



GGLDC Audit & Finance Committee Meeting

Tuesday, January 9, 2024

Location – 99 MedTech Drive, Innovation Zone

8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: P. Battaglia, J. Tretter, M. Brooks, D. Cunningham
Staff: L. Farrell, M. Masse, L. Casey, E. Finch, P. Kennett, C. Suozzi
Guests: M. Gray, K. Manne, P. Zeliff
Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

D. Cunningham called the meeting to order at 8:41 a.m. in the Innovation Zone.

D. Cunningham stated that there is no Executive Session.

2. CHAIRMAN'S REPORT & ACTIVITIES

2a. Agenda Additions / Other Business –

P. Battaglia made a motion to add agenda item 3d – MedTech Land Sale Proceeds for discussion; the motion was seconded by J. Tretter. Roll call resulted as follows:

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

The item was added to the agenda.

2b. Minutes: December 5, 2023

M. Brooks made a motion to recommend approval of the December 5, 2023 minutes; the motion was seconded by J. Tretter. Roll call resulted as follows:

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

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:

3a. D&O Insurance Renewal – The same discussion that took place during the GCEDC Audit and Finance Committee meeting applies to the GGLDC. The details of that discussion have been added for ease of reference. The D&O Insurance policy with Travelers expires on February 23, 2024. Lawley reached out to other markets but due to the Agency’s open claims, we won’t be getting many quotes. In addition to Travelers, Chubb is interested but needs to review the open claims. The D&O insurance policy runs February to February, while the Cyber policy renewal is in June or July. Lawley suggested that we complete the Cyber application now. If we put D&O and Cyber together, we may get a better price with Travelers. Therefore, D&O and Cyber Insurance may come forward at the same time. Information and proposals will be presented at the next meeting.

3b. November 2023 Financial Statements - L. Farrell reviewed with the Committee the significant items of the November 2023 long form financial statements.

- Line 7, Restricted Cash from the Community Benefit Agreement with Darien Lake increased. We received the 2023 payment of \$93K. We are getting ready to distribute the balance of funds in that account to the Town of Pembroke in accordance with the Sewer Supply Agreement that was put in place in 2019. The GGLDC agreed to contribute all CBA funds through 2027 to support the WWTF expansion.
- Accounts payable increased for the quarterly payments that are due to the GCEDC for the MedTech Centre Property Management Fee and Economic Development Support Grant.
- In the operating fund:
 - o CD interest is notable.
 - o Line 32, there is grant expense of \$240,000. Funds were distributed to the STAMP Water Works, Inc. and STAMP Sewer Works, Inc. At the time that these funds were approved for distribution, it was left open-ended as to how they would ultimately be recorded. L. Farrell, in preparation for the audit, is working with our financial experts to determine how to record these transactions. L. Farrell stated they will most likely be handled as a capital contribution.
 - o YTD amounts shown as grant expense include amount distributed to the STAMP Water Works and STAMP Sewer Works entities. L. Farrell mentioned that she is working with Laura Landers and Freed Maxick on options for recording these transactions. Most likely these will be reclassified as equity contributions from the GGLDC to these entities. This will allow potential repayment to the GGLDC sometime in the future.
- For most expenditure line items, we should be just under 92% of budget. This is the case for most line items, excluding insurance, which is known to be over budget and approved by the Board.
- Other than the above-mentioned items, there is normal monthly activity.

J. Tretter made a motion to recommend to the full Board the approval of the November 2023 Financial Statements as presented; the motion was seconded by M. Brooks. Roll call resulted as follows:

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

The item was approved as presented.

3c. Declaration of Surplus Property – The GGLDC currently owns a tractor with a belly mower, weight box and tow behind mower. With the GGLDC moving to outsourcing that mowing to a landscaping company, the GGLDC has been approached by someone asking if they could make an offer on that equipment. In order to sell the equipment the Board needs to authorize that it is surplus and how they would like to dispose of it.

Fund Commitment: None.

Board Action Request: Approval of declaration of tractor with belly mower, weight box and tow behind mower as surplus property to be sold.

The Committee recommended posting the tractor on “Auction International”. M. Gray stated that this site is used by municipalities and K. Manne confirmed that the Town of Pembroke has had success with it as well.

M. Brooks made a motion to recommend to the full Board posting the tractor to Auctions International; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

3d. MedTech Land Sale Proceeds – The property that is under PSA at MedTech was used as collateral for the loans for the MedTech Centre building. The agreements state that land sale proceeds must be used to pay down debt on the loans. Five Star Bank has agreed to release the collateral; however, USDA has not agreed to do the same. There was an appraisal of the MedTech Centre building and there is plenty of equity. USDA is requiring multiple forms and a written request for allowance to use these funds in another way other than paying down debt. USDA is also requiring a note from our attorney, which will come with a cost. We have not made much progress with USDA, and ultimately, we do not know if any of this additional effort will result in a release of the collateral. Therefore, L. Farrell and M. Masse informed the Committee that the land sale proceeds of \$200,000 for the MedTech property will be used to pay down USDA debt.

4. ADJOURNMENT

As there was no further business, J. Tretter made a motion to adjourn at 8:58 a.m., seconded by P. Battaglia and passed unanimously.