



Genesee Gateway Local Development Corp.
Meeting Agenda
Thursday, March 29, 2018
Location: Upstate MedTech Centre – Suite 107

PAGE#	1.0	Call to Order	5:25pm
	2.0	Chairman's Report and Activities	5:25pm
	2.1	Upcoming Meetings: Next Scheduled Board Meeting: Thursday, May 3rd at 4pm Audit & Finance Committee Meeting: Tuesday, May 1 st at 8:30am Governance & Nominating Committee Meeting: Thursday, May 3 rd at 3pm	
	2.2	Agenda Additions/ Deletions / Other Business **Vote	
2-4	2.3	Minutes: March 8, 2018	
	3.0	Report of Management	5:30pm
	3.1	Nothing at this time.	
	4.0	Audit & Finance Committee	5:30pm
	4.1	12/31/17 Audit **Vote	
5	4.2	Mowing Contracts **Vote	
	5.0	Governance & Nominating Committee	5:40pm
	5.1	Nothing at this time.	
	6.0	Other Business	5:40pm
	6.1	Nothing at this time.	
	7.0	Adjournment	5:40pm



Thursday, March 8, 2018
Upstate MedTech Centre – Innovation Zone
4:00 PM

GGLDC MINUTES

Attendance

Board Members: D. Cunningham, P. Battaglia (via video conference), M. Wiater, G. Torrey, T. Bender

Staff: S. Hyde, M. Masse, L. Farrell, E. Richardson, R. Tabelski, P. Kennett, C. Suozzi

Guests: A. Young (GCEDC Board Member), J. Gsell (Genesee County), J. Krencik (Daily News)

Absent: J. Rizzo, C. Yunker, T. Felton, S. Noble-Moag

1.0 Call to Order

1.1 Enter Public Session

D. Cunningham called the meeting to order at 5:51 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

2.0 Chairman’s Report and Activities

2.1 Upcoming Meetings – D. Cunningham reviewed the upcoming meeting dates with the Board.

GCEDC Annual Meeting: Friday, March 9th at 12:00 p.m.

Board Meeting: Thursday, March 29th at 4:00 p.m.

Audit & Finance Committee Meeting: Thursday, March 29th at 3:00 p.m.

2.2 Agenda Additions/Deletions/Other Business –

P. Battaglia made a motion to add item 6.1 Parking Lot at Ag Park to the agenda; the motion was seconded by M. Wiater. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Yes		

The item was approved as presented.

2.3 Minutes: January 11, 2018

M. Wiater made a motion to approve the January 11, 2018 meeting minutes as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Yes		

The item was approved as presented.

3.0 Report of Management

3.1 Nothing at this time.

4.0 Audit & Finance Committee

4.1 Investment Report (PARIS Reporting) - L. Farrell shared that this report summarizes the Agency's bank balances and interest income at 12/31/17. This is being recommended by the Audit & Finance Committee for approval.

D. Cunningham made a motion to approve the Investment Report as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Yes		

The item was approved as presented.

4.2 Procurement Report (PARIS Reporting) - L. Farrell shared that this report summarizes a list of contracts and payments that the Board has approved throughout the year. It's a summary of all expenditures to any one vendor aggregating more than \$5,000 during the 2017 calendar year. This is being recommended by the Audit & Finance Committee for approval.

D. Cunningham made a motion to approve the Procurement Report as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Yes		

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Nothing at this time

6.0 Other Business

6.1 Parking Lot at Ag Park – M. Masse shared that Haskell Engineering asked to use a temporary parking lot across from the HP Hood plant for construction workers to park on during construction at the site. This was done once before. An insurance certificate and indemnity agreement would be required for any company to use this lot for parking.

P. Battaglia made a motion to approve allowing the use of the parking lot for construction workers contingent upon receiving an indemnity agreement and proof of insurance; the motion was seconded by M. Wiater. Roll call resulted as follows:

T. Felton -	Absent	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Yes
M. Wiater -	Yes		

The item was approved as presented.

7.0 Adjournment

As there was no further business, M. Wiater made a motion to adjourn at 6:00 p.m., which was seconded by G. Torrey and passed unanimously.

Mark Masse

GGLDC Audit & Finance Committee

March 29, 2018

Approval of mowing contract for Gateway II and Buffalo East Tech Park properties

Discussion: The GGLDC asked companies for bids to mow the properties we have acquired at Gateway II and Buffalo East Tech Park. The results of the bids are as follows based on 13 mows in the season for BETP:

1. \$2,000 – S&S Trucking & Excavating
2. \$3,450 – Scalia Landscape

Following are the bids for mowing the Gateway II sign:

1. \$520 – McKenzie Landscape
2. \$689 – Scalia's Landscape
3. \$743 – S&S Trucking

Notes: A requirement of the bid was to provide proof of insurance coverage and worker's comp. McKenzie did not provide that. The bid that Scalia's provided was one bid for all properties, and he was not willing to split them up or segment them.

Fund Commitment: Not to exceed \$3,500 for BETP and for Gateway II to S&S Trucking.

Board Action Request: Approval of mowing contract for Gateway II and Buffalo East Tech Park properties.