

FINGER LAKES ECONOMIC DEVELOPMENT CENTER
1 Keuka Business Park, Suite 104
Penn Yan, NY 14527
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MINUTES OF THE REGULAR BOARD MEETING OF THE FINGER LAKES ECONOMIC DEVELOPMENT CENTER

September 21, 2016

FLEDC MEMBERS PRESENT: Jim Willson
Jerry Hiller
Mark Morris
Rita Gow
Taylor Fitch

FLEDC MEMBERS ABSENT: Mary Zelazny
Gene Pierce

STAFF: Steve Griffin
Kari DeWick
Doreen Jensen

GUESTS: John Christensen

Vice-Chair J. Hiller called the meeting to order at 2:00 P.M.

Roll call was taken; a quorum was present.

A motion was made by T. Fitch and seconded by J. Willson to go into Executive Session at 2:02 PM to discuss a particular company's financial history. Motion passed.

A motion was made by T. Fitch and seconded by M. Morris to come out of Executive Session at 2:20 PM. Motion passed.

There was no action taken in Executive Session.

MINUTES

A motion was made by T. Fitch and seconded by M. Morris to approve the August 17, 2016 meeting minutes as written. Motion passed.

AGENDA CHANGES

Under New Business add Website RFP's, New Computers, and Lease for Suite 106 – Catholic Charities Community Services.

FINANCE COMMITTEE

D. Jensen reviewed the August financials and all bills to be paid. ***A motion was made by T. Fitch and seconded by J. Willson to approve the August financials, and to pay all bills submitted as presented. Motion passed.***

S. Griffin reviewed the 2017 draft budget. There was discussion on an additional employee and other budget items. Staff is still working out some of the budget details. Please email us your questions/comments regarding the budget.

Receivables and the loan reports were also reviewed.

MANAGEMENT REPORT

The following updates were given to the Management Report:

S. Griffin reported on attending the Keuka Commons ribbon cutting. S. Griffin encouraged everyone to visit if you haven't already, because it is a beautiful facility. JAVA Gourmet also opened their new facility last week and it too is a beautiful facility.

S. Griffin reported that the NYS Economic Development Council is looking for a new Executive Director. Current director Brian McMahon is retiring next year which will be a big loss for economic development efforts across the State. Brian has been a tireless advocate for IDA's and positive economic development efforts in general. The ability to effectively communicate with State Legislators and Government officials is an important aspect of the position.

S. Griffin reported that Siggi Hilmarsson from Siggi's yogurt was in town and stopped by to visit. S. Griffin reported on working on setting up a meeting with human resource managers from our local manufacturers to discuss recruiting and best practices among the group.

S. Griffin reported he is meeting with the new County Administrator, Robert Lawton tomorrow. There was discussion on various county issues.

K. DeWick reported on meeting with Dundee, Marcus Whitman and Penn Yan Schools regarding the Discover Yates program.

J. Hiller reported on the Rochester Young Professionals holding a program regarding personal finance and thought this was a great idea for the Yates group of Young Professionals.

NEW BUSINESS

S. Griffin reviewed the audit bids. The bids were sent to 5 firms. The bids are for three years. We received three bids, with one firm declining. After discussion, it was decided to table the audit bids pending more information regarding the bids and some potential consultant work.

D. Jensen reviewed the backflow prevention device replacement bids. Our current device is leaking. Department of Health requires these devices for commercial facilities. Bid requests were sent to four contractors. Two bids were received. ***A motion was made R. Gow and seconded by J. Willson to award the bid to the lowest bidder of Global Water Specialists pending a question regarding the pressure relieve valve. Motion passed.***

S. Griffin reported we were having issues with two laptops in the office. They are five years old. We still continue to struggle with internet and phone issues. ***A motion was made by T. Fitch and seconded by R. Gow to purchase 3 laptops and software for the office from SCT Computers. Motion passed.***

K. DeWick reviewed a summary of the RFP's that were received for our website redesign. Bids were sent to twelve firms and we received 7 responses. Two of the firms that sent bids partnered on their response. Staff recommended going with Rockhopper based on previous service and the proposal was the best value for the price. ***A motion was made by M. Morris and seconded by J. Willson to award the website design to Rockhopper Technologies. Motion passed.***

D. Jensen excused herself from the meeting for the presentation of the snowplowing bids. S. Griffin reviewed the snowplowing bids. Bids were sent to six contractors. We received two bids and one declined. J. Hiller suggested we inquire to see if the County can plow Keuka Business Park. M. Morris doesn't think County can fulfill a contract. ***A motion was made by T. Fitch and seconded by M. Morris to award the snow plow bid to the lowest bidder of Jensen Brothers. Motion passed.***

D. Jensen reviewed the Suite 106 lease particulars for Catholic Charities Community Services. Suite 106 is 575 square feet. The square foot rate is \$7.62 a square foot. Monthly rent will be \$365 with a monthly utility charge of \$75. ***A motion was made by T. Fitch and seconded by J. Willson to authorize the Chair sign the lease with Catholic Charities Community Services as presented. Motion passed.***

S. Griffin reviewed the Approving Resolution – Adoption of Uniform Criteria & Other Requirements of the 2015 IDA Reform Legislation. We had to make changes to our application to accommodate the new State regulations put on IDA's. We have been doing nearly all the requirements already but in a different format. After discussion, the resolution was tabled. Staff will have updates for the next board meeting. This will also give the Board more time to review the information

A motion was made by M. Morris and seconded by J. Willson to adjourn the meeting at 3:45 P.M. Motion passed.

Respectfully submitted,

Doreen J. Jensen