



Genesee Gateway Local Development Corp.
Meeting Agenda
Thursday, June 29, 2023
Location: 99 MedTech Drive, Innovation Zone

PAGE#	1.0 Call to Order	5:00pm
	2.0 Chairman's Report and Activities	5:00pm
	2.1 Upcoming Meetings: Next Scheduled Board Meeting: Thursday, August 3rd at 3:00 p.m. Audit & Finance Committee Meeting: Tuesday, August 1 st at 8:30 a.m.	
	2.2 Agenda Additions/ Deletions / Other Business **Vote	
2-5	2.3 Minutes: June 1, 2023 **Vote	
	3.0 Report of Management	5:05pm
	3.1 Nothing at this time.	
	4.0 Audit & Finance Committee – D. Cunningham	5:05pm
6-10	4.1 May 2023 Financial Statements **Vote	
11-18	4.2 Cyber Insurance **Vote	
19-22	4.3 Audit & Finance Committee Charter **Vote	
23-26	4.4 Mowing Bids for MedTech **Vote	
	5.0 Governance & Nominating Committee – S. Noble-Moag	5:15pm
	5.1 Nothing at this time.	
	6.0 Other Business	5:15pm
	6.1 Nothing at this time.	
	7.0 Adjournment	5:15pm



GGLDC Board Meeting
Thursday, June 1, 2023
Location: 99 MedTech Drive, Innovation Zone
4:00 PM

GGLDC MINUTES

Attendance

Board Members: S. Noble-Moag, C. Yunker, G. Torrey, P. Battaglia, P. Zelif, D. Cunningham, J. Tretter, T. Bender, M. Brooks

Staff: L. Farrell, M. Masse, S. Hyde, P. Kennett, C. Suozzi, L. Casey, J. Krencik

Guests: M. Gray (GCEDC Board Member), C. Kemp (GCEDC Board Member), R. Gaenzle (Harris Beach/Video Conference), M. Clattenburg (GCEDC Board Member)

Absent:

1.0 Call to Order

D. Cunningham called the meeting to order at 4:37 p.m. in the Innovation Zone.

2.0 Chairman’s Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, June 29th at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday, June 27th at 8:30 a.m.

2.2 Agenda Additions/ Deletions/ Other Business – Nothing at this time.

2.3 Minutes: May 4, 2023

P. Zelif made a motion to approve the May 4, 2023 minutes; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

3.0 Report of Management

3.1 Nothing at this time.

4.0 Audit & Finance Committee – D. Cunningham

4.1 1st Quarter Financial Statements - L. Farrell reviewed the 1st quarter financial statements with the Board. The following was noted:

- On the balance sheet, restricted cash increased. We received \$900,000 of Restricted Host Community Investment Agreement funds from Plug Power. This is the first payment received from Plug Power under this agreement. Per the agreement, payments will total \$18M over 20 years/ \$900,000 per year and will be used to support STAMP development and infrastructure improvements.
- On the P&L, there is \$66,000 of grant revenue related to Genesee CARES. Funds were disbursed to program grant award recipients. This is shown as grant expense.
- There is also grant expense of \$50,000. \$25,000 was transferred to the STAMP Water Works, Inc. and \$25,000 was transferred to the STAMP Sewer Works, Inc. These funds are intended to cover start-up costs for these entities.
- There is normal activity for the first quarter.

The financial statements were reviewed in detail by the Committee and are recommended for approval.

J. Tretter made a motion to approve the 1st Quarter Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

4.2 April 2023 Financial Statements - L. Farrell reviewed the April 2023 financial statements with the Board. The following was noted:

- There are no significant changes to the balance sheet in April.
- On the P&L, there is \$168,000 of grant revenue related to Genesee CARES. Funds were disbursed to program grant award recipients, as well as H. Sicherman for grant program delivery and administration fees. These are shown as grant expense and professional services expense.
- There is grant expense of \$90,000. Funds were transferred to the STAMP Sewer Works, Inc to cover potential legal expenses related to the easements for the force main.

S. Noble-Moag made a motion to accept the April 2023 Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

4.3 HVAC Maintenance Contract – - The GGLDC has an agreement with Turnbull Heating and Air Conditioning to perform bi-annual maintenance on the HVAC system (check the A/C in the spring and the

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heat in the fall). This contract will be under the \$5,000 limit that would require Board approval, however, throughout the course of the year there are service calls and repairs needed that will cause the total expenditures to go over \$5,000.

Fund Commitment: \$3,348 plus materials, along with service calls and maintenance.

Board Action Request: Approval of maintenance contract with Turnbull for the HVAC system, along with service calls and maintenance.

Staff suggested a not to exceed approval amount of \$15,000 based on the 2022 PARIS Procurement report.

This was recommended for approval by the Committee.

P. Battaglia made a motion to approve the HVAC Maintenance Contract with Turnbull as well as service calls and maintenance not to exceed \$15,000; the motion was seconded by T. Bender.

Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

5.0 Governance & Nominating Committee – S. Noble-Moag

5.1 Procurement Policies and Procedures- This policy is required to be reviewed annually. There are no changes being recommended.

This was recommended for approval by the Committee.

D. Cunningham made a motion to accept the Procurement Policies and Procedures as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

5.2 Investment Policy- This policy is required to be reviewed annually. There are no changes being recommended.

This was recommended for approval by the Committee.

D. Cunningham made a motion to accept the Investment Policy as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:

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M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

5.3 Disposition of Property Guidelines- This policy is required to be reviewed annually. There are no changes being recommended.

D. Cunningham made a motion to accept the Disposition of Property Guidelines as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

6.0 Other Business

6.1 The Board welcomed Mark Brooks as the newest member.

7.0 Adjournment

As there was no further business, S. Noble-Moag made a motion to adjourn at 4:43 p.m., which was seconded by G. Torrey and passed unanimously.

Genesee Gateway Local Development Corp.
May 2023 Dashboard
Balance Sheet - Accrual Basis

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	<u>5/31/23</u>	<u>4/30/23</u>	[Per Audit] <u>12/31/22</u>
ASSETS:			
Cash - Unrestricted	\$ 670,681	\$ 649,762	628,057
Cash - Restricted (A) (1)	1,585,408	1,583,411	681,869
Cash - Reserved (B)	1,662,849	1,654,576	1,652,599
Cash - Subtotal	3,918,938	3,887,749	2,962,525
Grants Receivable	8,055	8,055	34,325
Accounts Receivable	6,261	6,655	9,043
Lease Receivable GASB - Current Portion	509,788	509,788	509,788
Loans Receivable - Current Portion	407,146	402,980	426,864
Other Current Assets (2)	34,653	39,723	4,088
Total Current Assets	4,884,841	4,854,950	3,946,633
Land Held for Dev. & Resale	2,182,234	2,182,234	2,182,234
Buildings & Improvements	7,202,120	7,202,120	7,202,120
Furniture, Fixtures & Equipment	46,599	46,599	46,599
Total Property, Plant & Equip.	9,430,953	9,430,953	9,430,953
Less Accumulated Depreciation	(2,429,038)	(2,412,863)	(2,348,163)
Net Property, Plant & Equip.	7,001,915	7,018,090	7,082,790
Lease Receivable GASB - Noncurrent Portion	2,453,344	2,453,344	2,453,344
Loans Receivable - Noncurrent Portion (Net of \$176,545 Allow for Bad Debt at 12/31/22 and \$170,238 at 3/31/23)	932,315	940,902	1,156,666
Equity Investment in Genesee Agri-Business, LLC (3)	2,562,240	2,562,240	2,562,240
Other Assets	5,947,899	5,956,486	6,172,250
Total Assets	17,834,655	17,829,526	17,201,673
LIABILITIES:			
Accounts Payable (4)	73,963	41,738	45,963
Unearned Revenue (5)	41,376	40,275	40,934
Security Deposits	109,944	109,944	109,944
Loans Payable - Current Portion	87,968	87,675	86,516
Bonds Payable - Current Portion	155,390	154,857	152,945
Total Current Liabilities	468,641	434,489	436,302
Loans Payable - Noncurrent Portion	2,054,858	2,062,283	2,091,939
Bonds Payable - Noncurrent Portion	2,279,832	2,294,196	2,351,872
Total Noncurrent Liabilities	4,334,690	4,356,479	4,443,811
Total Liabilities	4,803,331	4,790,968	4,880,113
DEFERRED INFLOW OF RESOURCES			
Deferred Inflow - Leases	2,914,240	2,914,240	2,914,240
Total Deferred Inflow of Resources	2,914,240	2,914,240	2,914,240
EQUITY	\$ 10,117,084	\$ 10,124,318	9,407,320

Significant Events:

1. Cash Restricted - YTD increase due to receipt of first payment under the Plug Power Host Community Investment Agreement (\$900K).
2. Other Current Assets - Prepaid D&O, Cyber, General Liability and Umbrella insurance.
3. Equity Investment in Genesee Agri-Business, LLC - Ties to corresponding GAB, LLC financial statements.
4. Accounts Payable - H. Sichertman 2022 expenses, grant for continuing Economic Development Program Support and MedTech Centre Property Management.
5. Unearned Revenue - MedTech Centre rent and interest received in advance.

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Genesee Gateway Local Development Corp.
May 2023 Dashboard
Profit & Loss - Accrual Basis

	Month to Date		YTD		2023	2023
	5/31/23	5/31/22	2023	2022	Board Approved Budget	YTD % of Budget
Operating Revenues:						
Grants (1)	\$ -	\$ 2,406	\$ 1,160,611	\$ 786,406	\$ 922,648	126%
Interest Income on Loans	2,512	1,812	11,800	8,766	15,992	74%
Rent	63,727	62,008	314,435	308,885	751,578	42%
Common Area Fees - Parks	-	-	500	500	500	100%
Fees	-	-	250	9,980	-	N/A
Other Revenue	92	-	269	1,060	-	N/A
Total Operating Revenues	66,331	66,226	1,487,865	1,115,597	1,690,718	
Operating Expenses:						
Operations & Maintenance	17,558	12,547	89,457	60,423	238,200	38%
Professional Services	7,262	15,104	54,386	57,371	136,146	40%
Econ. Dev. Prog. Support Grant	25,000	25,000	125,000	125,000	300,000	42%
Site Development Expense	-	-	-	-	474,156	0%
Grant Expense (2)	-	-	373,007	367,000	869,648	43%
Real Estate Dev. (Capitalized)	-	-	-	-	15,000	0%
Buildings/Furniture/Equip. (Capitalized)	-	-	-	-	120,000	0%
Balance Sheet Absorption	-	-	-	-	(135,000)	0%
Depreciation	16,175	16,433	80,875	82,167	194,235	42%
Total Operating Expenses	65,995	69,084	722,725	691,961	2,212,385	
Operating Revenue (Expense)	336	(2,858)	765,140	423,636	(521,667)	
Non-Operating Revenues (Expenses):						
Other Interest Income	5,351	194	8,824	970	1,380	639%
Interest Expense	(12,921)	(13,343)	(64,200)	(67,655)	(152,619)	42%
Total Non-Operating Exp.	(7,570)	(13,149)	(55,376)	(66,685)	(151,239)	
Change in Net Assets	(7,234)	(16,007)	709,764	356,951	\$ (672,906)	
Net Assets - Beginning	10,124,318	9,090,407	9,407,320	8,717,449		
Net Assets - Ending	\$ 10,117,084	\$ 9,074,400	\$ 10,117,084	\$ 9,074,400		

Significant Events:

1. Grant Revenue - YTD Includes first payment received under Plug Power Host Investment Agreement (\$900K), OCR Grant/Genesee CARES (\$235K) and Batavia Solar/YSG Workforce Dev/Ec Dev Program Support Grant (\$25K).
2. Grant Expense - Includes OCR Grant/Genesee CARES funds received and disbursed; Transfers to the STAMP Sewer Works and STAMP Water Works entities to cover start-up costs and legal expenses.

Genesee Gateway Local Development Corp.
May 2023 Dashboard
Statement of Cash Flows

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	May 2023	YTD
CASH PROVIDED BY OPERATING ACTIVITIES:		
Grant Income	\$ -	\$ 1,186,881
Interest Income on Loans	2,267	13,048
Rental Income	65,044	316,441
Common Area Fees - Parks	-	500
Fees	-	250
Other Revenue	92	441
Operations & Maintenance	(12,102)	(121,684)
Professional Services	-	(74,926)
Economic Development Program Support Grant	-	(75,000)
Grant Expense	-	(373,007)
Repayment of Loans	4,421	244,069
Net Cash Provided By Operating Activities	59,722	1,117,013
CASH FLOWS USED BY CAPITAL & RELATED FINANCING ACTIVITIES:		
Principal Payments on Bonds & Loans	(20,963)	(105,224)
Interest Paid on Bonds & Loans	(12,921)	(64,200)
Net Cash Used By Capital & Related Financing Activities	(33,884)	(169,424)
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest Income	5,351	8,824
Net Cash Provided By Investing Activities	5,351	8,824
Net Change in Cash	31,189	956,413
Cash - Beginning of Period	3,887,749	2,962,525
Cash - End of Period	\$ 3,918,938	\$ 3,918,938
RECONCILIATION OF OPERATING REVENUE		
TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating Revenue	\$ 336	\$ 765,140
Adjustments:		
Depreciation Expense	16,175	80,875
Decrease in Grants/Accounts Receivable	394	29,052
(Increase) Decrease in Other Current Assets	5,070	(30,565)
Decrease in Loans Receivable	4,421	244,069
Increase in Operating Accounts Payable	32,225	28,000
Increase in Unearned Revenue	1,101	442
Total Adjustments	59,386	351,873
Net Cash Provided By Operating Activities	\$ 59,722	\$ 1,117,013

Genesee Gateway Local Development Corp.
May 2023 Dashboard
Balance Sheet - Accrual Basis

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	GGLDC		GABLLC		Eliminations	COMBINED	
	<u>5/31/23</u>		<u>5/31/23</u>			<u>5/31/23</u>	<u>Per Audit 12/31/2022</u>
ASSETS:							
Cash - Unrestricted	\$ 670,681		\$ -		\$ -	\$ 670,681	\$ 628,057
Cash - Restricted (A)	1,585,408		-		-	1,585,408	681,869
Cash - Reserved (B)	1,662,849		2,609,173		-	4,272,022	4,231,256
Cash - Subtotal	3,918,938		2,609,173		-	6,528,111	5,541,182
Grants Receivable	8,055		-		-	8,055	34,325
Accts Receivable - Current	6,261		-		-	6,261	9,043
Lease Receivable GASB - Current	509,788		13,445		-	523,233	523,233
Loans Receivable - Current	407,146		-		-	407,146	426,864
Other Current Assets	34,653		-		-	34,653	4,088
Total Current Assets	4,884,841		2,622,618		-	7,507,459	6,538,735
Land & Improvements	2,182,234		1,339,730		-	3,521,964	3,521,964
Buildings & Improvements	7,202,120		-		-	7,202,120	7,202,120
Furniture, Fixtures & Equipment	46,599		-		-	46,599	46,599
Total Property, Plant & Equip.	9,430,953		1,339,730		-	10,770,683	10,770,683
Less Accumulated Depreciation	(2,429,038)		-		-	(2,429,038)	(2,348,163)
Net Property, Plant & Equip.	7,001,915		1,339,730		-	8,341,645	8,422,520
Lease Receivable GASB - Noncurrent	2,453,344		108,914		-	2,562,258	2,562,258
Loans Receivable - Noncurrent	932,315		-		-	932,315	1,156,666
Equity Investment in GAB, LLC	2,562,240		-		(2,562,240)	-	-
Other Assets	5,947,899		108,914		(2,562,240)	3,494,573	3,718,924
TOTAL ASSETS	17,834,655		4,071,262		(2,562,240)	19,343,677	18,680,179
LIABILITIES:							
Accounts Payable	73,963		-		-	73,963	45,963
Unearned Revenue	41,376		25		-	41,401	40,934
Customer Deposit (1)	-		20,000		-	20,000	20,000
Security Deposits	109,944		-		-	109,944	109,944
Loans Payable - Current Portion	87,968		-		-	87,968	86,516
Bonds Payable - Noncurrent Portion	155,390		-		-	155,390	152,945
Total Current Liabilities	468,641		20,025		-	488,666	456,302
Loans Payable - Noncurrent Portion	2,054,858		-		-	2,054,858	2,091,939
Bonds Payable - Noncurrent Portion	2,279,832		-		-	2,279,832	2,351,872
Total Noncurrent Liabilities	4,334,690		-		-	4,334,690	4,443,811
TOTAL LIABILITIES	4,803,331		20,025		-	4,823,356	4,900,113
DEFERRED INFLOW OF RESOURCES							
Deferred Inflow - Leases	2,914,240		122,359		-	3,036,599	3,036,599
Total Deferred Inflow of Resources	2,914,240		122,359		-	3,036,599	3,036,599
EQUITY	\$ 10,117,084		\$ 3,928,878		\$ (2,562,240)	\$ 11,483,722	\$ 10,743,467

Significant Events:

1. Customer Deposit GABLLC - CH4Biogas.

4.1 (A) Restricted = DL Community Benefit Agreement (CBA) Funds, Plug Power Host Community Investment Funds, Security Deposits, USDA Debt Sinking Fund.
(B) Reserved = OCR loan repayments, Strategic Investment Funds, Economic Development Loan Funds, Batavia Metropolitan Area Redevelopment Loan Funds, Grant Funds.

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Genesee Gateway Local Development Corp.
May 2023 Dashboard
Profit & Loss - Accrual Basis

	GGLDC	GABLLC		COMBINED	
	5/31/23	5/31/23	Eliminations	5/31/23	Combined YTD
<u>Operating Revenues:</u>					
Grants	\$ -	\$ -	\$ -	\$ -	\$ 1,160,611
Interest Income on Loans	2,512	-	-	2,512	11,800
Rent	63,727	1,273	-	65,000	320,726
Common Area Fees - Parks	-	-	-	-	6,858
Fees	-	-	-	-	250
Other Revenue	92	-	-	92	20,269
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Total Operating Revenues	66,331	1,273	-	67,604	1,520,514
<u>Operating Expenses:</u>					
Operations & Maintenance	17,558	-	-	17,558	94,057
Professional Services	7,262	-	-	7,262	54,386
Econ. Dev. Program Support Grant	25,000	-	-	25,000	125,000
Grant Expense	-	-	-	-	373,007
Depreciation	16,175	-	-	16,175	80,875
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Total Operating Expenses	65,995	-	-	65,995	727,325
Operating Revenue	336	1,273	-	1,609	793,189
<u>Non-Operating Revenues (Expenses):</u>					
Other Interest Income	5,351	1,450	-	6,801	11,266
Interest Expense	(12,921)	-	-	(12,921)	(64,200)
Total Non-Operating Rev (Exp)	(7,570)	1,450	-	(6,120)	(52,934)
Change in Net Assets	(7,234)	2,723	-	(4,511)	740,255
Net Assets - Beginning	10,124,318	3,926,155	(2,562,240)	11,488,233	10,743,467
Net Assets - Ending	\$ 10,117,084	\$ 3,928,878	\$ (2,562,240)	\$ 11,483,722	\$ 11,483,722

GGLDC
Audit & Finance Committee Report
June 27, 2023

Cyber Liability Insurance

Please see the attached renewal proposal for Cyber Liability Insurance. Lawley is proposing an option with Travelers this term.

Travelers was able to include all entities as it was confirmed there was a shared network. They also maintained the \$1M limit, Cyber Crime sublimit, and \$10k retention as included with our current policy.

Below is a list of additional markets that Lawley approached, along with their results. Not many direct markets will quote this class of business, as you can see.

Philadelphia: Not in the market for this class of business, form is also not as broad – decreased coverage.

Hanover: Not in the market for this class of business.

Chubb: Cannot quote Cyber for this class of business.

Fund Commitment: \$6,365 (\$3,182.50 EDC / \$3,182.50 LDC)

INSURANCE PROPOSAL



**Genesee County Industrial
Development Agency**
July 1, 2023

Lawley

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Business Insurance

lawleyinsurance.com/business

Property & Casualty

- General Liability
- Property
- Workers' Compensation Coverage
- Automobile/Commercial Vehicle Fleet Insurance
- Umbrella/Excess Liability Insurance
- Inland Marine/Equipment Coverage
- Business Income/Extra Expense
- Employee Dishonesty
- International Coverages
- Boiler & Machinery/Equipment Breakdown
- Transportation/Ocean Marine
- Owner's and Contractor's Protective Liability
- Builder's Risk
- Surety/Bonding
- Captive Programs
- Alternative Risk Financing
- Flood
- Earthquake

Specialty Products

- Pollution Liability/Environmental
- Professional Liability/Errors & Omissions
- Crime (Fidelity) Insurance
- Cyber Liability
- Director's and Officer's/Management Liability (D&O)
- Employment Practices Liability
- Fiduciary Liability
- Business Travel Accident/Kidnap & Ransom Insurance
- Identity Theft

Employee Benefits

lawleyinsurance.com/benefits

- Medical Insurance
- Prescription Drug Plans
- Private Benefits Exchange - Lawley Marketplace
- Medical Captive Programs
- Consortiums/Trusts
- Dental & Vision Benefits
- Group Life Insurance
- NYS Disability (DBL)
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Insurance
- Executive Benefits
- Retirement Planning and 401k Administration
- Underwriting & Reporting
- Compliance
- Wellness Programs & Health Management Programs
- Lawley Simplifi

Industry Specialties/Practice Groups

lawleyinsurance.com/specialties

- Affordable Housing
- Construction
- Car Dealers
- Healthcare Facilities
- Manufacturing
- Not-for-Profits
- Farms
- Municipalities and Schools

Products/services are subject to state eligibility

Risk Management

lawleyinsurance.com/riskmanagement

Loss Control & Safety Services

- Safety Training & Safety Program Evaluations
- General Liability Loss Control
- Loss Source and Trending Analysis
- Code Rule 59 Consultation
- OSHA Assistance
- Defensive Driving Courses & Vehicle Fleet Loss Control
- Ergonomics Evaluation, Training, & Development
- Captive Loss Control
- Life Safety & Evacuation Plans
- Fire & Protection Systems Assistance
- Site Hazard Analysis
- Return to Work Programs
- Industrial Hygiene - Air, Noise Sampling
- Business Interruption - Contingency & Continuity Planning
- Contractual Liability & Risk Transfer
- Grant Submission & Training
- Accident Investigation

Claims Management

- Claim Trend Analysis
- Claims Reviews (Workers' Compensation and General Liability)
- Claims Consulting Services
- Coverage Analysis Consulting and Monitoring
- Experience Modification Review and Recalculation
- First Aid Claim Program (Workers' Compensation)
- Litigation Management
- Reserve Analysis (Loss Forecaster Software)

Personal Insurance

lawleyinsurance.com/personal

- Automobile Insurance
- Homeowners Insurance
- Vacation or Secondary Home Insurance
- Jewelry, Fine Arts, and Collectibles Insurance
- Renters Insurance
- Condominium Insurance
- Landlord (Rental Properties) Insurance
- Excess/Personal Umbrella Liability
- Flood Coverage, Primary & Excess
- Life Insurance
- Motorcycle Insurance
- Recreational Vehicle Insurance
- Watercraft Insurance
- Co-Ops Insurance
- Identity Theft Insurance
- Trip/Travel/International Medical & Evacuation Coverage
- Workers' Compensation (Domestic Help)
- Earthquake

MyWave

lawleyinsurance.com/mywave

MyWave – A customized portal for your HR needs: thousands of valuable resources, OSHA forms and peer-based forums to keep you informed and in-the-know

Lawley Benefits University

lawleyinsurance.com/lbu

Lawley Benefits University – Resources and events to help keep you informed about changes to healthcare legislation, healthcare reform, compliance issues and more. These tools help you successfully control insurance costs while staying educated on changes to the insurance environment

Products/services are subject to state eligibility

At Lawley we are committed to providing our clients with the best possible service. We have assembled an experienced team dedicated to your account.

The Insurance Advisor evaluates your exposures and designs a cost-effective program.

Insurance Advisor	William Fritts, Jr.	Phone:	(585) 344-9500
		Fax:	(716) 849-8291
		Email:	bfritts@lawleyinsurance.com

The Account Executive supports your Producer and commercial lines team in the servicing of your account.

Account Executive	Susie E. Ott	Phone:	(585) 344-9501
		Fax:	(716) 849-8291
		Email:	sott@lawleyinsurance.com

The Account Manager is your contact for all of your coverage and service requests.

Account Manager	Caitlin Celis	Phone:	(716) 849-4375
		Fax:	(716) 849-8291
		Email:	ccelis@lawleyinsurance.com

The Specialty Account Manager supports your Producer and commercial lines team in the servicing of your specialty policy needs.

Specialty Account Manager	Caitlin Celis	Phone:	(716) 849-4375
		Fax:	(716) 849-8291
		Email:	ccelis@lawleyinsurance.com

The Account Technician quality controls policy documents and manages all invoicing.

Account Technician	Cheryl Pena	Phone:	(716) 849-8687
		Fax:	(716) 849-8291
		Email:	cpena@lawleyinsurance.com

The Assistant Account Manager supports your Account Manager in fulfillment of service requests.

Assistant Account Manager	Diane Evans	Phone:	(716) 849-1524
		Fax:	(716) 849-8291
		Email:	devans@lawleyinsurance.com

The Claim Consultant is responsible for reporting all loss information to the insurance company and then following up to make certain the claim is resolved.

Claim Consultant	Krista Voigt	Phone:	(716) 849-8651
		Fax:	(716) 849-8291
		Email:	kvoigt@lawleyinsurance.com

Please review the contact information we have on file. Over the course of a year, we may need to reach out to you for updates, notices or important information. If there is a specific person we should contact directly for billing, claims, inspections, service requests, please note that next to their name and the preferred method of contact.

Changes or Corrections

Contact Name	Penny Kennett	
Contact Address	Genesee County Industrial Development Agency 99 MedTech Dr STE 106 Batavia NY 14020	
Contact Phone #	(585) 343-4866	
Contact Email	pkennett@gcedc.com	
Description		

Named Insured

Genesee County Industrial Development Agency dba
 Genesee County Economic Development Center
 Genesee Gateway Local Development Corp
 Genesee Agri-Business LLC
 Genesee County Funding Corporation
 STAMP Water Works Corp
 STAMP Sewer Works Corp

Policy Term:	7/1/2023 - 7/1/2024
Retroactive Date:	Full Prior Acts
Policy Type:	Cyber Liability – Claims Made
Carrier:	Travelers Casualty & Surety Co. of America (Admitted; "A++ AM Best Rating)

Coverage	Limit	Retention
Privacy & Security	\$1,000,000	\$10,000
Payment Card Costs	\$1,000,000	\$10,000
Media	\$1,000,000	\$10,000
Regulatory Proceedings	\$1,000,000	\$10,000
Privacy Breach Notification	\$1,000,000	\$10,000
Computer & Legal Experts	\$1,000,000	\$10,000
Cyber Extortion	\$1,000,000	\$10,000
Data Restoration	\$1,000,000	\$10,000
Public Relations	\$1,000,000	\$10,000
Business Interruption	\$1,000,000	8 hours
Dependent Business Interruption & System Failure	\$1,000,000	8 hours
Reputation Harm	\$1,000,000	\$10,000
Aggregate	\$1,000,000	N/A

Indication Information

- Cyber Crime Sublimit: \$100,000 with \$5,000 retention
 - Computer Fraud
 - Funds Transfer Fraud
 - Social Engineering Fraud
 - Telecom Fraud
- Defense within the Limits
- Betterment Co-participation: 50%

Extended Reporting Period

- 12 months at 75% annual premium

This coverage form is written on a Claims-made basis. You may have an option to purchase an Extended Reporting Period (ERP) endorsement should your policy be cancelled or non-renewed.

Coverage	7/1/2022-7/1/2023	7/1/2023-7/1/2024
Cyber Liability	\$10,289.17 <i>HSB</i>	\$6,365.00 <i>Travelers</i>
Total Premium	\$10,289.17	\$6,365.00

Notes: The Incumbent carrier did not offer terms due to the STAMP entities exposure.

Payment Options

- Direct Bill
 - Full pay
 - 10 Equal installments
 - 10 pay, 25% down, 9 installments
 - 6 pay, 25% down, 5 installments
 - Quarterly, 25% down, 3 installments
 - Semi-Annual, 50% down, 1 installment

Binding Requirements

- Request to bind

Genesee Gateway Local Development Corporation Audit and Finance Committee Charter

This Audit and Finance Committee Charter was re-adopted on this ~~12th~~-~~29th~~ day of ~~July~~~~June~~, ~~2018-2023~~ by the Board of Directors of the Genesee Gateway Local Development Corporation (GGLDC) a corporation as defined in subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation Law of the State of New York and, as provided in Section 1411 of the Not-For-Profit Corporation Law, a Type C Corporation as defined in Section 201 of the Not-For-Profit Corporation Law established under the laws of the State of New York.

Purpose

Pursuant to Article IV, Section 1. of the GGLDC's bylaws, the purpose of the audit and finance committee shall be to (1) assure that the GGLDC's board fulfills its responsibilities for the GGLDC's internal and external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting; (2) provide an avenue of communication between management, the independent auditors, and the board of directors; and (3) to review proposals for the issuance of debt and to make recommendations..

Powers of the Audit and Finance Committee

It shall be the responsibility of the audit and finance committee to:

- Appoint, compensate, and oversee the work of any public accounting firm employed by the GGLDC.
- Conduct or authorize investigations into any matters within its scope of responsibility.
- Seek any information it requires from GGLDC employees, all of whom should be directed by the board to cooperate with committee requests.
- Meet with GGLDC staff, independent auditors or outside counsel, as necessary.
- Retain, at the GGLDC's expense, such outside counsel, experts and other advisors as the audit and finance committee may deem appropriate.
- Review proposals for debt issuance and to make recommendations.

The GGLDC board will ensure that the audit and finance committee have sufficient resources to carry out its duties.

Composition of Committee and Selection of Members

The audit and finance committee shall be established as set forth in and pursuant to Article IV, Section 1 of the GGLDC's bylaws. The audit and finance committee shall consist of the Board Chair and at least three additional "independent members", within the meaning of, and to the extent required by, Section 2825 of New York Public Authorities Law, as amended from time to time. The audit and finance committee members shall be appointed by the Board Chair.

Ideally, all members of the audit and finance committee shall possess or obtain a basic understanding of governmental financial reporting and auditing.

The audit and finance committee shall have access to the services of at least one financial expert; ~~whose name shall be disclosed in the annual report of the GGLDC.~~

The audit and finance committee's financial expert should have 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with accounting for estimates, accruals and reserves; 4) experience with internal accounting controls, 5) experience with debt issuances, and 6) an understanding of audit and finance committee functions.

Meetings

The audit and finance committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter.

Members of the audit and finance committee are expected to attend such committee meeting. The audit and finance committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information as necessary.

The audit and finance committee will meet with the authority's independent auditor at least annually to discuss the financial statements of the GGLDC.

Meeting agendas will be prepared for every meeting and provided to the audit and finance committee members along with the briefing materials 2 business days before the scheduled audit and finance committee meeting. The audit and finance committee will act only on the affirmative vote of a majority of the members at a meeting. Minutes of those meetings will be recorded.

Responsibilities

The audit and finance committee shall have responsibilities related to: (a) the independent auditor and the annual financial statements; (b) the GGLDC's internal auditors (if any); (c) oversight of management's internal controls, compliance and risk assessment practices; (d) special investigations and whistleblower policies; (e) issuances of debt and (f) miscellaneous issues related to the financial practices of the GGLDC.

The audit and finance committee shall also be responsible for reviewing financial statement accuracy and review of Revolving Loan Fund requests.

A. Independent Auditors and Financial Statements

The audit and finance committee shall:

- Recommend to the board of the GGLDC the appointment of independent auditors retained by the GGLDC and pre-approve all audit services provided by the independent auditor.
- Establish procedures for the engagement of the independent auditor to provide permitted audit services. The GGLDC's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the audit and finance committee. Non-audit services include tasks that directly support the GGLDC's operations, such as bookkeeping or other services related to the accounting records or financial statements of the authority, financial information systems design and implementation, appraisal or valuation services, actuarial services, investment banking services, and other tasks that may involve performing management functions or making management decisions.
- Review and approve the GGLDC's audited financial statements, associated management letter, report on internal controls and all other auditor communications.
- Review significant accounting and reporting issues, including complex or unusual transactions and management decisions, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Meet with the independent audit firm on a regular basis to discuss any significant issues that may have surfaced during the course of the audit.
- Review and discuss any significant risks reported in the independent audit findings and recommendations and assess the responsiveness and timeliness of management's follow-up activities pertaining to same.

B. Internal Controls, Compliance and Risk Assessment

The audit and finance committee shall:

- Review management's assessment of the effectiveness of the GGLDC's internal controls and review the report on internal controls by the independent auditor as part of the financial audit engagement.

C. Special Investigations

The audit and finance committee shall:

- Ensure that the GGLDC has an appropriate confidential mechanism for individuals to report suspected fraudulent activities, allegations of corruption, fraud, criminal activity, conflicts of interest or abuse by the directors, officers, or employees of the authority or any persons having business dealings with the GGLDC, or breaches of internal control.
- Develop procedures for the receipt, retention, investigation and/or referral of complaints concerning accounting, internal controls and auditing to the appropriate body.
- Request and oversee special investigations as needed and/or refer specific issues to the appropriate body for further investigation (for example, issues may be referred to the State Inspector General or, other investigatory organization.)
- Review all reports delivered to it by the Inspector General and serve as a point of contact with the Inspector General.

D. Other Responsibilities of the Audit and Finance committee

The audit and finance committee shall:

- Present annually to the GGLDC's board a report of how it has discharged its duties and met its responsibilities as outlined in the charter.
- Obtain any information and training needed to enhance the committee members' understanding of the role of internal audits and the independent auditor, the risk management process, internal controls and a certain level of familiarity in financial reporting standards and processes.
- Review the committee's charter annually, reassess its adequacy, and recommend any proposed changes to the board of the authority. The audit and finance committee charter will be updated as applicable laws, regulations, accounting and auditing standards change.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the board approval for proposed changes.
- Review proposals for the issuance of debt and to make recommendations.

Approval of mowing contract for GGLDC properties

Discussion: The GGLDC asked four companies for bids to mow the MedTech Center. We currently have an employee who does that, but our tractor is in the shop and our employee needs to take a leave of absence. The results of the bids are as follows based on a per mow basis. For approval purposes we are estimating approximately mows for the rest of the year.

1. Declined to bid – Scalia’s Landscaping
2. \$250.00 – Fava Brothers Lawn Care
3. \$260.00 – Bubba’s Landscaping
4. \$585.00 – Mother Nature’s Enterprises, LLC

This cost per mow is almost what we would pay the employee to mow it based on their time and hourly rate. If the housing project moves forward we may decide to hire out the mowing services for MedTech and not purchase a new tractor.

Fund Commitment: \$4,000 (assume 16 mows).

Board Action Request: Approval of mowing contract for MedTech Center to Fava Brothers not to exceed \$4,000.

Fava Brothers Lawn Care Svc.
5438 School Road
Byron, NY 14422
5852608391
favalawncare@yahoo.com

ADDRESS

Mr. Mark Masse
GCEDC
99 Med Tech Drive, Suite 106
Batavia, NY 14020

Estimate 1378

DATE 06/20/2023

EXPIRATION DATE 07/15/2023

DATE	ACTIVITY	ACTIVITY	AMOUNT
06/20/2023	99 Med Tech Dr. Building (Across street from GCC), 1 @ \$250.00	Mow/Trim	250.00T

Thank you for your business!

SUBTOTAL 250.00

Terms/ Conditions: If after 30 days, no payment is received, a standard late fee of \$15.00 will be assessed to any outstanding balance every month until a payment has been received. Partial payments are acceptable. If no payment is received for an extended period of time (determined by Fava Bros.), notice will be made of legal action to be acquired which will force a hearing in a court of law. Court fees along with a \$100.00 company fee and any late fees will be affixed to any small claims court filing A check processed as insufficient will be considered as a late payment, processing charges will be affixed.

TAX (0%) 0.00

TOTAL \$250.00

Accepted By

Accepted Date

****Please make checks payable to Fava Bros. Lawn Care Svc. **** We Accept Credit Card Payments

4.4

24



BUBBA'S LANDSCAPE

81 Lake Street
LeRoy, New York 14482
(585) 768-6578

LAWN MAINTENANCE PROPOSAL

RECEIVED

JUN 21 2023

TO: Medtech Center - Attn: Bill Lawrence
99 Medtech Dr.
Batavia, NY 14020

PHONE 409-1988 Bill Lawrence	DATE 6/15/23
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CONTRACTOR LICENSE NO. 83-0641067	JOB PHONE NO.
JOB NAME/NO. 2023 Lawn Mowing	
JOB LOCATION 99 Medtech Dr.	
Batavia, NY 14020	
LANDSCAPE DESIGNER	DATE OF PLANS
APPROXIMATE STARTING DATE June 2023	APPROXIMATE COMPLETION DATE Oct 31, 2023

We hereby submit specifications and estimates for landscaping as follows:

- Lawn Mowing for the 2023 Season\$260.00

*** Price includes mowing and string trimming of property, also includes blowing off of grass debris**

Please sign and date, return the white copy

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be done only upon a written change order. The costs will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases or addition labor and materials which may be required should unforeseen problems arise after work has started.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be in writing.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

_____ dollars (\$ **260.00**)

Payment to be made as follows:

Net-30

[Signature]
Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____



Bill Lawrence <blawrence8392@gmail.com>

**Lawn mowing at the GCEDC building located at 99 Medtech Drive in Batavia NY
14020**

1 message

Denise Holt <holtmne@gmail.com>

Sun, Jun 11, 2023 at 9:25 PM

To: "blawrence8392@gmail.com" <blawrence8392@gmail.com>

As per our meeting at the property the other day I am sending you an estimate for the property discussed.

You showed me the property lines etc. Also you mentioned there will be no trimming. Property lines go from 3 poles to a sign on other side including all grass areas around the property. Excludes hills .

Lawn mowing per time is \$585.00 plus tax.

We will mow each week and mow at 3inches

We have liability insurance which I think you have because of the Window Cleaning contract.

We look forward to hearing from you. Thank you for your time and consideration. Have a great day.

Cordially yours

Denise Holt

CEO

Mother Nature's Enterprises LLC

(585) 993-0193

Our attention to detail is what we are known for. We look forward to working with you. Thank you again.