



**Tuesday, December 4, 2018**  
**GGLDC – Conference Room**  
**Audit & Finance Committee Meeting**  
**8:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Felton, P. Battaglia (Video Conference), D. Cunningham  
 Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde, J. Krencik  
 Guests: M. Gray (GCEDC Board Member), P. Zelif (GCEDC Board Member)  
 Absent: T. Bender

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

**1. Call to Order – Enter Public Session** – D. Cunningham called the meeting to order at 9:18 a.m. in the Innovation Zone.

**2. CHAIRMAN'S REPORT & ACTIVITIES**

**2a. Agenda Additions / Other Business** – T. Felton made a motion to add an Executive Session at the end of the meeting, the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton - Yes  
 P. Battaglia - Yes (Video Conference)  
 T. Bender - Absent  
 D. Cunningham - Yes

**The item was approved as presented.**

**2b. Minutes: October 30, 2018**

**T. Felton made a motion to approve the October 30, 2018 Meeting Minutes as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
 P. Battaglia - Yes (Video Conference)  
 T. Bender - Absent  
 D. Cunningham - Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:**

**3a. October 2018 Financial Statements** – L. Farrell presented the October 2018 Financial Statements to the Committee 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.

**T. Felton made a motion to recommend to approval of the October 2018 financial Statements as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes (Video Conference)  
T. Bender - Absent  
D. Cunningham - Yes

**The item was approved as presented.**

**3b. Insurance Renewal** - L. Farrell reminded the Committee that Joe Teresi (Tompkins Insurance, Broker) went out to bid for the Agency's 2018 insurance renewal last year. Several other markets were explored and found that no one else was able to compete with the insurance program being offered by Selective. Eleven insurance companies were reached out to and Selective was the only one to submit a proposal. Selective continued to be the best carrier for the Agency's insurance needs.

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.

L. Farrell asked the Committee to recommend 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 in the Committee's meeting packet. 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.

**T. Felton made a motion to recommend to approval Insurance Renewal as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes (Video Conference)  
T. Bender - Absent  
D. Cunningham - Yes

**The item was approved as presented.**

**3c. 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.

**P. Battaglia made a motion to recommend approval to renew 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 T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes (Video Conference)  
T. Bender - Absent  
D. Cunningham - Yes

**The item was approved as presented.**

**3d. Public Utility Easements** – M. Masse 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.

M. Masse requested that the Committee recommend approval of a resolution to allow authorized signers to execute any easements with public utility companies in the normal course of park development.

P. Battaglia wanted to be clear that all easements with private utilities or companies or easements limiting the use of our property should be brought before the Board for review prior to any execution. The authorization today is for standard public utility easements only.

M. Masse will request a formal resolution from Harris Beach prior to the Board Meeting Thursday.

**T. Felton made a motion to recommend approval of the authorization and execution of easements with public utility companies in the normal course of park development; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes (Video Conference)  
T. Bender - Absent  
D. Cunningham - Yes

**The item was approved as presented.**

**3e. Plowing of Call Parkway – Gateway II –** M. Masse 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.

D. Cunningham pointed out that the agreement included in the meeting materials mentions plowing of the parking lot at Mercy Flight's facility. He thinks that plowing of their parking lot should be in a separate agreement between the County and Mercy Flight and removed from this agreement before signed by the GGLDC.

M. Masse agreed that this agreement should be for plowing the road only. He will remove that language before execution.

**T. Felton made a motion to recommend approval of a no cost agreement with Genesee County for snow and ice removal on Call Parkway, modified as requested; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes (Video Conference)  
T. Bender - Absent  
D. Cunningham - Yes

**3f. MedTech Centre Parking Lot Lights –** The current parking lot lights are getting to a point where there will be significant ongoing maintenance costs due to their type of construction. There are currently nine lights that need to be repaired. This repair would more than likely only be a temporary fix as their type of construction will continue to cause issues due the weather conditions experienced at the facility. One way to solve this issue is to replace all of the current light tops from a bulb construction to a LED lighting system which has no moving parts within it.

M. Masse shared that the staff is currently working to collect bids for this work and investigating grant or rebate opportunities.

**P. Zelif joined the meeting at 9:30 a.m.**

**Executive Session:**

T. Felton made a motion to enter executive session at 9:34 a.m. under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons, seconded by P. Battaglia and approved by all members present:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

#### **4. ADJOURNMENT**

As there was no further business T. Felton made a motion to adjourn at approximately 9:50 a.m. seconded by P. Battaglia and passed unanimously.