

Geneva Development Corporation
Meeting Agenda

Title: LDC Monthly Meeting

Location: Teams Room - Second Floor of City Hall Ge
 14456

Date: 10/01/25

Time: 12:00 PM



Agenda Item	Potential Outcome	Person Responsible	Time (est. Mins.)
Call to Order		Craig Talmage, Chair	0
Administration			
Additions of Deletions from the Agenda	If Needed -Motion to approve	Craig Talmage, Chair	1
Reports			
Approval of Minutes	Motion to approve	Liz Toner, LDC Director	1
Financial Report and Budget	Motion to approve	Adam Blowers, City Comptroller	10
Agenda Items			
Business			
Advisory Committee Scheduling	Discussion	Craig Talmage, Chair	3
GRAF and Drumstock Partnership	Updates	Dana Hollenbeck, Vice Chair	3
Cook Properties Update	Updates	Liz Toner, LDC Director	3
LDC Beautification Upgrades	Updates	Craig Talmage, Chair	2
Bicycle Repair State	Discussion	Craig Talmage, Chair	10
Target Area Reports			
BID Projects and Events	Updates	Craig Talmage, Chair or Sydney Schumacher, BID Director [if available]	10
City Events and Updates	Updates and Discussion - If Time	Liz Toner, LDC Director	10
Neighbors Together Planning	Discussion - If Time	Marty Davis and Craig Talmage, Chair	4
Executive Session	If Needed	Craig Talmage, Chair	
New Business and Final Comments	If Needed	Comments for LDC and Guests	3
Adjournment	Motion to adjourn	Craig Talmage, Chair	0

Next LDC meeting: November 5, 2025

Quorum (Confirmation required)

Craig Talmage
 Dana Hollenbeck
 Marc Rodriguez
 Marty Davis
 Catherine Price
 Jessie Felde
 Maddie D'Amico
 Vacant
 Vacant

Staff

Liz Toner
 Nicole Tillotson
 Adam Blowers

Guests

Councilman John Brennan

Join Zoom Meeting

<https://us02web.zoom.us/j/85060583345>

Dial in: (929) 205-6099

Meeting ID: 850 6058 3345

Council Liaison

Councilman James Petropoulos

Advisory Committee Members

Richard McCarthy
 Caroline Scutt
 Ryan Davis
 Victor Pultinas
 Spike Herzog
 Tracey Dello Stritto

Additional Notes

Follow-Up with Habitat for Humanity
 Follow-Up with GCSD



REGULAR MEETING MINUTES
Local Development Corporation (LDC)
August 20 2025 at 12:00pm
City of Geneva, Conference Room

Board Members in Attendance

Craig Talmage
Dana Hollenbeck
Martha Davis
Marc Rodriguez
Jessie Felde

Necessarily Absent

Catherine Price
Maddie D'Amico

Others in Attendance

Liz Toner, Events Coordinator
Nicole Tillotson, City Clerk
Adam Blowers, Comptroller

Other participants:

John Brennan, City Council
Ryan Davis, Ontario County
Terri Williams
Jeff Cook, Cook Properties
Scott Mulcahy, Cook Properties

Call to Order:

Chair Talmage called the meeting to order at 12:07pm.

Approval of Meeting Minutes

Ms. Hollenbeck made a motion to approve the July 2025 minutes, with a correction to attendance, seconded by Ms. Redmond; motion carried unanimously.

Financial Report

Reports provided by Comptroller Blowers, with noted recent activity and a balance of \$185,000 in the bank, and all going well.

Comptroller Blowers explained that he will put a budget together for approval before end of year, using prior year templates. He suggests before he puts something together to talk about programing goals, reminding the board that the budget can be changed anytime throughout the year as LDC feels fit. Chair Talmage will circulate a draft budget with the executive committee since the board currently lacks treasurers.

Ms. Davis made a motion to approve the July financial report; seconded by Ms. Hollenbeck; motion carried unanimously.

New LDC Member – Terri Williams

Terri Williams has been nominated to either the residential or commercial banking vacancies. Chair Talmage explained that she can sit in either one, and move if needed.

Ms. Williams introduced herself, sharing that she's worked in banking over 30 years, and has been at Finger Lakes Federal Credit Union for over 20 years.

Ms. Davis made a motion to appoint Ms. Williams to the LDC Board, Commercial Lending seat, seconded by Ms. Davis; motion carried unanimously.

Cook Properties Support

Jeff Mulcahy explained the subdivision on Hollenbeck and Middle Streets project. He explained that Cook Properties is passionate about building affordable, attainable housing, especially by repurposing vacant city owned lots to revitalize neighborhoods, at Cook's risk. The property recently purchased in the City of Geneva now requires a Phase 2 environmental study. Mr. Mulcahy explained Cook Property's need to be very mindful of margins, explaining that paying for a Phase 2 Environmental Study and sidewalks would be a deal killer for this small infill project, noting that Cook Properties is looking to continue with the project, and is seeking funding for these unexpected costs to do so. He explained that at this time the City still owns this parcel, and should want to understand what's going on with that land, noting that the City will need it one way or the other. Cook Properties is hoping City or LDC will pay for the Phase 2 Study and sidewalks, or have City staff the work to Cook's satisfaction.

Chair Talmage wondered if Cook Properties prefers to work with City or LDC. Comptroller Blowers explained that the City is able to take over the sidewalks for this project, working through DPW, as milling and paving street work is planned the next couple years in that area. The City believes it can use state funding at that time to put sidewalks in, so the sidewalks will be handled by highway. Mr. Mulcahy wondered if Cook would do the project, while the City installs sidewalks down the road. Comptroller Blowers confirmed that Cook Properties should just plan for them in the project, and the City will put them in down the road. Discussion followed to include explaining how CHIPS funding for the road reconstruction can include sidewalks.

Comptroller Blowers then addressed the Phase 2 Study, explaining that it is a review to see if there is contaminated soil. The LDC at this time would only consider funding for that study. He recommends LDC cut a check to Cook Properties for that cost, if approved, or Cook can execute the Phase 2 study and send the LDC the invoice. Comptroller Blowers recommended whatever not to exceed language in the agreement. Chair Talmage wondered if Cook Properties has competitive bids for the study. Mr. Mulcahy shared that Cook Properties has a bid from the vendor who completed the Phase 1 study, for \$8,500.

Adam – considered engineering/specialized service, and company did phase 1, totally above board to go with them without competitive bids

Chair Talmage sees this as a great opportunity for housing in a community that needs it. He acknowledged that Cook can't pay, as it doesn't fit their model, leaving them without funding. He said the LDC can pay now, or wait and see if Council can fund, noting that the LDC has funds, and part of the board's mission is leveraging property for benefit of the community. Mr. Cook clarified that they used Day Environmental for Phase 1 and have the quote for Phase 2.

Chair Talmage noted that the City would need to know the results of a Phase 2 Study either way, discussion followed.

Councilor Brennan wondered if Cook can do this in the work this calendar year. Mr. Cook explained that the homes will probably go in in early 2026. Discussion followed around the need for starter homes in the City, and more one level living in move in condition.

Mr. Rodriguez wondered if this was market rate project, would the LDC be offering assistance. He suggested putting teeth in the agreement, if the homes don't sell in the affordable range, the LDC should get reimbursed. Mr. Mulcahy explained that Cook Properties doesn't have any say in what the homes ultimately sell for, and reminded the board of the risk Cook is taking to invest in the City.

Mr. Mulcahy explained that looking at market rate of homes in that area, these homes aren't going to sell at \$200,000 there, reminding the board of Cook's risk, trying to bring affordable housing to the City. Discussion followed around neighborhood dynamics.

Discussion around the neighborhood dynamics followed, and how this project aligns with the Ontario County Housing Needs Assessment.

Ms. Davis made a motion to support the Phase 2 Environmental Study efforts, at a cost not to exceed \$8,500, seconded by Ms. Hollenbeck; motion carried unanimously.

Advisory Committee Scheduling

Chair Talmage envisions larger advisory committees to utilize non-residents expertise, they want to help the LDC, but don't have time to be committed full time, or don't live in the city. Post Drumstock Chair Talmage will bring together partners for a debriefing.

GRAF Drumstock Partnership

Ms. Hollenbeck shared donations have been from companies including Wright Beverage, Wegmans, and Geneva Community Projects. Ms. Toner wondered about sponsorship level donations, and noted that lots of in kind donations will need value assigned.

Chair Talmage acknowledged that LDC is good at networking, while fundraising has been a challenge. Discussion followed

Beatification Upgrades

Chair Talmage would like to improve some signs at the disc golf course, noted that the LDC contributed to some neighborhood park improvements, and made a Pumpkin Roll donation. He sees these efforts as small funds, leaving a high impact on the community. Ms. Davis complimented the Parks Collective on a great job at Richards Park. Councilor Petropoulos thanked the LDC for funding the Adirondak chairs at Richards Park, sharing that he fun beatification event at Richards Park, which he sees as a guinea pig project.

Bike Station

Chair Talmage has a quote for a bicycle fix it station, he will work with Ms. Toner to determine appropriate location. The cost for the repair statin is \$1,150. Mr. Rodriguez wondered what the ongoing cost of keeping it stocked would be. Ms. Davis explained that the station contains tools to do repairs, and she doesn't expect there to be any materials to stock. Discussion followed.

BID Projects and Events

Chair Talmage, who is currently the BID Board Vice President shared that an offer has been made to new Executive Director candidate, whom he looks forward to inviting to an LDC meeting.

City Updates

Ms. Toner shared the following City event updates:

- Hook and Ladder pizza truck at lakefront for FD fundraiser
- Fireworks Thursday night private event at hotel
- Two more concert series show scheduled for this year
- Farmers Market Saturday,

Wheels on Seneca Sunday Aug. 24

Councilor Petropoulos complimented the floating circus, discussion followed.

Ms. Davis complemented Wednesday concert series, and notes seeing lots of diverse people coming out. She thanked Ms. Toner for organizing the series and thanked Council for funding it this year.

Neighbors Together

Ms. Davis shared that the August 4th meeting had 8 people in attendance. She also shared that she would like to pass baton on to someone who's enthusiastic to get neighbors engaged, someone in 30's-40's age range with connections, wanting to make more of the initiative and keep things moving.

Ms. Toner suggested canceling the September LDC meeting, and reconvening in October. In the meantime Chair Talmage committed to work on filling vacant seats on the board.

Councilor Brennan shared that the Zoning Board of Appeals is looking for two candidates to fill vacancies. He's glad the board approved Cook Properties project funding requests, calling it = one of two transformational projects on Middle Street, which will be very good for the neighborhood. Ms. Toner agreed that the City should be investing there, as Ward 6 is underserved.

Adjournment:

Ms. Hollenbeck made a motion to adjourn at 1:04pm, seconded by Ms. Davis; motion carried unanimously.

Next Meeting: October 1, 2025

Respectfully submitted,

Nicole Tillotson

Nicole Tillotson
City Clerk

DRAFT

Profit and Loss

City of Geneva Local Development Corp

January 1-August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Investments	0
Interest-Savings, Short-term CD	33.89
Total for Investments	\$33.89
Other Types of Income	281.38
Total for Income	\$315.27
Cost of Goods Sold	
Gross Profit	\$315.27
Expenses	
Contract Services	0
Accounting Fees	6,950.00
Outside Contract Services	4,025.00
Total for Contract Services	\$10,975.00
Operations	0
Contribution to City of Geneva	10,000.00
Program Expense	12,000.00
Total for Operations	\$22,000.00
Total for Expenses	\$32,975.00
Net Operating Income	-\$32,659.73
Other Income	
Other Expenses	
Net Other Income	0
Net Income	-\$32,659.73

Balance Sheet

City of Geneva Local Development Corp

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Certificate of Deposit	-4,478.59
LDC Checking Account	190,189.99
Total for Bank Accounts	\$185,711.40
Accounts Receivable	
Other Current Assets	
Total for Current Assets	\$185,711.40
Fixed Assets	
Other Assets	
Land and Buildings - Investment	44,567.00
Total for Other Assets	\$44,567.00
Total for Assets	\$230,278.40
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0
AP - BID Beautification	2,493.28
Total for Accounts Payable (A/P)	\$2,493.28
Total for Accounts Payable	\$2,493.28
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	\$2,493.28
Long-term Liabilities	
Total for Liabilities	\$2,493.28
Equity	
Retained Earnings	260,444.85
Net Income	-32,659.73
Total for Equity	\$227,785.12
Total for Liabilities and Equity	\$230,278.40

Revenues	2024 Actual	2025 Budget	2026 Recommended
Agency Fees	\$ -	\$ -	\$ 150,000
Interest on Investments	\$ 2,300	\$ 2,000	\$ 2,000
Other Income	\$ -	\$ 85,000	\$ -
Appropriation from Fund Balance	\$ -	\$ -	\$ -
Total	\$ 2,300	\$ 87,000	\$ 152,000
Expenditures			
Administrative	2024 Actual	2025 Budget	2026 Recommended
Legal	\$ -	\$ -	\$ -
Audit	\$ 6,800	\$ 7,250	\$ 8,000
City/Administrative Support	\$ 23,891	\$ 15,000	\$ 15,000
Other	\$ -	\$ -	
<i>Subtotal</i>	<i>\$ 30,691</i>	<i>\$ 22,250</i>	<i>\$ 23,000</i>
Programming	2024 Actual	2025 Budget	2026 Recommended
Quality of Life/Beautification	\$ 6,500	\$ -	\$ -
Marketing	\$ -	\$ -	\$ 2,000
Other	\$ 25,000	\$ 20,000	\$ 20,000
Subtotal	\$ 31,500	\$ 20,000	\$ 22,000
Total Expenditures	\$ 62,191	\$ 42,250	\$ 45,000
NET INCOME	\$ (59,891)	\$ 44,750	\$ 107,000



MEMORANDUM OF UNDERSTANDING

Between the Geneva Development Corporation (LDC) and Cook Properties
Regarding Reimbursement for Phase 2 Environmental Study: Hollenbeck & Middle Streets Project

This Memorandum of Understanding (MOU) is entered into this 16 day of September, 2025, by and between the Geneva Development Corporation (LDC), a not-for-profit local development corporation organized under the laws of the State of New York with offices at 47 Castle Street, Geneva, NY 14456, and Cook Properties, a subsidiary of Highland Holdings LLC, with offices at 90 Air Park Drive, Suite 400, Rochester, NY 14624.

I. Purpose

The purpose of this MOU is to outline the terms of financial assistance provided by the LDC to support the advancement of an affordable infill housing development on City-owned property at the corner of Hollenbeck and Middle Streets, Geneva, NY.

This support is specifically intended to reimburse Cook Properties for the cost of a Phase 2 Environmental Site Assessment (ESA), a required step to determine site suitability for residential development.

II. Background

Cook Properties, New York's largest operator of manufactured housing communities, is committed to creating attainable homeownership opportunities. They are pursuing an infill housing project on a city-owned parcel at Hollenbeck and Middle Streets in Geneva, which aligns with both the Ontario County Housing Needs Assessment and the LDC's mission and goals of neighborhood revitalization.

A Phase 1 Environmental Assessment has already been completed, and a Phase 2 study is now required to determine site suitability. Recognizing that the study is necessary for development and provides value to both Cook and the City, the LDC has agreed to reimburse Cook Properties up to \$8,500 for the cost of the Phase 2 assessment, helping to advance affordable housing while supporting the LDC's mission to drive positive change in the Geneva real estate market and supports its goals of neighborhood revitalization, sustainable development, and combating decline in distressed areas.

III. Reimbursement Terms

1. The LDC will reimburse Cook Properties up to \$8,500 for eligible costs associated with the Phase 2 Environmental Study.
2. Payment Process:
 - Cook Properties will pay the consultants (Day Environmental or other qualified firm) directly for the study
 - Upon Completion, Cook Properties will submit to the LDC:
 - A copy of the consultant's invoice
 - Proof of payment
 - A copy of the final Phase 2 report for the LDC's records

- The LDC will issue reimbursement within 30 days of receiving all required documentation

IV. Additional Consideration

- Cook Properties acknowledges that it is proceeding at its own risk, and this reimbursement does not guarantee additional financial support from the LDC
- The results of the Phase 2 ESA will inform whether development can proceed and will provide valuable information to both Cook Properties and the City of Geneva

V. Term and Termination

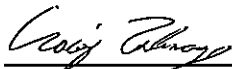
This MOU shall remain in effect until Cook Properties has been reimbursed or until December 31, 2025, whichever occurs first. Either party may terminate with 30 days' written notice. If terminated prior to submission of required documentation, no reimbursement shall be made.

VI. General Provisions

This MOU is not intended to create legal obligations enforceable in a court of law but serves as a mutual expression of understanding and intent between the parties.

VII. Signatures

Geneva Development Corporation (LDC)

Signature: 

Name: Craig Talmage

Title: Chairperson

Date: 09/15/2025

Cook Properties

Signature: 

Name: Jeff Cook

Title: CEO

Date: 9/16/25