



**Thursday, February 1, 2018  
Upstate MedTech Centre – Innovation Zone  
4:00 PM**

### **GGLDC MINUTES**

#### **Attendance**

Board Members: T. Felton, D. Cunningham, P. Battaglia (via video conference), M. Wiater, G. Torrey, S. Noble-Moag

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

Guests: M. Gray (GCEDC Board Member), A. Young (GCEDC Board Member)

Absent: J. Rizzo, C. Yunker, T. Bender

#### **1.0 Call to Order**

##### **1.1 Enter Public Session**

T. Felton called the meeting to order at 5:50 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, March 8<sup>th</sup> at 4:00 p.m.**

**GCEDC Annual Meeting: Friday, March 9<sup>th</sup> at 12:00 p.m.**

Audit & Finance Committee Meeting: Tuesday, March 6<sup>th</sup> at 8:30 a.m.

Governance & Nominating Committee Meeting: Thursday, March 8<sup>th</sup> at 3:00 p.m.

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

**Board Meeting: Thursday, March 29<sup>th</sup> at 4:00 p.m.**

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

##### **2.3 Minutes: January 11, 2018**

**S. Noble-Moag made a motion to approve the January 11, 2018 meeting minutes as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Absent	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 December 2017 Unaudited Financial Statements** – The December 2017 Unaudited financial statements were reviewed with the Board. A brief overview was given; grants receivable includes OCR grants that will reimburse for grant administration services and accounts receivable consists of grant administration services that will be reimbursed by Freightliner and Resurgence related to their OCR project. All other expenditures are in line with the budget, except where noted. This is being recommended for approval by the Committee.

**M. Wiater made a motion to approve the December 2017 Unaudited Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.2 Grant Consulting Services 2018 Contract** – The GGLDC issued a Request for Proposal on 12/22/17 for technical consulting services in the areas of community and economic development. Staff did reach out directly to a Minority and Woman owned Business Enterprise (MWBE) but did not hear anything back from them. Only one proposal was received and that came from H. Sicherman & Company, Inc. We are requesting approval of a contract with H. Sicherman & Company, Inc. for 2018 services. Harry Sicherman provides technical services in the areas of economic development, community development, management and administrative services for the Community Development Block Grant (CDBG) Program.

The GGLDC previously extended the 2017 services agreement with H. Sicherman & Company, Inc. to cover the period 1/1-2/28/2018.

Contract charges for 2018 under the proposed agreement, including charges pursuant to the prior agreement extension entered covering 1/1-2/28/2018, shall not exceed \$25,000.

Contract charges for 2018 that are not reimbursable to the GGLDC from the third-party sources, including charges pursuant to the prior agreement extension entered into covering 1/1-2/28/2018, shall not exceed \$15,000.

**D. Cunningham made a motion to approve the Grant Consulting Services 2018 Contract as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.3 Access Agreement – Ag Park** – The GGLDC has received an Access Agreement from a company that is looking to perform some due diligence on behalf of a project that is interested in a specific parcel at the Ag Park. This agreement will allow them access for a period of no more than four weeks to complete their work.

**S. Noble-Moag made a motion to approve the Access Agreement – Ag Park as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Absent	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 Authority Self-Evaluation of Prior Year Performance** – M. Masse shared that Public Authorities are required to perform a self-evaluation of prior year's goals/measurements annually. This report will be submitted to the ABO. In previous years the Committee/Board has reviewed the Agency's results separately. To streamline the process, the Agency's results are being presented using this form. This is being recommended by the Committee.

**M. Wiater made a motion to approve the Authority Self-Evaluation of Prior Year Performance as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

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

**The item was approved as presented.**

**5.2 Mission Statement & Measurement Report** - M. Masse shared that the Authority's Board must annually review the authority's mission statement and performance goals to ensure that its mission has not changed and that the authority's performance goals continue to support its mission. This report will be submitted to the ABO. This is being recommended by the Committee.

**M. Wiater made a motion to approve the Mission Statement & Measurement Report as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

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

**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 6:05 p.m., which was seconded by G. Torrey and passed unanimously.