



Meeting Agenda – Audit and Finance Committee

Genesee Local Development Corp.
 Tuesday, February 28, 2023 – 8:30 a.m.
 Location: 99 MedTech Drive, Innovation Zone

Page #	Topic	Discussion Leader	Desired Outcome
	1. Call To Order – Enter Public Session	D. Cunningham	
2-6	2. Chairman’s Report & Activities 2a. Agenda Additions / Other Business 2b. Minutes: January 31, 2023	D. Cunningham	Vote
7	3. Discussions / Official Recommendations to the Board: 3a. Allowance for Doubtful Accounts	L. Farrell	Disc / Vote
8-9	3b. Investment Report	L. Farrell	Disc / Vote
10-25	3c. Procurement Report	L. Farrell	Disc / Vote
26-29	3d. RLF Policy Review	L. Farrell	Discussion
30-31	3e. County Mowing Contract	M. Masse	Disc / Vote
	4. Adjournment	D. Cunningham	Vote

GGLDC Audit & Finance Committee Meeting

Tuesday, January 31, 2023

Location – 99 MedTech Drive, Innovation Zone

8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: D. Cunningham, T. Felton, P. Battaglia, T. Bender
Staff: L. Farrell, M. Masse, L. Casey, J. Krencik, P. Kennett, C. Suozzi (Video Conference), S. Hyde
Guests: M. Gray (GCEDC Board Member), P. Zeff (GCEDC/GGLDC Board Member), M. Zimmerman (Harrison Studios/Video Conference), S. Ott (Lawley), Caitlin Celis (Lawley), Claire Farzmell (Lawley), B. Fritz (Lawley/Video Conference)
Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

D. Cunningham called the meeting to order at 8:30 a.m. in the Innovation Zone.

Presentation – Lawley – Representatives of Lawley Insurance provided a detailed review of the renewal of the Agency's Directors & Officers/Employment Practices Liability Insurance with Travelers. The current policy expires on February 23, 2023. Lawley did send our information to market, but they received various declinations due to class of business/amount of real estate development and/or the recently settled claim.

Susie Ott (Lawley), Caitlyn Celis (Lawley), Claire Farzmell (Lawley) and Bill Fritts (Lawley/Video Conference) left the meeting at 9:03 a.m.

1a. Enter Executive Session

P. Battaglia made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 9:04 a.m. for the following reasons:

1. 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.
2. 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.

The motion was seconded by T. Felton and approved by all members present.

M. Zimmerman (Harrison Studios/Video Conference) left the meeting at 9:08 a.m.

1b. Enter Public Session

T. Bender made a motion to enter back into public session at 10:05 a.m., seconded by P. Battaglia and approved by all members present.

S. Hyde left the meeting at 10:05 a.m.

T. Felton briefly left the meeting beginning at 10:05 a.m.

2. CHAIRMAN'S REPORT & ACTIVITIES

2a. Agenda Additions / Other Business –

T. Bender made a motion to add agenda item 3e – Caccamise Loan; the motion was seconded by P. Battaglia. Roll call resulted as follows:

- T. Felton - Absent (briefly left meeting)
- P. Battaglia - Yes
- T. Bender - Yes
- D. Cunningham – Yes

The agenda item was added.

2b. Minutes: January 10, 2023

T. Bender made a motion to recommend approval of the January 10, 2023 minutes; the motion was seconded by P. Battaglia. Roll call resulted as follows:

- T. Felton - Absent (briefly left meeting)
- P. Battaglia - Yes
- T. Bender - Yes
- D. Cunningham – Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:

3a. D&O Insurance Renewal - Lawley Insurance has provided us with a proposal for renewal of our current Directors & Officers/Employment Practices Liability Insurance with Travelers. The renewal price reflects a price of \$20,925 which would be split 50/50 between the GCEDC and GGLDC. This is an overall price increase of only \$2,739 (\$1,369.50/entity) compared to the current policy. The current policy expires on 2/23/2023.

Lawley did send our information to market, but noted that they received various declinations due to class of business or the recently settled claim.

The cost of this policy would be split between the GCEDC and GGLDC (\$10,462.50/entity). Each entity has included \$9,005 in their 2023 budget for this expense.

2b

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Lawley included a proposal for a mid-term re-write on cyber insurance to address the gap in coverage for the new STAMP entities. Our current carrier is not able to include the STAMP entities on our current policy due to the nature of operations. They were able to get another option for us, but retention is increased from \$10,000 to \$25,000 and the premium is double. There may be alternative options available at renewal. Given the lack of activity currently in the Water and Sewer Works Corps, staff's recommendation is to readdress this at renewal (7/1). The Committee agreed with this approach.

P. Battaglia made a motion to recommend to the full Board the approval of the D & O Insurance Renewal with Travelers to be split 50/50 between the EDC and LDC as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton - Absent (briefly left meeting)
P. Battaglia - Yes
T. Bender - Yes
D. Cunningham - Yes

The item was approved as presented.

T. Felton returned to the meeting at 10:08 a.m.

3b. December 2022 Unaudited Financial Statements - L. Farrell reviewed the December 2022 unaudited financial statements with the Board. The following was noted:

- On line 14 of the balance sheet, *Grants Receivable - DHCR* decreased by about \$4,400. We received a draw from OCR in December.
- Accounts payable decreased. The MedTech Centre Property Management Fee and Economic Development Support Grant was paid to the EDC for the 4th quarter.
- Rent received in advance increased by about \$40,000 mostly due to MedTech Centre tenants.
- In the operating fund, approximately \$107,000 was recorded as CDBG/Genesee CARES grant revenue. Grant funds were disbursed to the participants and program delivery/administration fees were paid to H. Sicherman & Co.
- Most line items for MedTech Centre are within budget. We are where we would anticipate for the year.
- There may be some journal entries (i.e. additional payables) made between the presentation of unaudited and audited financial statements.

T. Felton made a motion to recommend to the full Board the approval of the December 2022 Unaudited Financial Statements as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton - Yes
P. Battaglia - Yes
T. Bender - Yes
D. Cunningham - Yes

The item was approved as presented.

3c. Strategic Investments Update – Strategic Investments – L. Farrell reviewed the Strategic Investments Analysis with the Committee.

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She noted that there have not been many changes since the last review, but noted the following:

- The analysis has been updated to reflect actual activity for 2022.
- Some activity that was anticipated to occur in 2022 has been pushed out to 2023.
- The \$20,000 non-refundable land sale deposit from La Fermiere is shown on the analysis.
- In 2022, solar projects have provided \$50,000 of funding for Workforce Development and the overall Economic Development program.
 - o Opportunities on the last page include four additional solar projects that have been approved by the Board. These will not be reflected as a source of funds until they close.
- The Batavia Micropolitan Area Community Redevelopment Fund reserved amount of \$134,000 has been pushed out to 2023. This reserved amount is the balance of the original \$500,000 commitment for the Revolving Loan Fund. This amount could be released if needed.
- The start-up costs of \$100,000 for the Water Works Corp and Sewer Works Corp, previously approved by the Board, have been moved to 2023 because checks have not been cut yet related to this authorization. Staff wants to ensure that this transaction is accounted for appropriately and is seeking guidance from Freed Maxick.
- Reserves for the Workforce Development Consultant have been removed for 2023, as the activity will be undertaken by the GCEDC in 2023. A placeholder of \$30,000 for the workforce development consultant remains for years 2024-2026 in case the County does not continue to provide additional funding to support Workforce Development initiatives as it is currently.
- In addition to the solar projects discussed previously, other opportunities include the La Fermiere land sale and the MedTech Park Housing Project land sale.
- Per the Plug Power Community Investment Agreement, \$900,000 per year for 20 years will be collected. These funds will be tracked in a separate strategic investment funds analysis intended for infrastructure improvements.
- At the end of 2022, there is a cumulative cash balance of about \$3.5 million. At the end of 5 years there is a projected cash balance of about \$2.5 million.

3d. Genesee CARES Funding Reallocation – To date, the GGLDC Audit & Finance Committee has approved \$1,400,000 in Genesee CARES Business Recovery Program Grants to 35 small businesses in Genesee County. There is \$7,000 in unallocated funding available.

Having exhausted all eligible project requests, it is the recommendation of The Harrison Studio to commit these remaining funds to a project that previously received only partial funding toward an eligible project.

The Spa at Artemis was the final project awarded funding in the first round of OCR grant funding, receiving an award of \$65,000 toward an eligible \$75,000 of grant funding under the program's first-come, first served process.

The Harrison Studio has reviewed the satisfactory completion of the project and can confirm that the additional funding can be awarded through an extension of the original grant agreement with the project.

With the approval of the above-mentioned project, the GGLDC will exhaust the Genesee CARES funding from New York State Office of Community Renewal.

P. Battaglia made a motion to approve the Genesee CARES grant funding of \$7,000 to the Spa at Artemis; the motion was seconded by T. Felton. Roll call resulted as follows:

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- T. Felton - Yes
- P. Battaglia - Yes
- T. Bender - Yes
- D. Cunningham - Yes

The item was approved as presented.

3e. Caccamise Loan – After review and discussion regarding the status of this loan, the Committee gave guidance to staff to write of the Caccamise loan as uncollectible.

P. Battaglia made a motion to recommend to the full Board the approval to write-off the remaining balance of the Caccamise loan as uncollectible; the motion was seconded by T. Bender. Roll call resulted as follows:

- T. Felton - Yes
- P. Battaglia - Yes
- T. Bender - Yes
- D. Cunningham - Yes

The item was approved as presented.

4. ADJOURNMENT

As there was no further business, T. Bender made a motion to adjourn at 10:19 a.m., seconded by P. Battaglia and passed unanimously.

GENESEE GATEWAY LOCAL DEVELOPMENT CORP.
ANALYSIS OF ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS
FOR THE YEAR ENDED
December 31, 2022

Account	Name	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	Management's Collectability Percentage	Potential Amount Uncollectible	Potential Grant/ Forgiveness
1700-02	Yancey's Fancy	\$ 102,621.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			n/a	-	
1700-00.2C	First Wave	412,005.00	412,005.00	371,781.41	325,641.14	267,840.48	192,415.67	98,479.66	37,966.55			100.00%	-	
1701-00	Wellsville											n/a	-	
1701-00.2A	Yancey's Fancy	38,916.76	7,861.53									n/a	-	
1703-00	PW Minor				367,000.00	307,852.29						n/a	-	
1703-00.1	PW Minor - Deferred Loan				367,000.00	367,000.00						n/a	-	
1703-03	GAB LLC											n/a	-	
1704-00	Oatka	60,424.18	15,257.37									n/a	-	
1705-00	GCEDC		212,813.52	55,790.45								n/a	-	
1705-00.1	GCEDC		125,000.00	125,000.00								n/a	-	
1706-22	Yancey's Fancy	133,748.00	113,702.30	93,046.89	71,763.22	49,832.18	27,234.11					n/a	-	
1707-00	Alpina	214,500.00	163,800.00	120,900.00	70,200.00	27,300.00						n/a	-	
1708-22	Yancey's Fancy	200,000.00	176,133.90	149,339.56	121,730.27	93,281.20	63,966.81					n/a	-	
1709-24	13 Jackson Square		100,000.00	95,123.47	75,022.84	64,436.47	43,249.63	32,672.84				n/a	-	
1710-22	PW Minor			123,066.41	99,482.81	75,181.89						n/a	-	
1711-22	Liberti, Valvo & Associates					47,344.74	40,816.70	34,063.22	28,845.51	19,848.55	12,370.96	100.00%	-	
1712-24	Batavia Brewing Company					150,000.00	147,618.31	133,041.65	121,779.74	106,310.74	90,307.52	100.00%	-	
1713-22	R&R Float Center						100,000.00	91,790.94	89,681.38	89,602.13		n/a	-	
1714-22	Yancey's Fancy							270,418.88	208,563.24	144,826.22	79,150.58	100.00%	-	
1715-00	HP Hood							500,000.00	400,000.00	300,000.00	200,000.00	100.00%	-	
1715-22	Liberti, Valvo & Associates								98,585.37	87,728.20	78,719.68	100.00%	-	
1716-00	Freightliner							203,045.90	159,489.23	115,053.39	73,533.09	100.00%	-	
1716-00.1	Freightliner - Deferred Loan							3,301.40	224,500.00	224,500.00	224,500.00	0.00%	*	224,500.00
1717-24	Kego / Keister								5,462.55			n/a	-	
1700-22	Fraser Branche									142,586.15	130,540.95	100.00%	-	
1701-22	LNK Holdings										121,469.57	100.00%	-	
1717-00	HP Hood - OCR Loan										367,000.00	100.00%	-	
1718-00	UNC - OCR Loan										367,000.00	100.00%	-	
Genesee County Chamber Loans														
1706-00A	Philly's Barber Shop							6,660.76	2,904.62			n/a	-	
1706-00B	Northwood's Alpacas							5,822.26	3,973.92			n/a	-	
1706-00C	Frank the Brush							5,396.29	1,470.54			n/a	-	
1706-00D	7-S Cycle Supply							527.68				n/a	-	
1706-00E	Barone Welding							3,664.55				n/a	-	
1706-00H	Caccamise Auto Transport							10,296.66	10,296.66	7,801.21	6,222.58	0.00%	6,222.58	
1706-00I	Kanaley Painting							9,260.04	9,260.04	9,260.04	9,260.04	0.00%	9,260.04	
Remove intercompany loans with the GCEDC			(337,813.52)	(180,790.45)								n/a	-	
		\$ 1,162,215.90	\$ 988,760.10	\$ 953,257.74	\$ 1,497,840.28	\$ 1,450,069.25	\$ 615,301.23	\$ 1,408,442.73	\$ 1,402,779.35	\$ 1,247,516.63	\$ 1,760,074.97			
1810-00	Reserve for Bad Debts	\$ -	\$ (49,438.00)	\$ (49,438.00)	\$ (149,438.00)	\$ (149,438.00)	\$ (149,438.00)	\$ (202,124.76)	\$ (202,124.76)	\$ (201,228.89)	\$ (176,545.49)		\$ 15,482.62	\$ 224,500.00
Percentage of accounts receivable		0.00%	5.00%	5.19%	9.98%	10.31%	24.29%	14.35%	14.41%	16.13%	10.03%			

* Deferred Loan will be forgiven when OCR grant requirements are met.

Notes: Loans Receivable are recorded in the Operating Fund, Economic Development Loan Fund and Batavia Micropolitan Area Loan Fund. Reserve for Bad Debts is recorded in the Operating Fund.

2019 Adjustments to Allowance:

Chamber Loan Acquisition	\$ 66,575.20
Write-off of 4 Chamber Loans	\$ (13,888.44)
Net Change	\$ 52,686.76

2019 Adjustment to Allowance:

Caccamise principal reduction	\$ (895.87)
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2022 Adjustment to Allowance - Rest & Revive:

Amount Received	\$ 71,680.00
Applied to Interest Rec.	\$ (4,643.39)
Applied to Late Fees Rec.	\$ (2,117.88)
Applied to O/S Principal	\$ 64,918.73
Total O/S Principal	89,602.13
Write-off	(24,683.40)

Genesee Gateway Local Development Corporation (GGLDC)

Annual Investment Report

For the year ended December 31, 2022

Purpose of the Report:

Under Section 2925(6) of the Public Authorities Law, the GGLDC and its affiliates are required to prepare and approve an Annual Investment Report. The schedule below was approved by the Board on **March 2, 2023**.

Bank	Type	Account Description	12/31/22 G/L Balance	12/31/22 Bank Balance	Interest Rate
Bank of Castile	Checking	GGLDC Primary Checking	\$49,950.83	\$204,343.04	0.07%
Bank of Castile	Money Market	GGLDC - Ag Park	\$609.95	\$609.95	0.07%
Bank of Castile	Savings	GGLDC Primary Savings	\$2,676,529.77	\$2,676,529.77	0.08%
Five Star Bank	Checking	GGLDC Debt Serv. - USDA Auto With.	\$46,033.67	\$46,033.67	0.03%
Five Star Bank	Checking	GGLDC Reserve- Debt Sinking Fund	\$188,093.43	\$188,093.43	0.04%
Five Star Bank	Checking	GGLDC FWT Reserve	\$1,007.05	\$1,007.05	0.02%

As of December 31, 2022, cash balances were fully collateralized. The funds currently on deposit with The Bank of Castile are secured by investments held with The Bank of New York Mellon . The GGLDC generated \$2,508 of interest income for the period January 1, 2022 through December 31, 2022.

*No fees or commissions were paid.

Genesee Agri-Business, LLC (GABLLC)

Annual Investment Report

For the year ended December 31, 2022

Purpose of the Report:

Under Section 2925(6) of the Public Authorities Law, the GABLLC and its affiliates are required to prepare and approve an Annual Investment Report. The schedule below was approved by the Board on **March 2, 2023**.

Bank	Type	Account Description	12/31/22 G/L Balance	12/31/22 Bank Balance	Interest Rate
Bank of Castile	Checking	GABLLC - Checking	\$2,480.23	\$2,480.23	0.00%
Bank of Castile	Savings	GABLLC, Savings	\$2,576,176.70	\$2,576,176.70	0.08%

As of December 31, 2022, cash balances of \$2,326,177 were not secured by FDIC insurance or a pledge of eligible securities. The GABLLC generated \$2,041 of interest income for the period January 1, 2022 through December 31, 2022.

*No fees or commissions were paid.

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.gcedc.com/news/local-development-corp-ggldc/ggldc-reports
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023

Status: UNSUBMITTED

Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DEPEW
Award Date		State	NY
End Date		Postal Code	14043
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$1,694.64	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Floor Waxing - Common Areas and Bathrooms at MedTech Centre

2. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DEPEW
Award Date		State	NY
End Date		Postal Code	14043
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$802.45	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Supplies - 2022

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

3. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DEPEW
Award Date		State	NY
End Date		Postal Code	14043
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$89.70	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Supplies - 2021

4. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DEPEW
Award Date	12/2/2021	State	NY
End Date	12/31/2022	Postal Code	14043
Fair Market Value	\$13,606.44	Plus 4	
Amount	\$13,606.44	Province/Region	
Amount Expended For Fiscal Year	\$13,606.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Services -2022

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

5. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DEPEW
Award Date	12/3/2020	State	NY
End Date	12/31/2021	Postal Code	14043
Fair Market Value	\$12,958.56	Plus 4	
Amount	\$12,958.56	Province/Region	
Amount Expended For Fiscal Year	\$1,079.88	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Services -2021

6. Vendor Name	Clark Patterson Lee	Address Line1	205 Saint Paul Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	Suite 500
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	8/5/2021	State	NY
End Date		Postal Code	14604
Fair Market Value	\$17,800.00	Plus 4	
Amount	\$17,800.00	Province/Region	
Amount Expended For Fiscal Year	\$3,800.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Ag Park Pond Relocation

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

7.	Vendor Name	Genesee County Economic Development Center	Address Line1	99 MedTech Drive
	Type of Procurement	Other	Address Line2	Suite 106
	Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
	Award Date	10/28/2021	State	NY
	End Date	12/31/2022	Postal Code	14020
	Fair Market Value	\$300,000.00	Plus 4	
	Amount	\$300,000.00	Province/Region	
	Amount Expended For Fiscal Year	\$300,000.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Economic Development Program Support Grant

8.	Vendor Name	Genesee County Economic Development Center	Address Line1	99 MedTech Drive
	Type of Procurement	Other Professional Services	Address Line2	Suite 106
	Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
	Award Date	10/28/2021	State	NY
	End Date	12/31/2022	Postal Code	14020
	Fair Market Value	\$85,192.00	Plus 4	
	Amount	\$85,192.00	Province/Region	
	Amount Expended For Fiscal Year	\$85,192.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	MedTech Centre Property Management

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 02/24/2023
 Status: UNSUBMITTED
 Certified Date : N/A

9.	Vendor Name	Genesee County Highway Department	Address Line1	153 Cedar Street
	Type of Procurement	Other	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
	Award Date	10/29/2020	State	NY
	End Date	12/31/2021	Postal Code	14020
	Fair Market Value	\$11,600.00	Plus 4	
	Amount	\$11,600.00	Province/Region	
	Amount Expended For Fiscal Year	\$3,150.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Mowing - 2021

10.	Vendor Name	Genesee County Highway Department	Address Line1	153 Cedar Street
	Type of Procurement	Other	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
	Award Date	12/2/2021	State	NY
	End Date	12/31/2022	Postal Code	14020
	Fair Market Value	\$10,350.00	Plus 4	
	Amount	\$10,350.00	Province/Region	
	Amount Expended For Fiscal Year	\$10,350.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Mowing - 2022

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

11. Vendor Name	Gilligan Electric	Address Line1	7992 OATKA Trail
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	LE ROY
Award Date	10/6/2022	State	NY
End Date		Postal Code	14482
Fair Market Value		Plus 4	
Amount	\$15,258.00	Province/Region	
Amount Expended For Fiscal Year	\$15,258.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Replacement of Light Fixtures at MedTech Centre

12. Vendor Name	Great Lakes Building Systems, Inc.	Address Line1	116 Gruner Road
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BUFFALO
Award Date		State	NY
End Date		Postal Code	14227
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$534.66	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	MTC - Service Call / Repair

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Procurement Report for Genesee Gateway Local Development Corporation

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

Fiscal Year Ending: 12/31/2022

13. Vendor Name	Great Lakes Building Systems, Inc.	Address Line1	116 Gruner Road
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BUFFALO
Award Date	5/5/2022	State	NY
End Date	4/20/2023	Postal Code	14227
Fair Market Value	\$5,925.00	Plus 4	
Amount	\$5,925.00	Province/Region	
Amount Expended For Fiscal Year	\$5,925.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	MTC - Gold Service Agreement

14. Vendor Name	H. Sichernan & Co.	Address Line1	5852 Forest Creek Drive
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	EAST AMHERST
Award Date	12/2/2021	State	NY
End Date		Postal Code	14051
Fair Market Value		Plus 4	
Amount	\$180,000.00	Province/Region	
Amount Expended For Fiscal Year	\$93,541.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant Assistance / Consulting - Genesee CARES; Includes 12/1/22 Contract Amendment

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

15.	Vendor Name	H. Sichernan & Co.	Address Line1	5852 Forest Creek Drive
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	EAST AMHERST
	Award Date	12/2/2021	State	NY
	End Date	12/31/2022	Postal Code	14051
	Fair Market Value		Plus 4	
	Amount	\$25,000.00	Province/Region	
	Amount Expended For Fiscal Year	\$15,127.50	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant Assistance / Consulting (1/1/22 - 12/31/22)

16.	Vendor Name	H. Sichernan & Co.	Address Line1	5852 Forest Creek Drive
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	EAST AMHERST
	Award Date	12/3/2020	State	NY
	End Date	12/31/2021	Postal Code	14051
	Fair Market Value	\$25,000.00	Plus 4	
	Amount	\$25,000.00	Province/Region	
	Amount Expended For Fiscal Year	\$18,678.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant Assistance / Consulting (1/1/21 - 12/31/21)

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Procurement Report for Genesee Gateway Local Development Corporation

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

Fiscal Year Ending: 12/31/2022

17.	Vendor Name	Harris Beach	Address Line1	99 Garnsey Road
	Type of Procurement	Legal Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	PITTSFORD
	Award Date		State	NY
	End Date		Postal Code	14534
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$5,095.37	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Misc Legal Services

18.	Vendor Name	John Jakubowski	Address Line1	22 Haverford Lane
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	WILLIAMSVILLE
	Award Date	8/5/2021	State	NY
	End Date	8/14/2022	Postal Code	14221
	Fair Market Value	\$29,800.00	Plus 4	
	Amount	\$29,800.00	Province/Region	
	Amount Expended For Fiscal Year	\$9,400.71	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Workforce Development Consulting Services (8/15/21 - 8/14/22)

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

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 Certified Date : N/A

19. Vendor Name	Lawley	Address Line1	361 Delaware Avenue
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BUFFALO
Award Date	6/2/2022	State	NY
End Date	7/1/2023	Postal Code	14202
Fair Market Value		Plus 4	
Amount	\$5,144.58	Province/Region	
Amount Expended For Fiscal Year	\$5,144.58	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cyber Insurance

20. Vendor Name	Mostert, Manzanero & Scott, LLP	Address Line1	4 Associate Drive
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	10/28/2021	State	NY
End Date	12/31/2022	Postal Code	13820
Fair Market Value	\$10,000.00	Plus 4	
Amount	\$10,000.00	Province/Region	
Amount Expended For Fiscal Year	\$10,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit of GGLDC 2021 Financial Statements

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 02/24/2023
 Status: UNSUBMITTED
 Certified Date : N/A

21. Vendor Name	National Grid	Address Line1	5100 E Main Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$17,902.08	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Electric Services

22. Vendor Name	Selective Insurance	Address Line1	PO Box 371468
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	PITTSBURGH
Award Date	12/2/2021	State	PA
End Date	12/31/2022	Postal Code	15250
Fair Market Value		Plus 4	
Amount	\$18,883.82	Province/Region	
Amount Expended For Fiscal Year	\$18,883.82	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Business Insurance

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023
Status: UNSUBMITTED
Certified Date : N/A

23. Vendor Name	Travelers	Address Line1	P.O. Box 660317
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DALLAS
Award Date	2/3/2022	State	TX
End Date	2/23/2023	Postal Code	75266
Fair Market Value	\$9,093.00	Plus 4	
Amount	\$9,093.00	Province/Region	
Amount Expended For Fiscal Year	\$9,093.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	D&O Insurance

24. Vendor Name	Travelers	Address Line1	P.O. Box 660317
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DALLAS
Award Date	2/3/2022	State	TX
End Date	2/23/2023	Postal Code	75266
Fair Market Value	\$9,093.00	Plus 4	
Amount	\$9,093.00	Province/Region	
Amount Expended For Fiscal Year	\$9,093.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	D&O Insurance: GCEDC Portion; Reimbursed by the GCEDC

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 02/24/2023
 Status: UNSUBMITTED
 Certified Date : N/A

25.	Vendor Name	Turnbull	Address Line1	50 Franklin Street
	Type of Procurement	Design and Construction/Maintenance	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
	Award Date		State	NY
	End Date		Postal Code	14020
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$978.86	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	2021 HVAC Service Calls / Repairs

26.	Vendor Name	Turnbull	Address Line1	50 Franklin Street
	Type of Procurement	Design and Construction/Maintenance	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
	Award Date		State	NY
	End Date		Postal Code	14020
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$9,577.60	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	2022 HVAC Service Calls / Repairs

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 02/24/2023
 Status: UNSUBMITTED
 Certified Date : N/A

27.	Vendor Name	Turnbull	Address Line1	50 Franklin Street
	Type of Procurement	Design and Construction/Maintenance	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
	Award Date	3/28/2022	State	NY
	End Date	4/1/2023	Postal Code	14020
	Fair Market Value	\$4,335.40	Plus 4	
	Amount	\$4,335.40	Province/Region	
	Amount Expended For Fiscal Year	\$4,335.40	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	2022 HVAC Scheduled Maintenance Contract

28.	Vendor Name	Victor Excavating, Inc.	Address Line1	784 Old Dutch Road
	Type of Procurement	Design and Construction/Maintenance	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	VICTOR
	Award Date	9/9/2021	State	NY
	End Date		Postal Code	14564
	Fair Market Value		Plus 4	
	Amount	\$96,715.00	Province/Region	
	Amount Expended For Fiscal Year	\$19,978.75	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Re-route of Drainage at Ag Park; Includes 12/2/21 Change Order

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Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/24/2023

Status: UNSUBMITTED

Certified Date : N/A

Additional Comments

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POLICY

Revolving Loan Fund #2 (Economic Development Loan Fund)

(Last Revised 9/6/18)

Purpose: Generally a conventional loan fund offering “friendly debt vis a’ vis friendly interest rates and terms” to established business enterprises seeking “gap” financing in support of business expansion, retention or attraction investments. Exceptions will be considered on a case by case basis related to strategic business or industry opportunities.

Funding: RLF #2 was established with funds that Genesee County received in 2003 from a \$650,000 New York Governor’s Office for Small Cities grant. Under an agreement with Genesee County, GCEDC was authorized to administer the loan fund for the purpose of lending funds to eligible business firms in Genesee County that will create or retain employment. An amended agreement was entered into with Genesee County in 2012 restricting the GCEDC’s use of the related funds to necessary administrative costs as part of the defederalization process. Future loan requests will be submitted to the County for approval and funds will be redirected to the Genesee Gateway Local Development Corporation for loan disbursement.

Administered by: GCEDC

Approving Board: GGLDC

Fund Value at 6/30/13: \$689,575 (Total Cash + Receivables)
(Currently held by GCEDC = \$538,087)
(Currently held by GGLDC = \$151,488)

Program Elements:

1. Minimum Loan: \$25,000
2. Maximum Loan: \$200,000

3. Interest Rate: Variable; Prime at the time of loan commitment provided closing within 60 calendar days, otherwise interest rate set at closing; 3% Floor; readjusted annually (in January).
4. Application Fee: \$250 (non-refundable)
5. Origination Fee: 2% + legal and filing fees
6. Amortization Period: 3 to 10 years
7. Fund Participation as % of Current Project Investment: Up to 50%; 10% minimum equity investment preferred; co-participation with other funding sources (bank, economic development loan fund, and/or available equity) required.
8. One or More Required: Pledged Collateral, Corporate Guarantees and/or Personal Guarantees
9. Allowable Funds Usage: Real estate acquisition / improvements, Equipment purchases / upgrades, working capital
10. Evidence of investment and / or funds utilization consistent with GCEDC mission to support enterprise sustainability and job retention and / or enterprise growth and job creation.
11. Additional information required:
 - a. Completed application
 - b. Project financials / project profile to include investment commitments
 - c. 3 year job creation or retention commitments
 - d. Business plan / pro-forma financials and cash flows (if available)
 - e. 3 years historical and current year financials (Income & Cash Flow Statements / Balance Sheet)
 - f. Audited or reviewed financial statements preferred
 - g. Presentation to board of directors may be required
 - h. Copy of third party financing commitment letter
12. Additional requirements may be imposed as necessary to comply with the defederalization process of related funds.



POLICY

Batavia Micropolitan Area Community Redevelopment Fund

(Last Revised 9/6/18)

Purpose: A low interest loan fund to foster investments in business districts across the Batavia Micropolitan area which facilitates redevelopment of underutilized building and sites including adaptive reuse projects including mixed-use projects that may include a housing component.

Related Purpose: To foster additional economic development projects in downtowns and core business district areas enabling GCEDC project participation.

Funded by: Strategic Investments from Genesee County EDC's affiliate, Genesee Gateway Local Development Corporation (GGLDC)

Approving Board: GGLDC

Administered by: GCEDC

Revitalization Fund: \$500,000

Key Decision Criteria: Scope of planned redevelopment, impact on business district / neighborhood, level of investment, long term tax base enhancement, jobs (indirect)

Program Elements:

1. Minimum Loan: \$25,000
2. Maximum Loan: \$200,000
3. Interest Rate: Variable; Prime; 3% Floor; readjusted annually (in January);
Grace Period = interest only during project redevelopment period (1 year max.)
4. Application Fee: \$250 (non-refundable)
5. Origination Fee: 2% + legal and filing fees

6. Economic Development Partner Fee (non-profit or municipal E.D. organizations): 50% of the origination fee (1%)
7. Amortization Period: 3 to 10 years including grace period
8. Gap Financing: Must be combined with bank approved financing and / or project developer "Equity" of minimum 30% of total project costs.
9. Preference area: adaptive re-use or underutilized building redevelopment
10. Collateral: required; subordination to bank or other debt source is allowed
11. Personal Guarantees: Yes
12. Business Plan Submission: Yes

Mowing contract for MedTech and Ag Park.

Discussion: The GGLDC Received a proposal for mowing of the stormwater ponds and vacant land at MedTech Centre and Ag Park for 2023. Proposal amount is from same vendor as last year and the price has increased from \$10,350 to \$10,600.

Fund commitment: \$10,600 from operational funds of MedTech Centre and Ag Park.

Board action request: Approval of mowing contract for \$10,600 with Genesee County Highway Department.



GENESEE COUNTY HIGHWAY DEPARTMENT

153 Cedar Street
Batavia, New York 14020
Phone: (585) 344-8508 Fax: (585) 343-9303

Timothy J. Hens, P.E. Highway Superintendent
David Wozniak, Deputy Superintendent
Paul Osborn, Deputy Superintendent – Facilities, Parks, Recreation & Forestry

Jason Long
Airport Supervisor
Chris Klein
Fleet Maintenance Supervisor
Laura Wadhams, P.E.
Assistant County Engineer
Justin Gerace
Assistant County Engineer - Water

November 16, 2022

GGLDC
Attn: Mark Masse, Sr. VP of Operations, Managing Member
99 MedTech Drive
Suite 106
Batavia, NY 14020

Dear Mark:

Here are the requested quotes for providing mowing services at the business parks listed below for the 2023 season:

A. Genesee Valley Agri-Business Park -

1. Mowing adjacent to paved roadways within park 1 time a month
2. Finish mow Rt. 5 entry sign lawn areas on a regular basis (avg. every 7-10 days)
3. Finish mow Rt. 63 entry sign lawn area on a regular basis (avg. every 7-10 days)
4. Mowing 2 retention ponds 2 times a year

B. Upstate Med & Tech Park -

1. Mowing adjacent to ponds and drainage channel within park 1 time a month
2. Mowing 2 retention pond 2 times a year

Mowing - @\$1,600.00 per month x 6 (May-Oct)	= \$ 9,600.00
Ponds - @\$500.00 each time per year x 2	= \$ 1,000.00
2023 Upstate Med & Tech, GVAB Park mowing Total	\$10,600.00

C. WNY Stamp Business Park

- | | |
|---|--------------------|
| 1. Mow 1 retention pond 2 times a year @ \$400.00 each time | = \$ 800.00 |
| 2. Mow Part 182 Mitigation Field 1 time between Aug 15-31 | = \$ 1,000.00 |
| 2023 STAMP Mowing Total | \$ 1,800.00 |

2023 Mowing total for all 3 Parks minus NW Field = \$12,400.00

D. WNY Stamp Business Park

- | | |
|--|---------------|
| 1. 2023 Mow 1x NW Field off "Patterson Road" | = \$ 1,000.00 |
|--|---------------|

If you have any questions regarding this proposal, please feel free to contact me at (585) 344-8508 ext. 3704 or via email at paul.osborn@co.genesee.ny.us.

Paul A. Osborn, Genesee County Deputy Highway Superintendent

Proposal Acceptance: _____ Title: _____ Date: _____