

BATAVIA DEVELOPMENT CORPORATION (BDC)
Meeting Minutes December 9th, 2019

Attendance

BDC Attendees: Pier Cipollone, Wesley Bedford, Andrew Maguire, Nate Varland, Marty Moore, Jake Whiting, Steve Hyde, Rachael Tabelski.

Call to Order

At 8:51 a.m. P. Cipollone, President of the BDC, called the meeting to order in the Community Room, 2nd floor of City Hall.

Presentations: None

Enter Executive Session

Director Bedford made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:53 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 N. Varland and approved by all members present.

Enter Public Session

W. Bedford made a motion to enter back into public session at 9:40 a.m.; seconded by J. Whiting and approved by all members present.

Chairman's Report

President Cipollone presented the meeting minutes from the November 21st, 2019 meeting. Director Bedford made a motion to approve the meeting minutes as presented; seconded by Director Varland and approved by all members present.

Master Schedule of 2020 Meeting Dates- a schedule of meeting dated for 2020 was presented to the committee.

P. Cipollone reviewed the Master Schedule of Meetings for 2020, regular meetings will be held on the 4th Thursday of each month @ 8:30am located in the Community Room, 2nd floor of City Hall. J. Whiting made a motion to approve the Master Schedule of Meetings for 2020; second by W. Bedford and approved by all members present.

P. Cipollone announced the next scheduled meeting for the BDC will be held on January 23rd, 2020 at City Hall at 8:30 a.m.

Committee Reports

Governance- P. Cipollone reminded the Board that Committee Nominees will need to be made the next meeting. He will be stepping down as president and will have a meeting Vice President Bedford to discuss this further. Director Maguire states that Lori Atari has started she will continue as Secretary if nominated. P. Cipollone also stated that Derek Geib will be in attendance next meeting and is interested in joining the Board of Directors as a Director. The policies will be presented to the entire Board at the January 23rd meeting @ 8:30am for Board approval as well as the Authority Evaluation for 2019 and Mission and Measurements report for 2020.

Audit and Finance

Financial Statements- The November 2019 financial statements were reviewed with the board, and a brief overview was given.

N. Varland made a motion to approve the November 2019 financial statements; seconded by J. Whiting and approved by all members present.

2020-2021 Proposed Budget- Director Maguire presented to the Board the proposed 2020-2021 Batavia Development Corporation. Funding from the city will be in the requested amount of \$110,000. the proposed changes in expenses would be a slight increase in professional services for items such as legal fees and attorney costs. The marketing and PR expense was reduced by \$3500 and the Salary was reduced \$5000 to offset the increase in professional fees. N. Farland inquired about unemployment tax and if that can be avoided based on the structure of the BDC. Director Maguire will investigate and respond with his findings.

J. Whiting made a motion to approve the 2020-2021 Proposed Budget; seconded by N. Varland and approved by all members present.

Real Estate/ BOA

Ellicott Station- P. Cipollone discussed the Ellicott Station project and states the he was told the residential housing grant application for a 55-unit building will be submitted to New York State Home and Community Renewal by the end of the day on December 13th. It is being considered as mixed-use workforce housing, salary ranges for eligible candidates will be in the \$30,000-\$40,000 range, which is in line entry level positions at various local industries and merchants. The total cost of the Residential Housing Development will be roughly \$18 million dollars. With the full proposal of office space and Insurgent Brewery, the total project cost will be roughly \$22.7 million dollars. lease with Savarino, which will be with Continues to move forward. They will be applying for a new round of funding in the next week or two and hope to be awarded funds to begin development of the Residential Housing development in the near future.

Batavia DRI- Project Updates- M. Moore states that Theater 56 has signed the lease agreement with the City of Batavia for their location in City Center. This will set the stage for the design phase and be a great kick off for the DRI projects. Director Maguire states that the Business Improvement Fund projects continue to make progress. He will be working with Ed Flynn to become familiar with each project and what has been accomplished and will be attending an HCR Grant training seminar. The BDC will begin to take over administration of these projects with the owners with the assistance of Labella and In.Site Architecture. One project has City Planning Board approval and will provider preferred contractors to solicit bids, GCEDC Incentives application is being reviewed to see if the owner can benefit from the program. Another project has submitted documents to the planning board but needs to provide renderings and material choices before it may go before the Planning Board. ID Booth has responded that they are still interested in the funding, however they want to refine the scope of work again to lower costs, but still have a high impact, James Reynolds from InSite will follow up on how that progresses.

Small Business –

1. Recent inquiries- The BDC has received a few new inquiries and leads for funding but no new applications submitted. Director Maguire will continue to seek prospective leads.

Old Business- None at this time.

New Business – None at this time.

Adjournment

P. Cipollone made a motion to adjourn the meeting; seconded by J. Whiting and approved by all member present. The meeting stood adjourned at 10:04 a.m.

DRAFT