



**GGLDC Board Meeting
Thursday, December 7, 2023**

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

GGLDC MINUTES

Attendance

Board Members: M. Brooks, S. Noble-Moag, D. Cunningham, C. Yunker, G. Torrey, M. Clattenburg, P. Battaglia, J. Tretter
Staff: L. Farrell, M. Masse, S. Hyde, J. Krencik, L. Casey, C. Suozzi
Guests: K. Manne (GCEDC Board Member), M. Gray (GCEDC Board Member)
Absent: P. Zelif

1.0 Call to Order

D. Cunningham called the meeting to order at 5:36 p.m. in the Innovation Zone.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, December 21st at 4:00 p.m.
Audit & Finance Committee Meeting: Tuesday, January 9th at 8:30 a.m.
Board Meeting: Thursday, January 11th at 4:00 p.m.
2024 Meeting Calendar

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

2.3 Minutes: October 26, 2023 -

G. Torrey made a motion to approve the October 26, 2023 minutes as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
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 October 2023 Financial Statements - L. Farrell reviewed the October 2023 financial statements with the Board. The following was noted:

- Reserved Cash decreased. The GGLDC contributed \$135,000 to the STAMP Sewer Works, Inc. from the payments received under the Host Community Investment Agreements from projects at the STAMP site. This is also reflected on the P&L as grant expense. Additionally, a grant of \$100,000 was paid to the GCEDC to provide seed funding for the Batavia Home Fund. This is also reflected on the P&L as grant expense.
- Accounts payable decreased. The quarterly payment for the MedTech Centre Property Management Fee and Economic Development Support Grant was paid to the EDC.
- Other than the above-mentioned items, there is normal monthly activity.

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

M. Brooks made a motion to accept the October 2023 Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.2 Insurance Renewal - A comparison of last year's insurance premiums against the renewal costs for 2024 was included with the meeting materials. The total package is about \$72,000 as compared to \$69,000 last year.

Pricing for the umbrella coverage was unknown when the Audit and Finance Committee met. Last year the Agency had \$5M of primary umbrella coverage as well as \$5M of secondary coverage. Since the Committee met, quotes were received. The cost of \$5M of primary umbrella coverage is \$32,719 and \$5M of secondary coverage is \$9,265. The Committee did not want to make a recommendation regarding umbrella coverage without pricing. Therefore, the Committee only recommended the approval of the 2024 insurance renewal with Selective.

P. Battaglia made a motion to approve the 2024 insurance renewal with Selective and \$5M of Primary Umbrella Coverage with Merchants and \$5M of Excess Umbrella Coverage with Cincinnati; the motion was seconded by J. Tretter. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.3 Grant Consulting Services – The GGLDC issued a Request for Proposals on 10/19/21 for technical consulting services in the areas of community and economic development. One proposal was received from H. Sichertman & Company, Inc. The board approved a contract with H. Sichertman & Company, Inc. for 2022 services. In December 2022, the board approved an extension to that contract for 2023 grant consulting services.

We are requesting approval of another one-year extension to this contract with H. Sichertman & Company, Inc for 2024 grant consulting services. The Office of Community Renewal (OCR) requires bidding for these services every three years.

The team at H. Sichertman & Company, Inc. 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 2024 under the proposed agreement shall not exceed \$25,000. Total contract charges for 2024 that are not reimbursable to the GGLDC from third party sources shall not exceed \$15,000.

This was recommended for approval by the Committee.

S. Noble-Moag made a motion to approve 2024 Grant Consulting Services with H. Sichertman & Company, Inc as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zeff -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.4 Access & Use Agreement for Ag Park Property – The GGLDC has received an Access and Use Agreement from HP Hood for parcel 13.-1-170.11 (comprising approximately 3.6 acres) for \$6,000 per month for a period of twelve months. HP Hood is working on an expansion project this year and wishes to utilize this acreage as a staging and storage area for trailers, equipment, and supplies.

M. Masse stated that there are provisions within the agreement that require the grantee to maintain the property, including but not limited to snow removal and snow plowing. The agreement also includes default and remedy language. These protect the Agency if the property is not sufficiently maintained.

Fund Commitment: None.

Committee Action Request: Recommend approval of Access and Use Agreement.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve the Access & Use Agreement with HP Hood as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.5 Increase to Turnbull/Triton Budgeted Maintenance Expenses - The GGLDC has an agreement with Turnbull Heating and Air Conditioning to perform bi-annual maintenance on the HVAC system (check the A/C in the spring and the heat in the fall). The Board had previously approved a total expenditure for repairs and maintenance of \$15,000. Based on recent repair work we will exceed that number. We would seek to increase the budget amount to \$30,000.

Fund Commitment: \$15,000.

Board Action Request: Approval of increase in the budget amount of the repairs and maintenance to the HVAC system to \$30,000.

This was recommended for approval by the Committee.

P. Battaglia made a motion to approve a \$15,000 increase to the Turnbull/Triton budget amount for a total not to exceed amount of \$30,000 as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.6 Access Agreement for MedTech Park Housing Project - As part of their construction of their housing project, the owner will need access to the parcels they are purchasing from MedTech Drive. MedTech Drive cannot be dedicated over to the County as it does not qualify under the legal description for a roadway. This agreement allows the housing project owner, their agents and tenants access to their property and will share any costs associated with the maintenance and upkeep. This agreement was a requirement from the Town of Batavia as part of the site plan review.

Fund Commitment: None.

Committee Action Request: Recommend approval of access agreement.

The Committee recommended that the agreement should include language that holds the owner financially responsible for required restoration of the roadway that is needed because of the use of the roadway during the construction of the housing project.

M. Masse stated that the agreement has provisions that require the project owner to share any costs for maintenance and repairs for the roadway. M. Masse also confirmed that there should not be a lot of construction traffic because there is a proposed second entrance across from GCC's entrance that is awaiting Town approval.

S. Noble-Moag made a motion to approve the Access & Use Agreement for the MedTech Park Housing Project; the motion was seconded by P. Battaglia. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zeliff -	Absent
S. Noble-Moag -	Yes		

The item was approved as presented.

4.7 LED Lighting Installation for MedTech Centre - There is Federal and NYS legislation that is looking to ban the sale of fluorescent bulbs soon. NYC has already implemented that all commercial buildings must switch to LED by 2025. To stay ahead of this, the GGLDC asked three companies for bids to replace the fluorescent lights in the MedTech Centre with LED lighting. Some of the lights in the MedTech Centre have already been replaced with LED and the following bids would complete the remainder of the building.

1. \$79,598.00 – Gilligan Electric. They have stated that they can get \$3,300 in rebates and lower their bid by that amount.
2. Severino Electric did not submit a bid.
3. Humphrey Electric did not submit a bid before the bid close date, but they did submit a bid of \$114,480 after the Board meeting.

Fund Commitment: \$79,598.00

Board Action Request: Approval of LED light replacement contract for MedTech Center to Gilligan Electric for \$79,598.00

This was recommended for approval by the Committee.

J. Tretter made a motion to approve the bid to Gilligan Electric not to exceed \$79,598.00 for LED lighting installation at MedTech Centre as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes

C. Yunker -	Yes	M. Clattenburg -	Yes
G. Torrey -	Yes	P. Zelif -	Absent
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, S. Noble-Moag made a motion to adjourn at 5:48 p.m., which was seconded by P. Battaglia and passed unanimously.