



**Thursday, March 29, 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, T. Bender, S. Noble-Moag

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

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

Absent: J. Rizzo, C. Yunker, G. Torrey

**1.0 Call to Order**

**1.1 Enter Public Session**

T. Felton called the meeting to order at 5:11 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.

**Board Meeting: Thursday, May 3<sup>rd</sup> at 4:00 p.m.**

Audit & Finance Committee Meeting: Tuesday, May 1<sup>st</sup> at 8:30 a.m.

Governance & Nominating Committee Meeting: Thursday, May 3<sup>rd</sup> at 3:00 p.m.

**2.2 Agenda Additions/Deletions/Other Business** – None.

**2.3 Minutes: March 8, 2018**

P. Battaglia shared that he attended the March 8<sup>th</sup> meeting, but was not video conferencing as the minutes suggest. He requested that the "(via video conference)" be removed from the minutes.

**D. Cunningham made a motion to approve the March 8, 2018 meeting minutes as with the requested change; the motion was seconded by M. Wiater. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)
T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Absent
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 12/31/17 Audit** - L. Farrell shared that the Audit & Finance Committee reviewed the Management Letter and Audit Report for the GGLDC. David Brownell of Mostert, Manzanero & Scott, LLP attended the meeting to review the audit and to answer any questions the Committee had. The management letter states that no material deficiencies in internal controls were identified during the audit. In their opinion, the audited financial statements present fairly, in all material respects, the financial position of the GGLDC as of December 31, 2017 in accordance with accounting principles generally accepted in the United States of America. This is being recommended by the Audit & Finance Committee for approval.

**D. Cunningham made a motion to approve the 12/31/17 Audit 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 -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Absent
M. Wiater -	Yes		

The item was approved as presented.

**4.2 Mowing Contracts** – M. Masse shared that the GGLDC asked companies for bids to mow the properties we have acquired at Gateway II and Buffalo East Tech Park (BETP). The results are as follows based on 13 mows in the season:

#### Buffalo East Tech Park

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

#### Gateway II

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

M. Masse noted that a requirement of the bid was to provide proof of insurance coverage and worker’s compensation. McKenzie did not provide that. The bid that Scalia’s provided was one bid for all properties, and they were not willing to split them up or segment them.

M. Masse asked the Board to consider a contract with S&S Trucking not to exceed \$3,500 for mowing services at Gateway II and Buffalo East Tech Park. This is being recommended by the Audit & Finance Committee.

**M. Wiater made a motion to approve the mowing contract with S&S Trucking for Gateway II and BETP not to exceed \$3,500 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes (video conference)

T. Bender -	Yes	C. Yunker -	Absent
J. Rizzo -	Absent	G. Torrey -	Absent
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 Nothing at this time.**

## **7.0 Adjournment**

As there was no further business, M. Wiater made a motion to adjourn at 5:15 p.m., which was seconded by G. Torrey and passed unanimously.