



GGLDC Board Meeting
Thursday, December 5, 2019
Upstate MedTech Centre – Innovation Zone
4:00 PM

GGLDC MINUTES

Attendance

Board Members: D. Cunningham, P. Battaglia, S. Noble-Moag, G. Torrey, C. Yunker, T. Bender, P. Zeliff
Staff: M. Masse, L. Casey, P. Kennett, C. Suozzi, J. Krencik, S. Hyde
Guests: M. Gray (GCEDC Board Member), A. Young (GCEDC Board Member), A. Vanderhoof (GCEDC Board Member)
Absent: M. Wiater, T. Felton

1.0 Call to Order

D. Cunningham called the meeting to order at 4:47 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, December 19th at 4:00 p.m.
Audit & Finance Committee Meeting: Tuesday, January 7th at 8:30 a.m.
Governance & Nominating Committee meeting: Thursday, January 9th at 3:00 p.m.
Board Meeting: Thursday, January 9th at 4:00 p.m.

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

2.3 Minutes: October 31, 2019

T. Bender made a motion to approve the October 31, 2019 minutes as presented; the motion was seconded by P. Zeliff. 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 - | Yes | M. Wiater - | Absent |
| P. Zeliff - | 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 October 2019 financial Statements – The following comments were made by D. Cunningham:

- Grant Revenue includes \$93,000 received from Darien Lake related to their Community Benefit Agreement.
- Accounts Payable decreased. The quarterly payment to the GCEDC for MedTech Centre Property Management and the Economic Development Program Support Grant was made.
- Unearned Revenue increased due to Med Tech Centre rent payment received in advance.
- Expenditures are in line with the annual budgeted figures.

This was recommended for approval by the Committee.

S. Noble-Moag made a motion to approve the October 2019 Financial Statements 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 - | Yes | M. Wiater - | Absent |
| P. Zeliff - | Yes | | |

The item was approved as presented.

4.2 Insurance Renewal - Joe Teresi (Tompkins Insurance Agencies) went out to bid for the Agency's 2018 insurance renewal. Other markets were explored at the time, but they were unable to find another carrier that was able to meet the GCEDC's needs at an affordable rate. Eleven insurance companies were reached out to and Selective was the only one to submit a proposal. The Committee recently discussed whether or not to go out to bid for 2020 coverage and it was decided to request a renewal from Selective Insurance. The quote has been received and is provided in the board packets. The total cost is allocated across the GCEDC and GGLDC. The LDC portion is currently slightly over budget, mostly attributable to an increase in the Med Tech Centre building value.

This was recommended for approval by the Committee.

D. Cunningham made a motion to authorize renewal of 2020 coverage with Selective Insurance; 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 - | Yes | M. Wiater - | Absent |
| P. Zeliff - | Yes | | |

The item was approved as presented.

4.3 CPL Construction Administration Services for WWTF- The GGLDC/GCEDC has been working with the town of Pembroke for three years on an expansion of the Corfu WWTF that serves the Town of Pembroke sewer district #1 which includes the BETP. The GGLDC/GCEDC previously approved the

Sewer Supply Agreement as well as approved awarding of the contracts for construction. Part 1 of this contract was approved in July of 2019 by the Town of Pembroke, the GGLDC and the GCEDC. Included in the budget that was reviewed with the Committee at the last meeting was the Part II of the CPL contract for construction administration related to the project. This contract has already been approved by the Town of Pembroke. M. Masse asked the Board to commit the following funds:

Cash on hand in restricted BETP account 9/30/19 \$556,001 (plus interest earned on the account)

Future CBA Payments (9 years at \$93,000/year)

This was recommended for approval by the Committee.

D. Cunningham made a motion to authorize the signing of the construction services contract with Clark Patterson Lee as described; 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 - | Yes | M. Wiater - | Absent |
| P. Zelif - | Yes | | |

The item was approved as presented.

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, C. Yunker made a motion to adjourn at 4.52 p.m., which was seconded by G. Torrey and passed unanimously.