the motion was seconded by P. Zeliff. Roll call resulted as follows:**

P. Battaglia - Yes (Video Conference)  
M. Gray - Yes  
T. Bender - Yes (Video Conference)  
P. Zeliff - Yes

**The item was approved as presented.**

**3b. GCEDC 1+3 Budget** - L. Farrell presented the 1+3 budget to the Committee for review. She noted that the 2021 projection numbers and 2022 Budget was approved at the last Board meeting. The budget was then extended another 3 years. The 1+3 Budget must be entered into the NYS Public Authorities Reporting Information System (PARIS) online. It was noted that most line items show a 3% increase year over year. The line items with an asterisk are those that could be estimated more accurately as more information was available or schedules were utilized.

The GCEDC had an opportunity to request an additional \$25,000 in funding from the County Legislature to assist with Workforce Development initiatives. The County Legislature is considering requests for funding from outside agencies for projects and initiatives that may not otherwise be undertaken without additional financial assistance. The GCEDC's request has not been approved but was included in the County Manager's budget. This request, if approved, would increase the Agency's current funding level by about 10%. This would be ongoing as well, not just a one-time increase in funding.

The Committee noted that given the recent spike in inflation, an estimated 3% increase year over year may not be sufficient. L. Farrell responded that this is simply a forecast and not a formal approval of the budgets for years 2023-2025.

**P. Zeliff made a motion to recommend to the full Board the GCEDC 1+3 Budget as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia - Yes (Video Conference)  
M. Gray - Yes

T. Bender - Yes (Video Conference)  
P. Zelif - Yes

**The item was approved as presented.**

**3c Auditor Selection** – L. Farrell presented an engagement letter from Mostert, Manzanero & Scott, LLC for \$10,300, which is an increase of 3% from last year's fee. If a single audit is required, there will be an additional charge of approximately \$2,000. She also stated that this is David Brownell's fifth and final year as engagement partner in charge.

**P. Battaglia made a motion to recommend to the full Board authorization to sign the engagement letter with Mostert, Manzanero & Scott, LLC for 2021 auditing services, the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes (Video Conference)  
M. Gray - Yes  
T. Bender - Yes (Video Conference)  
P. Zelif - Yes

**The item was approved as presented.**

**3d. Agricultural Land Lease** – The standard agricultural land lease agreement and list of intended lessees was included with meeting materials for the Committee to review. The list of intended lessees is provided to avoid any conflicts of interest. If there are any changes, an amended list of lessees will be brought forward to the Board for approval. The one-year lease agreement template was originally drafted by Phillips Lytle.

**P. Zelif made a motion to recommend to the full Board the approval of the 2022 Agricultural Land Lease agreement as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes (Video Conference)  
M. Gray - Yes  
T. Bender - Yes (Video Conference)  
P. Zelif - Yes

**The item was approved as presented.**

#### **4. ADJOURNMENT**

As there was no further business, T. Bender made a motion to adjourn at 9:53 a.m., seconded by P. Zelif and passed unanimously.