



GCEDC Audit & Finance Committee Meeting
Tuesday, October 3, 2023
Location: 99 MedTech Drive, Innovation Zone
8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: P. Battaglia, M. Gray, K. Manne
Staff: L. Farrell, M. Masse, S. Hyde, P. Kennett, L. Casey, E. Finch, C. Suozzi
Guests:
Absent: P. Zelif

1. CALL TO ORDER / ENTER PUBLIC SESSION

K. Manne called the meeting to order at 8:33 a.m. in the Innovation Zone.

2. Chairman’s Report & Activities

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

2b. Minutes: September 5, 2023

M. Gray made a motion to approve the September 5, 2023 minutes; the motion was seconded by P. Battaglia. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
P. Zelif - Absent
K. Manne - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. August 2023 Financial Statements- L. Farrell reviewed with the Committee the significant items of the August 2023 long form financial statements.

- On Line 4, Internally Reserved Cash previously had \$800,000 under RLF #1. In August we transferred over to the STAMP fund. These funds will be used to pay construction contracts that were previously authorized. The balance of \$564,000 is recorded on Line 13 as Restricted Cash STAMP – Part 182 Permit. These funds are required by the DEC to ensure that mitigation will occur for the length of the permit, which is 54 years.
- Grants receivable decreased under the STAMP Fund. Expenses were paid using our own funds. We reimbursed ourselves with ESD grant funds.

- In the operating fund, there are origination fees of \$165,000. We closed on the Ivy Village Project, RPNY Solar 6 and RPNY Solar 7 Projects.
- We should be at 67% of budget. Operating expenses that are front loaded and have been over budget are now starting to level out (i.e., HSA contributions, Dues & Subscriptions). General Liability Insurance and umbrella insurance are also known to be over budget and approved by the Board. Otherwise, most line items are within budget.
- In the other funds, CD bank interest should be noted.
- In the STAMP fund, no GURFs were submitted in August. There was a large STAMP expenditure of \$155,000 paid using cash on hand that was transferred from RLF#1.
- 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 approval of the August 2023 Financial Statements as presented; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia - Yes
 M. Gray - Yes
 P. Zelif - Absent
 K. Manne - Yes

The item was approved as presented.

3b. GCEDC 1+3 Budget – L. Farrell presented the 1+3 budget to the Committee for review. The 2024 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 Committee noted that given current market conditions, an estimated 3% increase year over year may not be sufficient. L. Farrell stated that this is simply a forecast and not a formal approval of the budgets for years 2025-2027. L. Farrell also stated that if inflation is still a concern during next years' budgeting season, she will take a closer look at the individual line items that may be impacted by inflation.

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

P. Battaglia - Yes
 M. Gray - Yes
 P. Zelif - Absent
 K. Manne - Yes

The item was approved as presented.

3c. Auditor Selection – Last year the GCEDC and its affiliated corporations issued a joint Request for Proposals (RFP) for Professional Auditing Services. The RFP requested services for three audit years from January 1, 2022 to December 31, 2024, with an option of contracting for an additional two years

(2025-2026). The Board approved a 3-year engagement with Mostert, Manzanero & Scott, LLP. L. Farrell noted that the fee for 2023 audit services will increase from \$10,300 to \$10,700.

3d. Insurance Renewal – Staff met with J. Teresi from Tompkins Insurance to discuss the January 1, 2024 insurance renewal for General Liability and Umbrella Coverage. Selective is still interested in carrying us. However, J. Teresi is looking into alternative markets. He believes that Selective will still be the best option. Last year, with the increased development of the STAMP site, a change in land classification was made that increased the cost of insurance. Quotes are anticipated to reflect this risk exposure.

3e. Land Lease Rates – M. Masse presented the proposed schedule for the land lease rates that were included with the meeting materials.

Fund commitment: None.

Location	Term	Rate/Acre
Apple Tree Acres	One year	\$ 70.00
Oatka Hills	One year	\$ 70.00
LeRoy	One year	\$ 70.00

STAMP	One year	\$70.00
STAMP	One year	\$75.00
STAMP	One year	\$3.98

P. Battaglia made a motion to recommend to the full Board the approval of the Land Lease Rates pending review and approval by our agricultural experts on the Board; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Yes
P. Zelif - Absent
K. Manne - Yes

The item was approved as presented.

4. ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at 8:58 a.m., seconded by P. Battaglia and passed unanimously.