

BATAVIA DEVELOPMENT CORPORATION (BDC)
Meeting Minutes November 28, 2018

Attendance

BDC Attendees: Pier Cipollone, Wesley Bedford, Nate Varland, Martin Moore, Steve Pies, Peter Casey, Lori Aratari, and Rachael Tabelski (Director of Economic Development)

Excused: Chris Fix, Rebecca Cohen

Guest/Media: Brian Quinn, The Batavia Daily News, Howard Owens, The Batavian

Call to Order

At 8:32 a.m. Pier Cipollone, President of the BDC, called the meeting to order in the Community Room, 2nd floor of City Hall.

Enter Executive Session

L. Aratari made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:33 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.

The motion was seconded by W. Bedford and approved by all members present.

Enter Public Session

L. Aratari made a motion to enter back into public session at 9:00 a.m., seconded by M. Moore and approved by all members present.

Chairman's Report:

P. Cipollone added the performance review and salary adjustment of the Director of Economic Development to the agenda. Per the terms of employment agreement executed by the BDC and R. Tabelski in July, 2018, the board was required to review the employee's performance within six months and upon satisfactory review the salary would be adjusted from \$67,000 to \$70,000. L. Aratari made a motion to approve the increase in salary; seconded by S. Pies and approved by all members present.

P. Cipollone announced that the next meeting of the BDC is scheduled for; December 19th, 2018 at 8:30 a.m. at City Hall.

P. Cipollone presented the meeting minutes from the previous meeting and W. Bedford made a motion to approve the October 24, 2018 meeting minutes as presented; seconded by N. Varland and approved by all members present.

P. Cipollone announced that the Governance Committee will be meeting in December. All board members are welcome to attend.

Committee Reports:

Governance: none

Audit and Finance:

Financial Statements- The October 2018 financial statements were reviewed with the board, and a brief overview was given. R. Tabelski reported that BDC is doing well with their budget. Spending year-to-date is on track. P. Casey made a motion to approve financial statements; seconded by M. Moore and approved by all members present.

Budget Amendments- The 2018-19 BDC budget amendments are as follows:

- Amend the National Grid Grant for Ellicott Station to \$100,000 in revenue.
- Add \$600,000 in revenue from the Batavia DRI Building Improvement Fund Grant.
- Add \$7,672 in revenue from the Creek Park Batavia LLC.
- Add \$950,000 in expenses to match the grant revenue from the Ellicott Station Empire State Development Grant.
- Add \$600,000 in expenses to reflect the Batavia DRI Building Improvement Fund Grant.

With these budget amendments the net income of the agency is properly reflected as \$7,696. M. Moore made a motion to approve budget amendments; seconded by S. Pies and approved by all members present.

2019-2020 Budget- L. Aratari discussed the 2019-2020 agency budget. She reported that the Audit and Finance Committee met on November 15th to review the budget. The Audit & Finance Committee discussed the proposed budget, and asked the Director of Economic Development to reduce the potential revenue from outside sources, and to reduce expenses related to professional services, travel and training, as well as marketing and public relations. These changes were made and reflected in the BDC’s 2019-2020 budget presented to the board.

The budget reflects anticipated revenue of \$123,500, anticipated expenditures of \$128,250 with the difference being made up by cash from the previous year or unexpended fund balance.

S. Pies made a motion to recommend the 2019-2020 budget, the motion was seconded by P. Casey and approved by all members present.

Appointment of Treasurer- The BDC board appointed Rebecca Cohen as the Treasurer.

P. Casey made a motion to appoint Rebecca Cohen as the Treasurer for the BDC; seconded by M. Moore and approved by all members present.

Real Estate/ BOA:

Ellicott Station/ Savarino- The Ellicott Station project continues to move forward with discussions between the developer and the NYS Homes and Community Renewal continuing.

Small Business:

FreshLAB Update- restaurants are doing well and Eden Café recorded a record month. P. Cipollone complimented the businesses for advertising more. S. Pies recently ate there and thought that their spaces looked great and that the food was very good.

Old Business

None to report.

New Business

Batavia DRI Building Improvement Fund- applications for a \$600,000 Building Improvement Fund are available to all building owners within the Batavia Improvement District (BID) as part of Batavia’s Downtown Revitalization Initiative (DRI). Building owners selected for grants will be awarded between \$10,000 (minimum) up to \$200,000 (maximum) in DRI grant funds, per building, not to exceed 60% of the total building renovation project cost. The funding is on a building-by-building basis and “in-kind” match is not eligible. Costs incurred prior to the effective date of the grant agreement are not eligible for reimbursement, and not eligible as a match.

The fund has been established to provide grant funding for applicants to implement interior and exterior building improvements in Batavia’s BID. Buildings must be commercial and/or mixed-use structures, have a plan ready to implement and funding to cover the cost of the entire project up-front. Eligible activities including façade

improvements, window/door repair and replacement, painting, masonry repair, awnings, building signs, exterior lighting, storefront upgrades, roofs, and interior upgrades (heating, plumbing, electrical, walls, floors). Applications are due by January 18th, 2019 at 4:30pm.

Adjournment

L. Aratari made a motion to adjourn the meeting; seconded by W. Bedford and approved by all member present. The meeting stood adjourned at 9:26 a.m.

Reconvene to Order

At 8:27 a.m. Pier Cipollone, President of the BDC, recalled the meeting to order in the Community Room, 2nd floor of City Hall. The meeting was reopened to consider a resolution to authorize the newly appointed treasurer the authority to sign checks.

Approval of Resolution to Authorize Signing of Checks- WHEREAS the Batavia Development Corporation (BDC) maintains two checking accounts at Tompkins/Bank of Castile to pay operating expenses, clear debts and serve as depository for state and federal grants; and

WHEREAS the Board of Directors, by this resolution, elects a new Treasurer and hereby designates the Treasurer to replace the existing Treasurer (Mary Valle) as a signatory to sign BDC checks. The other signatory, Pier Cipollone, BDC President will remain as the second signer on all BDC checks.

WHEREAS two signatures are required for all checks; and

WHEREAS the signature records at Tompkins/Bank of Castile, the organizations' banking institution will be updated as required; and

WHEREAS electronic signatures are utilized in the BDC financial system currently maintained by the City of Batavia and will be updated in the system accordingly; and

WHEREAS the newly elected Officers as Signatories will become effective on or after November 28th 2018 so as to minimize disruption in current accounting practices;

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby appoints the President of the Board of Directors and the Treasurer of the Board of Directors as the authorized check signers for the BDC organization and further authorizes the Officers to take action necessary, appropriate and advisable to implement this Resolution.

N. Varland made a motion to approve the resolution to authorize the signing of checks; seconded by W. Bedford and approved by all members present.