



Thursday, July 11, 2019
Upstate MedTech Centre – Innovation Zone
5:00 PM

GGLDC MINUTES

Attendance

Board Members: P. Battaglia, S. Noble-Moag, C. Yunker, D. Cunningham, T. Bender
Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde,
Guests: A. Young (GCEDC Board Member), Brian Quinn (Batavia Daily News), M. Pettinella (The Batavian)
Absent: P. Zelif, T. Felton, G. Torrey, M. Wiater

1.0 Call to Order

D. Cunningham called the meeting to order at 5:37 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, August 1st at 4:00 p.m.- Possibly Reschedule to 3:00 p.m. for GLOW Corporate Cup

Audit & Finance Committee Meeting: Tuesday July 30th at 8:30 a.m.

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

2.3 Minutes: June 6, 2019

S. Noble-Moag made a motion to approve the June 6, 2019 minutes with the suggested changes; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

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 May 2019 Financial Statements – L. Farrell reviewed the May 2019 financial statements with the Committee. The following was noted:

- Grants Receivable decreased as funds were received from National Grid for the MedTech Centre parking lot lights.
- Accounts Payable increased as this month's Economic Development Program Support Grant and MedTech Centre Management Fee were recorded.
- All expenditures are in line with the budget except as noted.

This was recommended for approval by the Committee.

D. Cunningham made a motion to approve the May 2019 Financial Statements; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

4.2 Clark Patterson Lee Contract – Corfu Wastewater Treatment Facility (WWTF) Expansion Project Bidding – Clark Patterson Lee has completed the design and engineering of the Corfu WWTF expansion and NYSDEC has issued a draft SPDEs permit. The GGLDC/GCEDC/Town of Pembroke are now seeking to go out to bid for the project. Clark Patterson Lee has a proposed contract not to exceed \$10,000 for the preparation of the bid packet. This cost will be split 50% by the Town of Pembroke and 50% by the GGLDC/GCEDC (funded by BETP restricted funds).

This was recommended for approval by the Committee.

P. Battaglia made a motion to approve the contract with Clark Patterson Lee to prepare the bidding packet for the WWTF expansion not to exceed \$10,000, split 50/50 with the Town of Pembroke (expenditure not to exceed \$5,000); the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

4.3 Park Signage – Ag Park and BETP – The GGLDC requested bids to create and install park signage at the Genesee Valley Agri-Business Park and Buffalo East Food & Technology Park. The specifics are as follows:

1. Ag Park Drive – One 8'x12' free standing site sign (two sided) on imbedded 6x6 posts. See current Ag Park Entrance sign at Route 5.
2. Buffalo Food & Tech park – One post and panel free standing park sign 48"x60" main panel, post and panel sign system 7"x48"x60" with radius top and radius posts. Need minimum three additional 10"x60" word bars for tenant names, installed in ground. Current tenants are "Yancey's Fancy" and "Professional Turf Surfaces". Will need to confirm names with tenants.

Bids Received:

1. Leaton Signs – No Bid Submitted
2. Johns Studio - \$3,900 for 8x12 sign, \$5,690 for 48x60 sign
3. Terry's Signs – No bid Submitted

This expenditure is included in the 2019 budget. This was recommended for approval by the Committee.

T. Bender made a motion to approve an expenditure not to exceed \$9,590 to John's Studio for the installation of signage at the Genesee Valley Agri-Business Park and Buffalo East Food & Technology Park; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Procurement Policies and Procedures – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

This was recommended for approval by the Committee.

C. Yunker made a motion to approve the Procurement Policies and Procedures as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

5.2 Investment Policy – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

This was recommended for approval by the Committee.

T. Bender made a motion to approve the Investment Policy as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

5.3 Disposition of Property Guidelines – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

This was recommended for approval by the Committee.

P. Battaglia made a motion to approve the Disposition of Property Guidelines as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

5.4 Authorization for Individuals to Obtain Bank Acct. Information – L. Farrell shared that she and P. Kennett are not authorized bank account signers but need authorization to request information regarding bank accounts and to transfer funds between accounts.

This was recommended for approval by the Committee.

T. Bender made a motion to approve authorizing L. Farrell and P. Kennett to obtain bank account information; the motion was seconded by C. Yunker. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

5.5 Authorized Signer of Contracts, Agreements, etc. - L. Farrell shared that, per the Bylaws, the Chair and the Vice-Chair are authorized signers of agreements, contracts deeds and any other instruments as approved by the Board or operational items within the approved budget limits.

This was recommended for approval by the Committee.

C. Yunker made a motion to approve the authorized signers of contracts, agreements, etc. as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
T. Bender -	Yes	C. Yunker -	Yes
G. Torrey -	Absent	M. Wiater -	Absent
P. Zelif -	Absent		

The item was approved as presented.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment

As there was no further business, S. Noble-Moag made a motion to adjourn at 5:43 p.m., which was seconded by P. Battaglia and passed unanimously.