



Thursday, June 6, 2019
Upstate MedTech Centre – Innovation Zone
5:00 PM

GGLDC MINUTES

Attendance

Board Members: M. Wiater, G. Torrey, P. Battaglia, S. Noble-Moag, T. Felton, P. Zelif

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

Guests: A. Young (GCEDC Board Member), M. Gray (GCEDC Board Member), Brian Quinn (Batavia Daily News)

Absent: D. Cunningham, C. Yunker, T. Bender

1.0 Call to Order

T. Felton called the meeting to order at 5:12 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, July 11th at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday July 9th at 8:30 a.m.

2.2 Agenda Additions/ Deletions/ Other Business –

P. Battaglia made a motion to approve the addition of 5.1 Officer Appointments and 4.6 Chamber Loans – Term Revisions to the agenda and the removal of 4.2 Audit & Finance Committee Charter from the Agenda; the motion was seconded by M. Wiater. Roll call resulted as follows:

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

The item was approved as presented.

2.3 Minutes: May 2, 2019 – P. Zelifff stated that he was absent at the last meeting and asked that the minutes be updated to reflect that.

M. Wiater made a motion to approve the May 2, 2019 minutes with the suggested changes; the motion was seconded by P. Zelifff. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Absent	P. Battaglia -	Yes
T. Bender -	Absent	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelifff -	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 April 2019 Financial Statements – L. Farrell reviewed the April 2019 financial statements with the Board. The following was noted:

- Grant Receivable for National Grid increased as we were notified that the grant relating to the MedTech Centre parking lot lights was going to be more than originally anticipated.
- Accounts Payable decreased as the first quarter MedTech Centre Property Management Fee and Economic Development Program Support Grant was paid to the GCEDC.
- \$50K workforce development grant and economic development program support funding was received from Pearl Solar.
- All expenditures are in line with the budget except as noted.

This is recommended for approval by the Committee.

T. Felton made a motion to approve the April 2019 Financial Statements; the motion was seconded by P. Zelifff. Roll call resulted as follows:

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

The item was approved as presented.

4.2 Audit & Finance Committee Charter – This item was removed from the agenda.

4.3 Gateway GS, LLC Lease Addendum #2 – The GGLDC had previously agreed to and executed a lease agreement with Gateway GS, LLC for land in the Gateway II Corporate Park. The lease rate being charged was to cover the GGLDC's carrying costs of the land (mowing, maintenance, insurance, fire

district fees, etc.). The lease did not address any change in the lease rate if Gateway GS, LLC purchased acreage. The lease Addendum #2 adjusts the annual lease rate to remove the acreage purchased by Gateway GS, LLC.

The addendum states that the acreage will be reduced from 17.4 acres to 13.833, making the new lease rate for the period of January 1, 2019 through December 31, 2019 \$2,226. All other terms and conditions of the lease shall remain in full force and effect.

This is recommended for approval by the Committee.

T. Felton made a motion to approve the Gateway GS, LLC Lease Addendum #2 as presented; the motion was seconded by M. Wiater. Roll call resulted as follows:

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

The item was approved as presented.

4.4 Gateway II Culvert Costs – The GGLDC has an agreement with Gateway GS, LLC that they would receive a purchase credit for paying for the water line and roadway infrastructure required at Gateway II Corporate Park due to their development located there. After the legal documents had been agreed to and signed, the GGLDC received an email from the County Highway Department for an additional \$2,288.88 in expenditures that were necessary for the guardrail and extra concrete on top of the box culvert to keep the road embankment from sliding off the top of the box and into the creek. These costs were incurred after the documents were signed.

The staff is seeking Board approval to pay these expenditures instead of incurring additional legal fees to amend all of the agreements previously signed. This item was not included in the budget. When preparing the budget for the GGLDC for 2020 we will be including a line item for “maintenance and repairs” in all parks so items like this can be accounted for.

This is recommended for approval by the Committee.

T. Felton made a motion to approve an expenditure of \$2,288.88 related to Call Parkway at Gateway II Corporate Park; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

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

The item was approved as presented.

4.5 Great Lakes Security Contract Renewal – The GGLDC has an agreement with Great Lakes Building Systems, Inc. to take care of servicing the fire alarm system and software maintenance at the MedTech Centre. In 2018, the GGLDC board approved the Gold Package for the alarm system and the Bronze package for the software maintenance. This contract is up for renewal in 2019 with no increase in cost. This item was included in the 2019 budget.

This is recommended for approval by the Committee.

T. Felton made a motion to approve a contract with Great Lakes for \$5,400 for the alarm system and software maintenance; the motion was seconded by P. Zelif. Roll call resulted as follows:

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

The item was approved as presented.

4.6 Chamber Loans – Term Revisions – The following revised loan terms are being recommended:

- Barone Welding - \$4,500 balloon payment in the next three months, \$100 monthly payment until loan is paid. All other terms and conditions, including interest rate will remain the same.

T. Felton made a motion to approve the revised loan terms for Barone Welding as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:

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

The item was approved as presented.

- Caccamise Auto Transport - \$250 monthly payment until loan is paid. All other terms and conditions including interest rate will remain the same.

T. Felton made a motion to approve the revised loan terms for Caccamise Auto Transport as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Officer Appointments – The current slate of officers is set to expire on June 30th. It is suggested to appoint the following slate of officers, with the notion that vacancies may occur and will be dealt with as they arise. The suggested slate of officers are as follows:

Chair / President / CEO -	D. Cunningham
Vice-Chair -	T. Felton
Treasurer -	G. Torrey
Secretary -	S. Noble-Moag

The appointed officers shall hold office for one year or until their successors are appointed.

This is recommended for approval by the Committee.

T. Felton made a motion to approve the slate of officers as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Absent	P. Battaglia -	Yes
T. Bender -	Absent	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelif -	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 5:24 p.m., which was seconded by P. Battaglia and passed unanimously.