



**GGLDC Board Meeting**  
**Thursday, December 2, 2021**  
**Location: Innovation Zone & Electronically**  
**4:00 PM**

**GGLDC MINUTES**

**Attendance**

Board Members: S. Noble-Moag, C. Yunker, D. Cunningham, G. Torrey, J. Tretter (Video Conference), T. Felton, T. Bender (Video Conference), P. Zeliff (Video Conference), P. Battaglia

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

Guests: R. Gaenzle (Video Conference) (Harris Beach), M. Clattenburg (GCEDC Board Member), C. Kemp (GCEDC Board Member), M. Gray (GCEDC Board Member)

Absent:

**1.0 Call to Order**

D. Cunningham called the meeting to order at 5:14 p.m. in the Innovation Zone.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, January 13<sup>th</sup> at 4:00 p.m.**  
Audit & Finance Committee Meeting: Tuesday, January 11<sup>th</sup> at 8:30 a.m.  
2022 Draft Meeting Schedule

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

**2.3 Minutes: October 28, 2021**

**T. Felton made a motion to approve the October 28, 2021 minutes; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes (Video Conference)
G. Torrey -	Yes	P. Zeliff -	Yes (Video Conference)
J. Tretter -	Yes (Video Conference)		

**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 2021 Financial Statements** - L. Farrell reviewed the October 2021 financial statements with the Board. The following was noted:

- On the balance sheet, restricted cash increased. We received the \$93,000 Community Benefit Agreement payment from Darien Lake. We will continue to receive payments through 2027.
- Grants receivable increased by \$10,000. We made a \$20,000 payment for the Cornell in High School Program, of which \$10,000 is reimbursable from the Workforce Development Institute if grant funds are available. This is also reflected as income in the operating fund.
- Accounts payable decreased. The MedTech Centre Property Management Fee and Economic Development Support Grant was paid to the EDC for the 3<sup>rd</sup> quarter.
- On the P&L, we closed on the land sale to Gateway GS. There was a site development credit related to Gateway GS from their first land purchase. They made infrastructure improvements at the park and then had a credit applied to future land sales. The improvements that Gateway GS made were for road and water infrastructure, which are not owned by the EDC. Therefore, the credit that was applied at closing was recorded as site development expense.
- Other than the above-mentioned items, there is normal monthly activity for October.

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

**J. Tretter made a motion to approve the October 2021 Financial Statements as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes (Video Conerence)
G. Torrey -	Yes	P. Zeliff -	Yes (Video Conference)
J. Tretter -	Yes (Video Conference)		

**The item was approved as presented.**

**4.2 Cleaning Services** - During 2019, staff reached out to four cleaning companies to obtain quotes for 2020 cleaning services. Commercial Cleaning Services of Western New York (CCS), the company currently being used, continues to offer the most competitive price and we continue to be satisfied with the services. New quotes were not obtained for 2021 or 2022 services. We anticipate getting quotes for cleaning services every three years.

Fund Commitment: Up to \$14,000, plus reimbursement for supplies; MedTech Centre site maintenance; included in the 2022 GGLDC Budget.

This was recommended for approval by the Committee.

**T. Bender made a motion to approve 2022 Cleaning Services with CCS, not to exceed \$14,000; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes

C. Yunker -	Yes	T. Bender -	Yes (Video Conerence)
G. Torrey -	Yes	P. Zeliff -	Yes (Video Conference)
J. Tretter -	Yes (Video Conference)		

**The item was approved as presented.**

**4.3 Insurance Renewal** - J. Teresi from Tompkins Insurance made a presentation at the Audit & Finance Committee meeting held on November 30. To summarize, Tompkins went out to market for the Agency's 2022 insurance renewal. Fourteen insurance companies were approached but they were unable to find another carrier that was able to meet the GCEDC & GGLDC's needs at an affordable rate. Selective continues to be the best carrier for the Agency's insurance needs. The premium increased by about 4%.

The total premium proposed by Selective is within the amounts included in the EDC and LDC budgets. The cost is allocated between both entities.

This was recommended for approval by the Committee.

**S. Noble-Moag made a motion to approve the 2022 Insurance Renewal with Selective as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes (Video Conerence)
G. Torrey -	Yes	P. Zeliff -	Yes (Video Conference)
J. Tretter -	Yes (Video Conference)		

**The item was approved as presented.**

**4.4 Grant Consulting Services-** The GGLDC issued a Request for Proposal on 10/19/21 for technical consulting services in the areas of community and economic development and contacted MWBEs per OCR requirements. One proposal was received from H. Sicherman & Company, Inc. Harry Sicherman and his team proved technical services in the areas of economic development, community development, management and administrative services related to the Community Development Block Grant (CDBG) Program. Staff requested approval of two separate agreements with H. Sicherman & Company, Inc.

Agreement #1 – Existing and Anticipated OCR Grants and General Services

Total contract charges for 2022 under the proposed agreement shall not exceed \$25,000.

Total contract charges for 2022 that are not reimbursable to the GGLDC from third-party sources shall not exceed \$15,000.

Agreement #2 – CARES Act Program

Total contract charges under the proposed agreement will be consistent with the CDBG Cares Act grant award for grant administration and program delivery and shall not exceed the sum of \$125,000, all of which will be reimbursed to the GGLDC.

H. Sicherman & Company, Inc. will market and administer the program on behalf of the GGLDC and make recommendations as to which businesses should be awarded grant funds (max of \$50,000 per business).

S. Hyde provided an overview of the grant. He stated that the GCEDC has partnered with the County to secure Federal CARES Act dollars in the amount of \$1,000,000. This grant money will be utilized to help small businesses (25 employees or less) that have been negatively impacted and can show financial hardship from COVID. Main street businesses that have, for example, strained working capital or hiring challenges will be targeted. The goal is to effectively award grants in 2022 to 25-40 companies with a maximum award of \$50,000 per business.

This was recommended for approval by the Committee.

**T. Bender made a motion to approve Agreement #1 for Grant Consulting Services with H. Sicherman & Company, Inc. as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

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

**The item was approved as presented.**

**T. Bender made a motion to approve Agreement #2 for Grant Consulting Services with H. Sicherman & Company, Inc. as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.5 County Mowing Contract-** The GGLDC Received a proposal for mowing of the stormwater ponds and vacant land at MedTech Centre and Ag Park for 2022. The proposal amount is from the same vendor as last year and the price has decreased due to the GGLDC not requiring any mowing at Gateway II.

Fund commitment: \$10,350 from strategic investment funds for MedTech Park and Ag Park.

This was recommended for approval by the Committee.

**P. Zelif made a motion to accept the 2022 County Mowing Contract not to exceed \$10,350, the motion was seconded by S. Noble-. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.6 Ag Park Change Order-** After bidding and award, Victor Excavating conducted a field review and survey layout in the field. They took spot elevation shots at various locations throughout the project to verify elevations. The elevations that they took did not match the design plans or the as-builts that were on record. If the original design was kept as is, this would have resulted in ponding in the roadside swale and an ineffective design.

To avoid ponding and drainage issues for the project, Victor Excavating conducted a more thorough survey to confirm elevations. Based on this information, CPL revised their full design (at no additional cost) to provide positive drainage and minimize impact on the surrounding properties. This resulted in properly grading the ditch line to the proposed elevations and design plans from 2013 to establish the proper grades. Ultimately, this resulted in more earthwork needed from the contractor and as a result, the change order that is being presented. The contractor honored his unit prices for earthwork, and we feel it is a fair value for the work being conducted.

Fund commitment: \$27,385 from strategic investment funds.

This was recommended for approval by the Committee on the condition that staff asks Clark Patterson Lee, the County and the Town to share in the additional cost. Clark Patterson agreed to pay for 50% of this change order and will be solely responsible for any subsequent change orders. M. Masse did not contact the County or the Town related to this issue.

**P. Zelif made a motion to approve the Ag Park Change Order in the amount of \$27,385, of which Clark Patterson Lee will be responsible for 50%; the motion was seconded by T. Bender. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.7 Rest & Revive Loan Settlement-** The Rest & Revive Float Center, LLC was approved for a \$100,000 loan from RLF #2 to support their project in 2018. They made approximately \$10,300 in principal payments before the Covid pandemic. During the pandemic their business took a serious decline. They had applied for, and were approved, for two three-month waivers of payments due to the pandemic. They have not made any payments since April of 2021 and are currently in default of their loan terms. They have received a purchase offer for their facility and are asking for a settlement on their loan in the amount of \$71,680.00, which would include writing off approximately \$23,400 against the allowance for bad debts as their total outstanding principal and interest balance at December 31, 2021 is \$93,761.28, plus an additional \$1,311.31 in late fees.

Fund Commitment: None.

The Committee took no action at the Audit and Finance Committee meeting on November 30.

**T. Felton made a motion to approve the Rest & Revive Loan Settlement as presented due and payable by year-end; the motion was seconded by G. Torrey. Roll call resulted as follows:**

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

**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 5:36 p.m., which was seconded by T. Felton and passed unanimously.