

**BATAVIA DEVELOPMENT CORPORATION (BDC)**  
**Meeting Minutes March 28, 2019**

**Attendance**

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

Excused: Wesley Bedford, Rebecca Cohen

Guest/Media: Joe Teresi, Jr. Tompkins Insurance Agencies, Brian Quinn, The Batavia Daily News

**Call to Order**

At 8:31 a.m. Pier Cipollone, President of the BDC, called the meeting to order in the Community Room, 2<sup>nd</sup> floor of City Hall.

**Presentations**

BDC Insurance Review and General Liability Policy- Joe Teresi, Jr. from Tompkins Insurance Agencies presented to the board an overview of the BDC's General Liability/Business insurance policy from Selective. The total premium is \$624.00 for the policy that covers BDC property (office at City Centre), general liability, automobile for staff as a secondary coverage when they travel for business. The board and Mr. Teresi also discussed the potential to amend the current policy when the BDC adds land into their portfolio. The scaffolding law was discussed. Because the BDC will not be in the chain of title there will be not increased liability associated with the administration of the Batavia DRI- Building Improvement Fund grant awards.

**Enter Executive Session**

S. Pies made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:40 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 C. Fix and approved by all members present.

L. Aratari joined the meeting at 8:45 a.m.

**Enter Public Session**

J. Whiting made a motion to enter back into public session at 9:15 a.m., seconded by L. Aratari and approved by all members present.

**Chairman's Report**

P. Cipollone announced that the next meeting of the BDC is scheduled for April 25<sup>th</sup> 2019 at 8:30 a.m. at City Hall.

P. Cipollone presented the meeting minutes from the previous meeting and C. Fix made a motion to approve the February 27<sup>th</sup> 2019 meeting minutes as presented; seconded by J. Whiting and approved by all members present.

**Committee Reports**

**Governance:**

Meeting Dates 2019: An amended meeting calendar was discussed. The regular BDC meeting will be held on fourth Thursday of the month to accommodate board members schedules. L. Aratari made a motion to approve the amended meeting calendar; seconded by M. Moore and approved by all members present. The new calendar will be posted online.

## **Audit and Finance**

Financial Statements- The January 2019 financial statements were reviewed with the board, and a brief overview was given. R. Tabelski reported that BDC is doing well with their budget, and has a cash balance of \$74,000 with receivables due from the Ellicott Station project for the sale of the LLC. In the 2019-20 budget the BDC will hope to realize more revenue from the administrative fees associated with the Building Improvement Fund and from project referrals to the GCEDC. L. Aratari made a motion to approve financial statements; seconded by J. Whiting and approved by all members present.

Audit Fieldwork- Scheduled for April 12<sup>th</sup> and May 29<sup>th</sup> R. Tabelski will prepare organizational documents for the audit review and Lisa Neary will assist providing the financial information of the organization to Freed Maxick.

General Liability/ Business Insurance- S. Pies made a motion to approve the BDC's business insurance policy with Selective that includes general liability, automobile, and property; seconded by M. Moore and approved by all members present.

## **Real Estate/ BOA**

Ellicott Station/ Savarino- Ellicott Station/ Savarino- Brownfield mixed use development. The project remains active on a daily basis, as multiple scenarios, including dividing the projects into multiple stages, being explored by the City and the developer. The BDC remains positive that this project will advance to ground breaking, and clean up a blighted eye-sore in the center of the City.

Batavia DRI Building Improvement Fund- The BDC received 26 applications for building improvement projects within the Business Improvement District (BID). Rick Hauser with InSite Architecture, and R. Tabelski worked with all of the applicants to help them strengthen their submissions over the last month. The BDC board will meet on March 29th to review the applications and make the project selections. Project selected will need to commit, and submit a \$500 deposit, to move forward in the process. The BDC has \$540,000 to distribute, however the total grant ask was \$1.7 million. The BDC will work with the City to potentially apply for a Main Street Grant program in the 2019 Regional Economic Development Council (REDC) Consolidated Funding Application (CFA) to assist more projects.

Creek Park Hockey/ Recreation Market Feasibility Study- An RFP for a hockey and recreation market feasibility study was released by the City of Batavia on Friday March 22<sup>nd</sup>. The board BDC discusses the potential for re-development and the willingness of the BDC to advance the City's Brownfield Opportunity Area plans to incentivize a private developer to build on the site. Next steps include:

1. City RFP for Hockey/Recreation market feasibility study
2. City of Batavia Phase II environmental review of City owned property
3. Discussion/execution of a four-party agreement or memorandum of understanding (MOU) regarding Creek Park rehabilitation plans (City, BDC, County and Town)
4. BDC would potentially enter Creek park into the Brownfield Cleanup Program
5. BDC issues an RFP for a full-campus development

## **Old Business**

Nothing to report at this time.

## **New Business**

Batavia Opportunity Zone Fund Partnership Proposal- The BDC board will continue to pursue setting up the Batavia Opportunity Zone Fund. R. Tabelski is currently working to bring investment projects and businesses into the City inside the Opportunity Zone census tracts (Ward 6 and Ward 3). She reported that the City Council meeting went well and that there has been a lot of attention on Batavia across the state as they are considering setting up their own Opportunity Fund. City Council will have their Business Meeting on April 8<sup>th</sup> and if a positive vote is recoded Urban Vantage will prepare a formal contract for consideration by the BDC board for the April 25<sup>th</sup> meeting.

Attorney Engagement Discussion- The BDC board discussed the potential to engage the services of a local attorney for items like contract review and general release estate questions and transactions as well as an attorney versed in General Municipal Law (GML) public meetings law. Board members will submit names to R. Tabelski and they will conduct interviews of local attorney to augment the services received by Bob Murray of Harris Beach.

**Adjournment** C. Fix made a motion to adjourn the meeting; seconded by S. Pies and approved by all member present. The meeting stood adjourned at 9:45 a.m.