



**GGLDC Board Meeting
Thursday, March 7, 2024**

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

GGLDC MINUTES

Attendance

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

*Attending from a physical location identified in the meeting notice as open to the public.

1.0 Call to Order

D. Cunningham called the meeting to order at 5:35 p.m. in the Innovation Zone.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, March 28th at 4:00 p.m.

Audit & Finance Committee Meeting: Thursday, March 28th at 3:00 p.m.

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

2.3 Minutes: February 1, 2024 -

J. Tretter made a motion to approve the February 1, 2024 minutes as presented; the motion was seconded by M. Brooks. Roll call resulted as follows:

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

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 Investment Report - The Investment Report summarizes the GGLDC's bank balances, general ledger balances and interest income at 12/31/23. As of 12/31/23, GGLDC cash balances were fully collateralized. The GGLDC has collateral agreements in place with Five Star Bank and Tompkins Community Bank. This report is required by PARIS and will be posted on the website.

An Investment Report is also included for the GAB, LLC. As of 12/31/23, GAB, LLC savings and checking account balances were secured by IntraFi Network deposits. The funds invested in a CD were not covered by this agreement.

The Bank of Castile listed in the Investment Report should be changed to Tompkins Community Bank.

This was recommended for approval by the Committee with the above-mentioned change.

M. Brooks made a motion to approve the Investment Report with the above-mentioned change; the motion was seconded by J. Tretter. Roll call resulted as follows:

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

The item was approved as presented.

4.2 Procurement Report - Public Authorities are required to report all procurement transactions active during the reporting period that have an actual or estimated value of \$5,000 or more. This report will be submitted to the PARIS system and posted on the website. The board has already approved most expenses or contracts that exceed \$5,000. Therefore, the Committee has already seen and approved most of the information that is collectively stated in this report.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve the Procurement Report as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

4.3 Stormwater Maintenance Agreement - As part of their construction of their housing project, MedTech Landing, LLC will acquire the stormwater pond that was designed to handle the full build out of MedTech Park, including the existing MedTech Centre. This agreement allows the MedTech Centre to have an easement to allow for its current stormwater flow from the facility into the existing pond. This agreement was a requirement from the Town of Batavia. Without this agreement, the MedTech Centre

would have to construct its own pond upon sale of the existing one. The agreement allows us access to the pond, but MedTech Landing, LLC is responsible for the maintenance.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve the Stormwater Maintenance Agreement as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

4.4 Maintenance MOU for MedTech Centre - The GGLDC had its two maintenance personnel leave at the end of December 2023. Genesee County has proposed an MOU for the GGLDC to utilize County personnel for maintenance on an as needed basis until a full-time hire can be made. The GGLDC will be invoiced monthly on a time/materials basis for work performed. The County cannot support a more permanent agreement with the new jail and low personnel. This will allow time to either hire someone for this role or to find a company to do this long term. Staff have also discussed posting the position or potentially partnering with MedTech Landing, LLC to contract with their maintenance personnel for the housing project that will be adjacent to MedTech Centre.

Fund commitment: Not to exceed \$10,000 from operational funds of MedTech Centre.

Board action request: Approval of MOU for \$10,000 with Genesee County.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve the Maintenance MOU for the MedTech Centre not to exceed \$10,000 as presented; the motion was seconded by P. Zeliff. Roll call resulted as follows:

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

The item was approved as presented.

4.5 Mowing for Ag Park with Genesee County Highway Department - The GGLDC Received a proposal for mowing of the stormwater ponds and vacant land at Ag Park for 2024.

Fund commitment: \$12,100 from operational funds of Ag Park.

Board action request: Approval of mowing contract for \$12,100 with Genesee County Highway Department.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve the Mowing Proposal for Ag Park with the Genesee County Highway Department not to exceed \$12,100 as presented; the motion was seconded by P. Zeliff.

Roll call resulted as follows:

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

The item was approved as presented.

4.6 Approval of Service Agreement for HVAC Services – The GGLDC has a proposal from Triton Mechanical to perform bi-annual maintenance on the HVAC system. This contract is more in depth and provides some additional services that the previous agreement with Turnbull did not. This contract will be under the \$5,000 limit that would require Board approval, however, throughout the course of the year there will be service calls and repairs needed that will cause the total expenditure to go over \$5,000.

Fund Commitment: 1) Maintenance contract with Triton for the HVAC system in the amount of \$4,950, as well as 2) Service calls and maintenance work that is not to exceed an additional \$15,000.

Board Action Request: Approval of 1) the maintenance contract with Triton for the HVAC system in the amount of \$4,950, as well as 2) service calls and maintenance work that is not to exceed an additional \$15,000 to be voted on separately.

Both action items were recommended for approval by the Committee

M. Brooks made a motion to approve the HVAC System Maintenance Contract with Triton not to exceed \$4,950 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
M. Clattenburg -	Yes	C. Yunker -	Yes (Video Conference*)
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Absent		

The item was approved as presented.

M. Brooks made a motion to approve service calls and maintenance work completed by Triton for the HVAC system not to exceed \$15,000 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
M. Clattenburg -	Yes	C. Yunker -	Yes (Video Conference*)
G. Torrey -	Yes	P. Zeliff -	Yes

S. Noble-Moag - Absent

The item was approved as presented.

4.7 GLOW Works, Inc Invoices for Healthcare & Manufacturing Events – We have been impactful in creating new workforce development programs over the years. Programs like “GLOW with your Hands” Manufacturing and “GLOW with your Hands” Healthcare are impactful for K-12 career exploration with our local companies. As in years past, we are seeking to assist in supporting both programs for 2024 events.

Action Requested: We would like to support GLOW Works, Inc, a 501 (c)3 that is the overarching entity that supports GLOW with your Hands and GLOW with your Hands Healthcare. Staff is requesting a contribution from the GGLDC in the amount of \$5,000 (\$2,500 for each program) to support these workforce development programs under GLOW Works, Inc.

This was recommended for approval by the Committee.

M. Brooks made a motion to approve 1) the GLOW Works, Inc. Sponsorship for the GLOW with Your Hands: Healthcare Event in the amount of \$2,500 and 2) the GLOW Works, Inc. Sponsorship for the GLOW with Your Hands: Manufacturing Event in the amount of \$2,500 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
M. Clattenburg -	Yes	C. Yunker -	Yes (Video Conference*)
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	Absent		

The item was approved as presented.

5.0 Governance & Nominating Committee – S. Noble-Moag

5.1 Authority Self-Evaluation of Prior Year Performance - Public Authorities are required to perform a self-evaluation of prior year’s goals/measurements annually. This report shows the results against the goals and measurements that were set for 2023. This report will be posted to the website.

D. Cunningham made a motion to approve the Authority Self-Evaluation of Prior Year Performance as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:

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

The item was approved as presented.

5.2 Mission Statement & Measurement Report - The Authority's Board must annually review the authority's mission statement and performance goals to ensure that its mission has not changed and that the authority's performance goals continue to support its mission. This report will be posted to the website and submitted to PARIS.

At the Governance and Nominating Committee meeting, S. Noble-Moag requested that the Mission Statement and Measurement report is presented sooner next year so that the Committee can have more time to strategically review and have intentional discussions regarding this report.

D. Cunningham made a motion to approve the Mission Statement & Measurement Report 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
M. Clattenburg -	Yes	C. Yunker -	Yes (Video Conference*)
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	Absent		

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, J. Tretter made a motion to adjourn at 5:44 p.m., which was seconded by M. Brooks and passed unanimously.