



**Thursday, January 10, 2019**  
**Upstate MedTech Centre – Innovation Zone**  
**4:00 PM**

### **GGLDC MINUTES**

#### **Attendance**

Board Members: T. Felton, M. Wiater, G. Torrey, D. Cunningham, T. Bender

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

Guests: A. Vanderhoof (GCEDC Board Member), A. Young (GCEDC Board Member), P. Zelif (GCEDC Board Member), M. Gray (GCEDC Board Member), B. Quinn (Batavia Daily News)

Absent: S. Noble-Moag, C. Yunker, P. Battaglia

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

T. Felton called the meeting to order at 4:36 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, February 7<sup>th</sup> at 4:00 p.m.**

Audit & Finance Committee Meeting: Tuesday February 5<sup>th</sup> at 8:30 a.m.

**2.2 Agenda Additions/ Deletions/ Other Business – T. Felton made a motion to modify item 4.5 from Ground Lease at Gateway II to 4.5 Amended PSA at Gateway II and add item 4.6 MedTech Centre Buildout Contract Amendment to the agenda; the motion was seconded by M. Wiater. Roll call resulted as follows:**

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

**The item was approved as presented.**

#### **2.3 Minutes: December 6, 2018 and December 20, 2018**

**T. Bender made a motion to approve the December 6, 2018 and December 20, 2018; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	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 – D. Cunningham**

**4.1 November 2018 Financial Statements –** T. Felton reviewed the November 2018 Financial Statements with the Board and noted the following:

- Cash decreased as a \$100K loan was issued to Rest & Revive in November. Loans Receivable Current and Noncurrent increased due to the issuance of the new loan.
- Accounts Payable includes the grant for continuing Economic Development Program Support and MedTech Centre Property Management.
- All other expenditures are in line with the budget except as noted.

This was recommended for approval by the Committee.

**D. Cunningham made a motion to approve the November 2018 Financial Statements; the motion was seconded by M. Wiater. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.2 D&O Insurance Renewal –** T. Felton shared that Lawley has provided the Agency with a proposal for renewal of the current D&O Policy with Travelers. The renewal price reflects no increase in premiums compared to the current policy. The current policy expires on 2/23/19.

The cost of this policy would be split between GCEDC and GGLDC (\$5,230/entity) and is within each entity's budget for 2019. This was recommended for approval by the Committee.

**D. Cunningham made a motion to approve the Director's & Officers Insurance Renewal as presented; the motion was seconded by M. Wiater. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Absent

T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes

**The item was approved as presented.**

**4.3 H. Sicherman 2019 Grant Consulting Services Contract** - The GGLDC issued a Request for Proposal on 11/8/2018 for technical consulting services in the areas of community and economic development. Only one proposal was received, from H. Sicherman & Company, Inc. We are requesting approval of a contract with H. Sicherman & Company, Inc. for 2019 services. Harry Sicherman provides technical services in the areas of economic development, community development, management and administrative services related to the Community Development Block Grant (CDBG) program. Total contract charges for 2019 under the proposed agreement shall not exceed \$25,000. Total contract charges for 2019 that are not reimbursable to the GGLDC from third party sources shall not exceed \$15,000. This expense is included in the 2019 budget.

This was recommended for approval by the Committee.

**G. Torrey made a motion to approve the 2019 Grant Consulting Services Contract with H. Sicherman & Company, Inc. not to exceed \$25,000 as presented (Not to exceed \$15,000 unreimbursable); the motion was seconded by D. Cunningham. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.4 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 the type of construction. There are currently nine lights that need to be repaired. This repair would likely be a temporary fix as the type of construction will continue to cause issues due to 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. The GGLDC solicited bids from three electrical companies, but only one submitted a bid. Humphrey Electric submitted a bid of \$15,161 that we anticipate being able to reduce by \$3,200 for a National Grid rebate program. It is also estimated that switching to an LED system will help reduce our lighting costs for the parking lot by approximately 66%. Included as a separate bid amount is \$1,125 to replace the exterior wall packs on the building. We do not feel that this is necessary at this time.

This expenditure is not included in the 2019 budget. MedTech Centre Operating Funds will be used.

This was recommended for approval by the Committee.

**M. Wiater made a motion to approve the contract with Humphrey Electric & Security, Inc. to replace the MedTech Centre parking lot lights, not to exceed \$15,161; the motion was seconded by G. Torrey. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.5 ~~Ground Lease at Gateway II~~ Amended PSA at Gateway II**– The Board approved a PSA with Mega Properties, Inc., (the owner of Koolatron at Gateway II) to purchase land at Gateway II for \$45,000 per acre on approximately 8.8 buildable acres. Total acres are estimated around 22.2 acres with 13.4 acres being wetlands and unbuildable. The company would like to modify this PSA to be ground lease agreement similar to the one we signed with Gallina. This will enable Koolatron to purchase the acreage as they need it instead of all at once.

The Committee decided it was in the Agency’s best interest to instead extend the due diligence period to 365 days in the currently signed Purchase & Sale Agreement with Mega Properties. This will allow the company to maintain control over the property and have time to get its financing in place to allow the purchase of all 22.2 acres at once.

**This item was tabled and will be brought back to the next board meeting.**

**4.6 MTC Buildout Contract Amendment** – M. Masse shared that the Board had previously approved a contract with Whitney East to build out the remaining space at MedTech Centre to make it more market ready. Construction has begun on that space.

The discussion about the need for additional space for filing/storage has come up again among the staff. M. Masse requested a change order from Whitney East to add a wall to close off approx. 220 sq. ft. of space from the remaining space at the end of the hall and to add a doorway into the hallway to use for GCEDC storage purposes.

The change order is an additional \$3,800 to the existing contract. This expenditure is not included in the 2019 budget. MedTech Centre Reserved Funds will be used.

This was recommended for approval by the Committee.

**D. Cunningham made a motion to approve the change order with Whitney East for \$3,800 as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Absent
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
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**

As there was no further business, D. Cunningham made a motion to adjourn at 4:49 p.m., which was seconded by T. Bender and passed unanimously.