

BATAVIA DEVELOPMENT CORPORATION
Meeting Minutes -Wednesday, Dec 6, 2017

Attendees: Pier Cipollone, Mary Valle, Jay Sackett, Steve Pies, Peter Casey, Kathy Ferrara, Barb Shine, Jason Molino and Julie Pacatte (Executive Director)

Guest: Jim Krencik, The Batavia Daily News

Call to Order 7:30am Pier Cipollone

MOTION to enter Executive Session.

Barb Shine 2nd Mary Valle vote: carried

MOTION to exit Executive Session.

Mary Valle 2nd Barb Shine vote: carried

- 1) MOTION to approve Aug 23 2017 meeting minutes, October did not provide official meeting minutes as there was no quorum.

Barb Shine 2ndMary Valle Vote: carried

2) Committee Reports

a. Governance:

- i. The board will discuss the development of a PTO process/policy in Jan.

b. Finance/Audit:

MOTION to adopt amended budget for April 2017 – March 2018

Peter Casey, 2nd Kathy Ferrara vote: carried

c. Marketing:

- i. No Discussion

d. Small Business:

i. Loan Portfolio Report

1. Carters: Additional personal guarantee did inquire about the delinquent status, he was resent the “demand letters” and redirected to Lacy Katzen – the account is filed to seek judgement proceedings.

2. Barb and Executive Director met with Amy’s Fluffy Friends to discuss marketing boost

ii. New application/business plan withdrawn to seek alternative location.

iii. freshLAB incubator

1. Next week is the 6th freshLAB Boot Camp class, they meet twice a month with industry experts as guest speakers coordinated by Barb Shine

2. Jan 22nd will be the “menu tasting” and business “pitch”; Next review will include business plans, proposed dish concepts for freshLAB, business plans are due early February wherein the freshLAB Selection Cmte will recommend the top two candidates for start-up at freshLAB restaurant incubator

3. Steve Pies formally acknowledged/informed the BDC Board that his wife is in the freshLAB Boot Camp class; he is not involved in any of the review or selection process for freshLAB candidates. Steve’s role has been in the marketing side of the project. BDC Board agreed there is “no impropriety”, Steve is expected to recuse himself should his wife be selected for freshLAB and seek funding from the BDC

4. Chef Tracy and Matt Gray have been tremendous assets to the program

e. Real Estate:

i. BOA:

1. Ellicott Station to be discussed at ESL meeting to follow

2. City Centre litigation persists, some developer interest

3. Harvester Center conference call with Boston and Philadelphia bankers coordinated by BDC

4. Healthy Living Campus meeting in November, working toward a DRI application and considering a Request for Expression of Interest (RFEI) for an expanded project at the site

5. Creek Park, BDC to submit “Pre-Development DRI application”

- ii. Newberry
 - 1. Walk through is planned for tomorrow, Thursday, December 7th in preparation for a conditional Certificate of Occupancy required for the New York Main Street grant close-out December 20, 2017
 - 2. Plans are still to complete construction this month and a Jan opening of anchor tenant, Eli Fish Co/Batavia Brewing Co, is planned.
 - iii. Other
 - I. Engine House
 - a. BDC involvement was to show the property to prospective developers and provide cost estimate for the proposed project.
 - b. The City submitted a Restore project Letter of Intent October 15th with County support/knowledge
 - c. City and County decided not to proceed with the Restore application, informed the BDC and the prospective developer the evening of Friday, December 1, 2017
- 3) Old Business
- a. Downtown Revitalization Initiative
 - i. Next meeting is Dec 14th coupled with a public workshop. The meeting is scheduled for 4:00 – 5:30 and the public workshop is scheduled 6:30 – 9:00 (*uncertain of time at meeting, later confirmed*)
 - ii. DRI Applications: BDC Executive Director recommended BDC to submit two DRI applications freshLAB sustainability and Creek Park pre-development
 - 1. The City Manager reminded the BDC Executive Director to prepare a third application to capitalize the BP2 fund for future BOA development
 - 2. Further discussion is needed on the specifics.
 - 3. BDC Exec Director has been brainstorming with other stakeholders to spur more DRI ideas

Peter Casey exited the meeting.

4) New Business

- a. MOTION to authorize the set-up of a Simplified Employee Pension (SEP) and make contribution as Board recommended in the personnel review January 2017.
Barb Shine, 2nd Mary Valle vote: carried, Jay Sackett abstained
- b. Formal concurrence of residency, there is no conflict of interest with the executive director leasing from 441 Ohio Street LLC and no further action is deemed necessary by the BDC Board.
- c. Recruitment
 - i. Lori Aratari – was interviewed and is very willing to join the board. Lori has owned and worked in the City for many years and is currently working at UMMC. She has already been active in the Small Business committee and is active in the freshLAB project assisting in the tasting and judging process.
 - ii. Ryan Smith – is new to the area. He comes from the Utica area and is currently the branch manager of the Woodforest bank in Walmart. He desires to become active in the community and would like a role on the Small Business committee.
 - iii. Pier suggests inviting each to our January organizational meeting to formally add Lori to the board and Ryan to the Small Business committee.
- d. DRI Applications – discussed previously
- e. Next BDC meeting TBD in December and slated in Jan 2018
 - i. Organizational Meeting
 - ii. Election of Officers

Meeting adjourned at 8:50AM

Mary Valle exited

