



## **GGLDC Audit & Finance Committee Meeting**

**Tuesday, December 5, 2023**

**Location – 99 MedTech Drive, Innovation Zone**

**8:30 a.m.**

### **MINUTES**

#### **ATTENDANCE**

Committee Members: J. Tretter, M. Brooks, D. Cunningham

Staff: L. Farrell, M. Masse, J. Krencik, L. Casey, E. Finch, P. Kennett, C. Suozzi

Guests: J. Teresi (Tompkins Insurance)

Absent: P. Battaglia

#### **1. CALL TO ORDER / ENTER PUBLIC SESSION**

D. Cunningham called the meeting to order at 8:31 a.m. in the Innovation Zone.

**Presentation – Tompkins Insurance** – J. Teresi attended the meeting to discuss the Agency's insurance renewal with the Committee. A comparison of last year's insurance premiums against the renewal costs for 2024 was included with the meeting materials. J. Teresi noted that it was a simple process for the Selective package and Worker's Compensation renewal. The total package is about \$72,000 as compared to \$69,000 last year. Pricing for the umbrella coverage is unknown currently. J. Teresi noted that umbrella coverage is an area within the insurance industry that is under pressure. Consequently, prices are increasing. Last year the Agency had \$5M of primary umbrella coverage as well as \$5M of secondary coverage. The Committee did not want to make a recommendation regarding umbrella coverage without quotes. They will wait until umbrella quotes are received to vote on umbrella coverage at the full Board meeting on Thursday, December 7<sup>th</sup> if possible.

**J. Tretter made a motion to recommend to the full Board moving forward with the 2024 insurance renewal with Selective; the motion was seconded by M. Brooks. Roll call resulted as follows:**

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

J. Teresi left at 8:50 a.m.

#### **2. CHAIRMAN'S REPORT & ACTIVITIES**

**2a. Agenda Additions / Other Business** – Nothing at this time.

**2b. Minutes: October 24, 2023**

**M. Brooks made a motion to recommend approval of the October 24, 2023 minutes; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:**

**3a. Insurance Renewal** – This agenda item was discussed and voted on immediately following the presentation from J. Teresi.

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

- Line 8, Restricted Cash Grant Funds decreased by \$83K. We received the final draw for the OCR Cares Grant in September. Funds were disbursed to recipients and professional services expenses were paid to Sicherman's office in October.
- The GGLDC transferred \$135,000 to the STAMP Sewer Works, Inc. from the payments received under the Host Community Investment Agreements from projects at the STAMP site. The funds were transferred to cover potential legal expenses related to the easements for the force main, which is a qualified use of those funds. This is also reflected on the P&L as grant expense.
- Strategic Investment Funds Reserved Cash decreased. The quarterly payment for the MedTech Centre Property Management Fee and Economic Development Support Grant was paid to the EDC. 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.
- 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 October 2023 Financial Statements as presented; the motion was seconded by M. Brooks. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3c. 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. Sicherman & Company, Inc. The board approved a contract with H. Sicherman & 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.

**M. Brooks made a motion to recommend to the full Board the approval of 2024 Grant Consulting Services with H. Sichertman & Company, Inc as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3d. 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 items protect the Agency in the event that the property is not sufficiently maintained.

**Fund Commitment:** None.

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

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

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

**The item was approved as presented.**

**3e. 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.

**M. Brooks made a motion to recommend to the full Board the approval of 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 J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3f. 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.

**J. Tretter made a motion to recommend to the full Board the approval of the Access & Use Agreement for the MedTech Park Housing Project with the addition of the above-mentioned language; the motion was seconded by M. Brooks. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3g. 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

**J. Tretter made a motion to recommend to the full Board the approval of 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 M. Brooks. Roll call resulted as follows:**

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

**The item was approved as presented.**

#### **4. ADJOURNMENT**

As there was no further business, M. Brooks made a motion to adjourn at 9:19 a.m., seconded by J. Tretter and passed unanimously.