



**Thursday, December 6, 2018
Upstate MedTech Centre – Innovation Zone
4:00 PM**

GGLDC MINUTES

Attendance

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

1.0 Call to Order

T. Felton called the meeting to order at 4:41 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, Thursday December 20th at 4:00 p.m.
 Audit & Finance Committee Meeting: Tuesday January 8th at 8:30 a.m.
 Governance & Nominating Committee Meeting: Thursday, January 10th at 3:00 p.m.
Board Meeting: Thursday, January 10th at 4:00 p.m.

2.2 2019 Draft Meeting Schedule – L. Farrell provided the Board with a draft 2019 meeting schedule for them to review. She requested that the Board let the staff know if they have any apparent conflicts with the meetings as scheduled.

2.3 Agenda Additions/ Deletions/ Other Business – None at this time.

2.4 Minutes: November 1, 2018

M. Wiater made a motion to approve the November 1, 2018 meeting minutes 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 -	Absent
T. Bender -	Absent	C. Yunker -	Yes
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 October 2018 Financial Statements - L. Farrell reviewed the October 2018 Financial Statements with the Board and noted the following:

- Loans Receivable decreased significantly due to PW Minor paying off two outstanding loans early.
- Accounts Payable decreased due to payment to the GCEDC of the MedTech Centre Management Fee and the Economic Development Program Support Grant.
- \$93K Darien Lake Community Benefit Agreement payment was received.
- All Strategic Investments Funds were moved to the Operating Fund via interfund transfers.
- Profit and Loss Statement consists mostly of MedTech Centre activity.
- All other expenditures are in line with the budget except as noted.

This is recommended by the Committee.

D. Cunningham made a motion to approve the October 2018 Financial Statements 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 -	Absent
T. Bender -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	M. Wiater -	Yes

The item was approved as presented.

4.2 Insurance Renewal – D. Cunningham shared that per the Committee's request, the Agency did not go out to bid and a renewal for 2019 was requested from Selective. There was approx. a 3% increase from last year.

The Committee recommends approval of the insurance renewal with Selective for property, general liability, workers compensation, etc., and continuing with Erie & Niagara Insurance for STAMP Property and Travelers Insurance for the Crime Policy as presented. The cost may increase or decrease throughout the year given the potential purchase or sale of land. The cost is allocated between the GCEDC and GGLDC.

D. Cunningham made a motion to approve the Insurance Renewal as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

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

The item was approved as presented.

4.3 MedTech Centre Cleaning Services - At the end of 2015, the Audit & Finance Committee reviewed and recommended to the full board a contract with Commercial Cleaning Services of WNY for 2016 services at a cost not to exceed \$12,000 for the year. At that time, five companies were asked to provide quotes, of which three were returned. Two companies were very close in price and Commercial Cleaning Services provides an additional service of auto scrubbing the floors. The Board approved continuing this contract for 2017 and 2018 cleaning services.

At the last Committee meeting, there was some concern that these services were not put out for bid again and whether or not the Agency was following the Procurement Policy. L. Farrell went back and reviewed the policy and because Staff does not feel the need to change services providers at this time, and the prices have not increased, she sees no reason to go out to bid. The Agency is in compliance with the policy.

The Committee recommends approval of renewing the contract with Commercial Cleaning Services of WNY for 2019, not to exceed \$12,000.

D. Cunningham made a motion to continue the Commercial Cleaning Services of WNY contract for 2019 cleaning services at a cost not to exceed \$12,000 for the year plus reimbursement for supplies; the motion was seconded by M. Wiater. Roll call resulted as follows:

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

The item was approved as presented.

4.4 Public Utility Easements – D. Cunningham shared that as we continue to develop our corporate parks, we receive easement agreements from public utility companies (National Grid, National Fuel, municipal water, sewer, etc.) seeking permission to install, operate and maintain that utility on property that is owned by the GGLDC.

The Committee recommends approval of a resolution to allow authorized signers to execute any easements with public utility companies in the normal course of park development. All easements with private utilities or companies or easements limiting the use of our property will be brought before the Board for review prior to any execution. The authorization today is for standard public utility easements only.

Resolution No. L2018-01

RESOLUTION OF THE GENESEE GATEWAY LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL EASEMENTS FOR PUBLIC UTILITIES.

D. Cunningham made a motion to approve, authorize and execute any easements with public utility companies in the normal course of park development; the motion was seconded by C. Yunker. Roll call resulted as follows:

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

The item was approved as presented.

4.5 Plowing of Call Parkway – Gateway II – D. Cunningham shared that Call Parkway has not been completed to meet the County’s and NYSDOT’s standards yet. The County cannot take acceptance of the roadway until then, with the open issues being related to necessary striping, paint markings and removal of CARDS. Since Mercy Flight’s building is operational, they have requested that the GGLDC ensure that the roadway is clear of snow until such time as the County accepts dedication. The GGLDC is proposing a no cost agreement with the County to only plow the portion of Call Parkway from Route 98 to Mercy Flight’s entrance.

The Committee recommends approval of the no cost agreement with the County to plow Call Parkway, contingent upon the removal of language referencing plowing of Mercy Flight’s parking lot.

D. Cunningham made a motion to approve the no cost agreement for snow and ice removal with the County; the motion was seconded by M. Wiater. Roll call resulted as follows:

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

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Noting at this time.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment

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As there was no further business, M. Wiater made a motion to adjourn at 4:47 p.m., which was seconded by D. Cunningham and passed unanimously.