



**Thursday, August 3, 2017**  
**Upstate MedTech Centre – Innovation Zone**  
**3:00 PM**

**GGLDC MINUTES**

**Attendance**

Board Members: T. Felton, H. Upson, C. Yunker, G. Torrey, P. Battaglia, S. Noble-Moag, J. Rizzo, M. Wiater

Staff: S. Hyde, M. Masse, L. Farrell, E. Richardson, P. Kennett, C. Suozzi, R. Tabelski

Guests: R. Gaenzle (Harris Beach), J. Krencik (The Daily News)

Absent:

**1.0 Call to Order**

**1.1 Enter Public Session**

T. Felton called the meeting to order at 4:16 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings** – T. Felton reviewed the upcoming meeting dates with the Board.  
**Next Scheduled Board Meeting: Thursday, September 7<sup>th</sup> at 4:00 pm**  
Audit & Finance Committee Meeting: Tuesday, September 5<sup>th</sup> at 8:30 am

**2.2 Agenda Additions/Deletions/Other Business –**

**2.3 Minutes: July 11, 2017**

**P. Battaglia made a motion to approve the July 11, 2017 meeting minutes as presented; the motion was seconded by C. Yunker. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

**3.0 Report of Management**

### 3.1 Genesee Biogas Land Sale Contract

**C. Yunker made a motion to decline moving forward with a Land Sale Contract with Genesee Biogas at this time; the motion was seconded by J. Rizzo. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Abstain
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

### 4.0 Audit & Finance Committee

**4.1 June 2017 Financial Statements** – The June 2017 financial statements were reviewed with the Committee. A brief overview was given; all expenditures are in line with the budget, except as noted. The financial statements are being recommended for approval by the Committee.

**C. Yunker made a motion to approve the June 2017 Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

**4.2 Audit & Finance Committee Charter** – T. Felton shared that the charter is required to be reviewed annually. There are no changes being recommended.

**C. Yunker made a motion to approve the Audit & Finance Committee Charter as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

**4.3 John Jakubowski Workforce Development Consulting Contract** – John Jakubowski has provided a consulting agreement for the period of August 15, 2017 through August 14, 2018 to perform the following:

1. Perform consulting services to assist in the development and implementation of workforce development programs and training initiatives related to the goals of the Company and its affiliates.
2. Consult with the VP of Business Development of the GCEDC and staff relative to the application, development and deployment of its workforce programs.
3. Consult with educational institutions who may serve as partners in the development, implementation and delivery of training programs. Specifically, interface with Genesee

Community College and its BEST Center, other institutions of higher learning, the Genesee Valley Educational Partnership and local secondary schools as appropriate.

4. Provide consulting services as requested by the GCEDC.

The total contract is not to exceed \$29,800 in total between the GGLDC and GCEDC. The GGLDC will use Strategic Investment Funds to cover the any of the contract not covered by grant funds, or in its entirety.

**S. Noble-Moag made a motion to approve John Jakubowski’s Workforce Development Consulting Contract, not to exceed \$29,800 as presented; the motion was seconded by J. Rizzo. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

**4.4 Gateway II Easements – Temporary and Permanent Access** – The GGLDC (Owner) has received an easement request from the Town of Batavia, County of Genesee and Mercy Flight of WNY (Grantees) for temporary access to transport materials necessary for construction of the facility and to construct improvements on the land owned by the GGLDC for permanent access to the facility once construction is complete. The Grantees agree to hold the GGLDC harmless and to provide reasonable compensation for any damage that cannot be restored, repaired or otherwise remedies.

The Committee agreed to approve the Easement subject to no additional costs to the GGLDC, including any costs to relocate the sign.

**P. Battaglia made a motion to approve Gateway II Easements – Temporary and Permanent Access contingent upon no additional costs to the GGLDC as presented; the motion was seconded by M. Wiater. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**The item was approved as presented.**

## **5.0 Governance & Nominating Committee**

**5.1 Authorized to Request Information Regarding Bank Accounts** – T. Felton shared that L. Farrell and P. Kennett are not authorized bank account signers but need authorization to request information regarding the bank accounts. This was recommended by the Governance & Nominating Committee.

**5.2 Authorized Signers of Agreements** – T. Felton shared that the authorized signers of agreements, contracts, etc. are the Chair (per Bylaws) and the Vice Chair (per Bylaws). This was recommended by the Governance & Nominating Committee.

**5.3 Procurement Policies and Procedures** – T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended by the Governance & Nominating Committee.

**5.4 Investment Policy** - T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended by the Governance & Nominating Committee.

**5.5 Disposition of Property Guidelines** - T. Felton shared that this policy is required to be reviewed annually. There are no changes being recommended by the Governance & Nominating Committee.

**5.6 Governance & Nominating Committee Charter** - T. Felton shared that this Charter is required to be reviewed annually. There are no changes being recommended by the Governance & Nominating Committee.

**C. Yunker made a motion to approve items 5.1 – 5.6 as presented; the motion was seconded by H. Upson. Roll call resulted as follows:**

T. Felton - Yes	S. Noble-Moag -Yes
M. Wiater - Yes	P. Battaglia - Yes
H. Upson - Yes	C. Yunker - Yes
J. Rizzo - Yes	G. Torrey - Yes

**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, H. Upson made a motion to adjourn at 4:31 p.m., which was seconded by G. Torrey and passed unanimously.