



**Thursday, December 1, 2016
Upstate MedTech Centre – Suite 107
5:50 PM**

GGLDC MINUTES

Attendance

Board Members: T. Felton, H. Upson, P. Battaglia, M. Gray, J. Rizzo, C. Yunker, M. Wiater, S. Noble-Moag
Staff: S. Hyde, M. Masse, L. Farrell, E. Richardson, C. Suozzi, R. Tabelski, P. Kennett
Guests: J. Krencik (The Daily News), M. Davis (GCEDC Board Member), P. Zelif (GCEDC Board Member)
Absent:

1.0 Call to Order

1.1 Enter Public Session

T. Felton called the meeting to order at 6:05 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings – T. Felton reviewed the upcoming meeting dates with the Board.

Next Scheduled Board Meeting: Thursday, December 15th at 4:00pm

**T. Felton shared that the meeting will be rescheduled to Friday, December 16th at 3:00PM

2.2 Agenda Additions/ Deletions/Other Business

T. Felton made a motion to remove items 3.1 and 4.5 from the agenda; motion was seconded by H. Upson. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

2.3 October 27, 2016 & November 4, 2016 Minutes

C. Yunker made a motion to approve the October 27, 2016 & November 4, 2016 Minutes as presented; the motion was seconded by H. Upson. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

3.0 Report of Management

3.1 State Economic Development Policy Items (NYSEDC) – Removed from the Agenda.

a. Griffis LDC vs. Department of Labor (Prevailing Wage)

4.0 Audit & Finance Committee

4.1 October 2016 Financial Statements – T. Felton shared that all expenditures are in line with the budget except as noted. He added that the \$93K Community Benefit Agreement (CBA) payment was received in October. The financial statements are recommended for Board approval by the Committee.

H. Upson made a motion to approve the October 2016 Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

4.2 Insurance Renewal – T. Felton shared that the Committee reviewed a renewal proposal from Selective Insurance. The annual premium is a slight increase over last year, however remains within budget. The cost of the premium will be allocated between the GCEDC and the GGLDC. The Committee discussed procuring property and general liability insurance quotes from other carriers. The Committee will plan to revisit this again next year, per the recommendation of Joe Teresi, our broker, to allow for more time and understanding of where the STAMP project will be. The Insurance Renewal is recommended for Board approval by the Committee.

P. Battaglia made a motion to approve the Insurance Renewal as presented; the motion was seconded by H. Upson. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

4.3 Commercial Cleaning Services – T. Felton shared that the Committee recommends to the Board, approval of the continuation of a contract with Commercial Cleaning Services of WNY for 2017 cleaning services at a cost not to exceed 12,000 for the year, plus reimbursement for supplies. The company has been providing cleaning services since January 1, 2016 and the staff is happy with the service. Last year the staff did go out for bids for these services at which time Commercial Cleaning Services of WNY was chosen.

S. Noble-Moag made a motion to approve the 2017 cleaning services with Commercial Cleaning Services of WNY not to exceed \$12,000 plus reimbursement for expenses; the motion was seconded by M. Gray. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

4.4 MedTech Centre Parking Lot Sealing & Restriping – T. Felton shared that the Committee reviewed three proposals for resealing and restriping the parking lot at the MedTech Centre. The GGLDC had included \$17,000 in the 2017 budget for this work. M. Masse mentioned that Monroe Sealers did the restriping and sealing for the GCC parking lot as well. The Committee recommends to the Board, a contract with Monroe Sealers not to exceed \$14,200.

C. Yunker made a motion to approve the MedTech Centre Parking Lot Sealing & Restriping as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes

The item was approved as presented.

4.5 Yancey's Fancy Loan Fund Request – Removed from the Agenda.

5.0 Governance & Nominating Committee

5.1 Nothing at this time.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment - As there was no further business, H. Upson made a motion to adjourn at 6:15 p.m., which was seconded by P. Battaglia and passed unanimously.