



**GGLDC Board Meeting  
Thursday, October 6, 2022**

**Location: 99 MedTech Drive, Innovation Zone  
4:00 PM**

**GGLDC MINUTES**

**Attendance**

Board Members: C. Yunker, D. Cunningham, J. Tretter, P. Battaglia, S. Noble-Moag, T. Felton, P. Zeliff  
Staff: C. Suozzi, S. Hyde, L. Farrell, M. Masse, L. Casey, K. Galdun  
Guests: C. Kemp (GCEDC Board Member), M. Clattenburg (GCEDC Board Member), M. Gray (GCEDC Board Member), Reagan Kemp  
Absent: G. Torrey, T. Bender

**1.0 Call to Order**

D. Cunningham called the meeting to order at 5:29 p.m. in the Innovation Zone.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, October 27<sup>th</sup> at 4:00 p.m.**  
Audit & Finance Committee Meeting: Tuesday, October 25<sup>th</sup> at 8:30 a.m.

**2.2 Agenda Additions/ Deletions/ Other Business – Nothing at this time.**

**2.3 Minutes: September 1, 2022**

**J. Tretter made a motion to approve the September 1, 2022 minutes; the motion was seconded by P. Zeliff. Roll call resulted as follows:**

T. Felton -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Absent
G. Torrey -	Absent	P. Zeliff -	Yes
S. Noble-Moag -	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 August 2022 Financial Statements - L. Farrell reviewed the August 2022 financial statements with the Board. The following was noted:**

- Restricted cash increased. We received \$739,000 from OCR related to the Upstate Niagara Cooperative, Inc project in August. This was 50% grant and 50% loan to the company, which was paid to Upstate Niagara Cooperative in September. Funds were held in restricted cash until disbursed.
- On the P&L, there is over \$1,000,000 in grant revenue, of which \$739,000 was related to Upstate Niagara Cooperative, which was previously discussed, and approximately \$298,000 was related to CDBG/Genesee CARES. The corresponding grant expense and professional services fees were recorded related to this.
- There is normal monthly activity.

The financial statements were reviewed in detail by the Committee and are recommended for approval.

**P. Battaglia made a motion to accept the August 2022 Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Absent
G. Torrey -	Absent	P. Zeff -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**4.2 GGLDC Budget Timeline** – The 2023 Budget is due to the ABO and OSC by November 1, 2022. L. Farrell reviewed the timeline to emphasize the need for a quorum at the October 27, 2022 Board meeting. We are aware that there are conflicts with the upcoming meetings, so we will be sending out a poll early to ensure that we can obtain quorums or have enough time to reschedule if necessary.

**4.3 Commercial Cleaning Services Additional Services Approval** – Commercial Cleaning Services of WNY, Inc. (CCS) has provided the GGLDC with a quote for waxing of the floors and cleaning of the tile/grout in the bathrooms. Although this expenditure is not over \$5,000, total payments to this company will be over \$5,000 when combined with the general cleaning services that the company already provides. The GGLDC approved a contract with Commercial Cleaning Services of WNY, Inc. for general cleaning services not to exceed \$14,000 in 2022. These additional services are \$1,199.64 (floor waxing) and \$495 (tile/grout cleaning). We have requested quotes for these services in the past, but recently the company has been very aggressive and has been offering a lower rate as a current customer. Previously these expenses were well over \$2,000.

**Fund Commitment:** The total expenditures for these services should not exceed \$1,700 and will be paid out of the GGLDC, under MedTech Center site maintenance. This expense is lower than what was budgeted for these services for 2022.

This item was recommended for approval by the Committee.

**J. Tretter made a motion to approve the Additional 2022 Commercial Cleaning Services not to exceed \$1,700 as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.4 2023 General Cleaning Services** – During 2022, staff reached out to four cleaning companies to obtain quotes for 2023 cleaning services. Commercial Cleaning Services of WNY, Inc., the current company being used, has been offering a competitive price and we are satisfied with the services.

**Fund Commitment:** Up to \$14,500, plus reimbursement for supplies; Med Tech Centre site maintenance; included in the proposed 2023 GGLDC Budget.

This item was recommended for approval by the Committee.

**S. Noble-Moag made a motion to approve the 2023 Commercial Cleaning Services not to exceed \$14,500, plus reimbursement for supplies as presented; the motion was seconded by T. Felton.**

**Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.5 Land Lease Rates** – M. Masse presented the proposed schedule for the land lease rates that were included with the meeting materials. M. Masse commented that C. Yunker stated that the rates were a little low but in line with the national average.

Location	Term	Rate/Acre
Agri-Business Park	One year	\$ 110.00
MedTech Centre	One year	\$ 70.00

**Fund commitment:** None.

This item was recommended for approval by the Committee.

**P. Battaglia made a motion to approve the Land Lease Rates as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:**

T. Felton -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Absent
G. Torrey -	Absent	P. Zeff -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**4.6 Quotes for Lighting Replacement – Quotes for Lighting Replacement –** The GGLDC asked seven companies for bids to replace the current lighting fixtures in the GCEDC offices in suite 106, the Innovation Zone and the lighting in UMMC’s pool area:

1. Declined to bid – Humphrey Electric
2. Declined to bid – Gargano Electric
3. Declined to bid – Henry Cook
4. Declined to bid – Tambe Electric
5. Declined to bid – RJN Electric
6. \$34,566.31 - Severino Electric
7. \$15,278.00 - Gilligan Electric

**Fund Commitment: \$15,278.00**

This item was recommended for approval by the Committee.

**P. Battaglia made a motion to approve the contract with Gilligan Electric not to exceed \$15,278 as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:**

T. Felton -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Absent
G. Torrey -	Absent	P. Zeff -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**4.7 Construction Lay Down Agreement with Plug Power –** As part of their construction of their hydrogen facility, Plug Power would like to utilize the 1.8-acre parcel directly to the east of their site as a construction lay down area. They will fence off the hold and haul tank area as well as grade and stone the rest of the acreage. Plug will be responsible for all DEC permits and compliance.

**Fund Commitment:** None.

This item was recommended for approval by the Committee.

**S. Noble-Moag made a motion to approve the Construction Lay Down Agreement with Plug Power as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Absent
G. Torrey -	Absent	P. Zelff -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**5.0 Governance & Nominating Committee – S. Noble-Moag**

**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, P. Battaglia made a motion to adjourn at 5:36 p.m., which was seconded by T. Felton and passed unanimously.