



Meeting Agenda – Audit and Finance Committee

Genesee Gateway Local Development Corp
 Tuesday, March 4th, 2025 – 8:30 a.m.
 Location: 99 MedTech Drive, Innovation Zone

Page #	Topic	Discussion Leader	Desired Outcome
	1a. Executive Session Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons: 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation	M. Brooks	
	1b. Enter Public Session		
	2. Chairman's Report & Activities	M. Brooks	
2-4	2a. Agenda Additions / Other Business 2b. Minutes: February 4, 2025		Vote
	3. Discussions / Official Recommendations to the Board:		
5	3a. Allowance for Doubtful Accounts	L. Farrell	Disc / Vote
6-7	3b. Investment Report	L. Farrell	Disc / Vote
8-21	3c. Procurement Report	L. Farrell	Disc / Vote
22-23	3d. Annual Maintenance Contract with Triton Mechanical	P. Kennett	Disc / Vote
24-27	3e. Lease Agreement – DNP Health & Wellness	C. Suozzi	Disc / Vote
	5. Adjournment	M. Brooks	Vote

GGLDC Audit & Finance Committee Meeting
Tuesday, February 4, 2025
Location – 99 MedTech Drive, Innovation Zone
8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: M. Brooks, D. Cunningham, J. Tretter
P. Battaglia (Video Conference. Not officially in attendance, as attendance location was not disclosed in public notice)

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

Guests: M. Gray (GCEDC Board Member), P. Zeliff (GCEDC/GGLDC Board Member), K. Manne (GCEDC Board Member)

Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

M. Brooks called the meeting to order at 9:32 a.m. in the Innovation Zone.

2. CHAIRMAN'S REPORT & ACTIVITES

2a. Agenda Additions / Other Business – D. Cunningham made a motion to add HP Hood – Letter of Credit Authorization as agenda item 3e; the motion was seconded by J. Tretter. Roll call resulted as follows:

J. Tretter - Yes
P. Battaglia - N/A (Attendance location not disclosed in public notice)
M. Brooks - Yes
D. Cunningham – Yes

The item was added to the agenda.

2b. Minutes: January 14, 2025

J. Tretter made a motion to approve the minutes from January 14, 2025; the motion was seconded by D. Cunningham. Roll call resulted as follows:

J. Tretter - Yes
P. Battaglia - N/A (Attendance location not disclosed in public notice)
M. Brooks - Yes
D. Cunningham – Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:

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3a. December 2024 Unaudited Financial Statements – L. Farrell reviewed with the Committee the significant items of the December 2024 unaudited long form financial statements.

- On the balance sheet, there are not a lot of significant changes from November balances to December balances.
- Accounts payable decreased due to the quarterly payments that were paid to the GCEDC for the MedTech Centre Property Management Fee and Economic Development Support Grant.
- Line 62, Rent Income Received in Advance increased related to MedTech Centre.
- In the Operating Fund, we budgeted \$6,800 in bank interest but collected significantly more than that.
- We collected grant funds from five solar projects this year. The grants (\$25K/solar project) are intended to support workforce development initiatives and/or general economic development program support.
- There are a few line items that are over budget but are known to be over budget including umbrella and D&O insurance.
- Anticipated adjustments to the financial statements include changes in accounts payable and GASB 87 related to lease adjustments.

J. Tretter made a motion to recommend to the full Board the approval of the December 2024 Unaudited Financial Statements as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:

- J. Tretter - Yes
- P. Battaglia - N/A (Attendance location not disclosed in public notice)
- M. Brooks - Yes
- D. Cunningham - Yes

The item was approved as presented.

S. Ott, C. Farszmill, and C. Sieber from Lawley Insurance attended the GCEDC Audit & Finance Committee meeting to discuss the D&O Insurance renewal and Cyber Insurance renewal. The same discussion that took place during the GCEDC Audit and Finance Committee meeting applies to the GGLDC.

3b. D&O Insurance Renewal – This agenda item was tabled for more discussion at the Board meeting on Thursday, 2/6/25.

3c. Cyber Insurance Renewal – This agenda item was tabled for more discussion at the Board meeting on Thursday, 2/6/25.

3d. Strategic Investment Update – L. Farrell reviewed the Strategic Investments Analysis with the Committee. She noted the following:

- There is \$2,800 of interest income that needs to be added to the strategic investments analysis for the analysis to tie to the cash balance at the end of 2024 included on the financial statements.
- There are a few placeholders or reserves that were pushed out to 2025.
 - o The start-up costs of \$100,000 for the Water Works Corp and Sewer Works Corp were previously approved by the Board. Only \$50,000 has been paid to date. \$25,000 was paid to the STAMP Water Works, Inc. and \$25,000 was paid to the STAMP Sewer Works, Inc. An additional \$50,000 has been pushed out to 2025 as a placeholder.

2b

3

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- BETP Gravel Driveway was moved out to 2025. It was also included in the budget for 2025.
- There were no new expense placeholders added.
- Opportunities on the last page of the analysis include:
 - The CH4 Biogas land sale in Genesee Valley Agri-Business Park (20 Acres).
 - The J&R Fancher land sale in Buffalo East Tech Park (15 Acres).
- At the end of 2028, there is a projected cash balance of about \$2 million.
- The Plug Power Community Investment Agreement is tracked separately. Those funds are dedicated to STAMP activity.

3e. HP Hood – Letter of Credit – M. Masse stated that HP Hood has a loan with the GGLDC. As collateral against this loan, HP Hood pledged a letter of credit. Each year when they make their annual payment HP Hood requests that the letter of credit reflects the outstanding loan amount. Staff seeks authorization to sign the letter of credit used as collateral on HP Hood's outstanding loan after it is reduced to reflect the 2025 annual loan payment.

J. Tretter made a motion to recommend to the full Board the authorization to sign the letter of credit equal to HP Hood's loan amount with the GGLDC; the motion was seconded by D. Cunningham. Roll call resulted as follows:

J. Tretter - Yes
P. Battaglia - N/A (Attendance location not disclosed in public notice)
M. Brooks - Yes
D. Cunningham – Yes

The item was approved as presented.

4. ADJOURNMENT

As there was no further business, D. Cunningham made a motion to adjourn at 9:40 a.m., seconded by J. Tretter and passed unanimously.

GENESEE GATEWAY LOCAL DEVELOPMENT CORPORATION
ANALYSIS OF ALLOWANCE FOR DOUBTFUL ACCOUNTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Updated by LC 2.20.25

Account	Name	12/31/2014	12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024	Management's Collectability Percentage	Potential Amount Uncollectible	Potential Grant/ Forgiveness	Notes
1700-02	Yancey's Fancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					n/a	-		
1700-00.2C	First Wave	412,005.00	371,781.41	325,641.14	267,840.48	192,415.67	98,479.66	37,966.55	-	-	-	-	n/a	-		
1701-00	Wellsville	-	-	-	-	-	-	-					n/a	-		
1701-00.2A	Yancey's Fancy	7,861.53	-	-	-	-	-	-					n/a	-		
1703-00	PW Minor	-	-	367,000.00	307,852.29	-	-	-					n/a	-		
1703-00.1	PW Minor - Deferred Loan	-	-	367,000.00	367,000.00	-	-	-					n/a	-		
1703-03	GAB LLC	-	-	-	-	-	-	-					n/a	-		
1704-00	Oatka	15,257.37	-	-	-	-	-	-					n/a	-		
1705-00	GCEDC	212,813.52	55,790.45	-	-	-	-	-					n/a	-		
1705-00.1	GCEDC	125,000.00	125,000.00	-	-	-	-	-					n/a	-		
1706-22	Yancey's Fancy	113,702.30	93,046.89	71,763.22	49,832.18	27,234.11	-	-					n/a	-		
1707-00	Alpina	163,800.00	120,900.00	70,200.00	27,300.00	-	-	-					n/a	-		
1708-22	Yancey's Fancy	176,133.90	149,339.56	121,730.27	93,281.20	63,966.81	-	-					n/a	-		
1709-24	13 Jackson Square	100,000.00	95,123.47	75,022.84	64,436.47	43,249.63	32,672.84	-					n/a	-		
1710-22	PW Minor	-	123,066.41	99,482.81	75,181.89	-	-	-					n/a	-		
1711-22	Liberti, Valvo & Associates	-	-	-	47,344.74	40,816.70	34,063.22	28,845.51	19,848.55	12,370.96	3,978.53		100.00%	-		
1712-24	Batavia Brewing Company	-	-	-	150,000.00	147,618.31	133,041.65	121,779.74	106,310.74	90,307.52	73,751.63	56,623.98	100.00%	-		
1713-22	R&R Float Center	-	-	-	-	100,000.00	91,790.94	89,681.38	89,602.13	-	-	-	n/a	-		
1714-22	Yancey's Fancy	-	-	-	-	-	270,418.88	208,563.24	144,826.22	79,150.58	11,477.34	-	n/a	-		
1715-00	HP Hood	-	-	-	-	-	500,000.00	400,000.00	300,000.00	200,000.00	100,000.00	-	n/a	-		
1715-22	Liberti, Valvo & Associates	-	-	-	-	-	-	98,585.37	87,728.20	78,719.68	69,907.76	61,491.62	100.00%	-		
1716-00	Freightliner	-	-	-	-	-	203,045.90	159,489.23	115,053.39	73,533.09	23,472.93	-	n/a	-		
1716-00.1	Freightliner - Deferred Loan	-	-	-	-	-	3,301.40	224,500.00	224,500.00	224,500.00	224,500.00	-	n/a	-		Deferred Loan Forgiveness: Board approved 9/5/24
1717-24	Kego / Keister	-	-	-	-	-	-	5,462.55	-	-	-	-	n/a	-		
1700-22	Fraser Branche	-	-	-	-	-	-	-	142,586.15	130,540.95	119,932.61	106,034.59	100.00%	-		
1701-22	LNK Holdings	-	-	-	-	-	-	-	-	121,469.57	111,604.18	101,536.62	100.00%	-		
1717-00	HP Hood - OCR Loan	-	-	-	-	-	-	-	-	367,000.00	293,600.00	220,200.00	100.00%	-		
1718-00	UNC - OCR Loan	-	-	-	-	-	-	-	-	367,000.00	293,600.00	220,200.00	100.00%	-		
1718-24	J&R Fancher	-	-	-	-	-	-	-	-	-	193,375.49	179,531.84	100.00%	-		
Genesee County Chamber Loans																
1706-00A	Philly's Barber Shop	-	-	-	-	-	6,660.76	2,904.62	-	-	-	-	n/a	-		
1706-00B	Northwood's Alpacas	-	-	-	-	-	5,822.26	3,973.92	-	-	-	-	n/a	-		
1706-00C	Frank the Brush	-	-	-	-	-	5,396.29	1,470.54	-	-	-	-	n/a	-		
1706-00D	7-S Cycle Supply	-	-	-	-	-	527.68	-	-	-	-	-	n/a	-		
1706-00E	Barone Welding	-	-	-	-	-	3,664.55	-	-	-	-	-	n/a	-		
1706-00H	Caccamise Auto Transport	-	-	-	-	-	10,296.66	10,296.66	7,801.21	6,222.58	-	-	n/a	-		
1706-00I	Kanaley Painting	-	-	-	-	-	9,260.04	9,260.04	9,260.04	9,260.04	9,260.04	9,260.04	0.00%	9,260.04		
Remove intercompany loans with the GCEDC																
		(337,813.52)	(180,790.45)	-	-	-	-	-	-	-	-	-	n/a	-		
		\$ 988,760.10	\$ 953,257.74	\$ 1,497,840.28	\$ 1,450,069.25	\$ 615,301.23	\$ 1,408,442.73	\$ 1,402,779.35	\$ 1,247,516.63	\$ 1,760,074.97	\$ 1,528,460.51	\$ 954,878.69				
														\$ 9,260.04	\$ -	
1810-00	Reserve for Bad Debts	\$ (49,438.00)	\$ (49,438.00)	\$ (149,438.00)	\$ (149,438.00)	\$ (149,438.00)	\$ (202,124.76)	\$ (202,124.76)	\$ (201,228.89)	\$ (176,545.49)	\$ (170,238.42)	\$ (170,238.42)				
Percentage of accounts receivable		5.00%	5.19%	9.98%	10.31%	24.29%	14.35%	14.41%	16.13%	10.03%	11.14%	17.83%				

Notes: Loans Receivable are recorded in the Operating Fund, Economic Development Loan Fund and Batavia Micropolitan Area Loan Fund. Reserve for Bad Debts is recorded in the Operating Fund.

<u>2019 Adjustments to Allowance:</u>	<u>2022 Adjustment to Allowance - Rest & Revive:</u>	<u>2023 Adjustment to Allowance - Caccamise:</u>
Chamber Loan Acquisition	Amount Received	Write-off Chamber Loan
Write-off of 4 Chamber Loans	\$ 71,680.00	\$ (6,307.07)
Net Change	Applied to Interest Rec.	
	\$ (4,643.39)	
	Applied to Late Fees Rec.	
	\$ (2,117.88)	
	Applied to O/S Principal	
	\$ 64,918.73	
<u>2019 Adjustment to Allowance:</u>	Total O/S Principal	
Caccamise principal reduction	Write-off	
	\$ 89,602.13	
	(24,683.40)	

Genesee Gateway Local Development Corporation (GGLDC)

Annual Investment Report

For the year ended December 31, 2024

Purpose of the Report:

Under Section 2925(6) of the Public Authorities Law, the GGLDC and its affiliates are required to prepare and approve an Annual Investment Report. The schedule below was approved by the Board on **XXXXX**

Bank	Type	Account Description	12/31/24 G/L Balance	12/31/24 Bank Balance	Interest Rate
Tompkins Community Bank	Checking	GGLDC Primary Checking	\$34,440.94	\$35,542.07	1.20%
Tompkins Community Bank	Money Market	GGLDC - Ag Park	\$610.80	\$610.80	0.02%
Tompkins Community Bank	Savings	GGLDC Primary Savings	\$1,043,435.66	\$1,043,435.66	2.70%
Tompkins Community Bank	Certificate on Deposit (CD)	GGLDC - 3 Month CD	\$3,022,767.46	\$3,022,767.46	4.495%
Five Star Bank	Checking	GGLDC Debt Serv. - USDA Auto With.	\$179,820.86	\$179,820.86	2.05%
Five Star Bank	Checking	GGLDC Reserve - Debt Sinking Fund	\$194,602.53	\$194,602.53	2.05%
Five Star Bank	Checking	GGLDC FWT Reserve	\$1,042.26	\$1,042.26	2.05%

As of December 31, 2024, cash balances were fully collateralized. The funds currently on deposit with Tompkins Community Bank and Five Star Bank are secured by investments held with The Bank of New York Mellon and M&T Bank, respectively. The GGLDC generated \$139,980 of interest income for the period January 1, 2024 through December 31, 2024.

*No fees or commissions were paid.

Genesee Agri-Business, LLC (GABLLC)

Annual Investment Report
For the year ended December 31, 2024

Purpose of the Report:

Under Section 2925(6) of the Public Authorities Law, the GABLLC and its affiliates are required to prepare and approve an Annual Investment Report. The schedule below was approved by the Board on **XXXX**

Bank	Type	Account Description	12/31/24 G/L Balance	12/31/24 Bank Balance	Interest Rate
Tompkins Community Bank	Checking	GABLLC - Checking	\$0.00	\$0.00	0.00%
Tompkins Community Bank	Checking	GABLLC - Checking ICS	\$8,603.89	\$8,603.89	2.25%
Tompkins Community Bank	Savings	GABLLC - Savings	\$0.09	\$0.09	0.02%
Tompkins Community Bank	Savings	GABLLC - Savings ICS	\$2,874,532.56	\$2,874,532.56	2.25%

The GABLLC does not qualify for FDIC insurance. As of December 31, 2024, savings and checking account cash balances were secured by IntraFi Network Deposits (Deposit Placement Agreement). The GABLLC generated \$79,746 of interest income for the period January 1, 2024 through December 31, 2024.

*No fees or commissions were paid.

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.gcedc.com/ggldcreports
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

3c

8

Procurement Report for Genesee Gateway Local Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DEPEW
Award Date		State	NY
End Date		Postal Code	14043
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$792.89	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Supplies - 2024

2. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DEPEW
Award Date	10/26/2023	State	NY
End Date	12/31/2024	Postal Code	14043
Fair Market Value	\$16,086.72	Plus 4	
Amount	\$16,086.72	Province/Region	
Amount Expended For Fiscal Year	\$16,086.72	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cleaning Services -2024

3c

9

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

3. Vendor Name	CCS of Western New York	Address Line1	116 Main Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DEPEW
Award Date	10/31/2024	State	NY
End Date		Postal Code	14043
Fair Market Value	\$1,794.64	Plus 4	
Amount	\$1,794.64	Province/Region	
Amount Expended For Fiscal Year	\$1,794.64	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Floor Waxing Common Areas and Grout Cleaning in Bathrooms at MedTech Centre

4. Vendor Name	GLOW Works, Inc.	Address Line1	587 East Main Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Sponsorship for GLOW With Your Hands Manufacturing and Healthcare

3c

10

Procurement Report for Genesee Gateway Local Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

5. Vendor Name	Genesee County BEA	Address Line1	8276 Park Road
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$2,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	BEA Premier Workforce Membership

6. Vendor Name	Genesee County BEA	Address Line1	8276 Park Road
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Pass Through Grant from ESL Federal Credit Union to the BEA

3c

11

Procurement Report for Genesee Gateway Local Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

7. Vendor Name	Genesee County Economic Development Center	Address Line1	99 MedTech Drive
Type of Procurement	Other	Address Line2	Suite 106
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,227.73	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Reimbursement to GCEDC for Miscellaneous VISA Expenses

8. Vendor Name	Genesee County Economic Development Center	Address Line1	99 MedTech Drive
Type of Procurement	Other	Address Line2	Suite 106
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	10/26/2023	State	NY
End Date	12/31/2024	Postal Code	14020
Fair Market Value	\$300,000.00	Plus 4	
Amount	\$300,000.00	Province/Region	
Amount Expended For Fiscal Year	\$300,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Economic Development Program Support Grant

3c

12

Procurement Report for Genesee Gateway Local Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

9. Vendor Name	Genesee County Economic Development Center	Address Line1	99 MedTech Drive
Type of Procurement	Other Professional Services	Address Line2	Suite 106
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	10/26/2023	State	NY
End Date	12/31/2024	Postal Code	14020
Fair Market Value	\$88,168.00	Plus 4	
Amount	\$88,168.00	Province/Region	
Amount Expended For Fiscal Year	\$88,168.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	MedTech Centre Property Management

10. Vendor Name	Genesee County Facilities Management	Address Line1	153 Cedar Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$455.21	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Reimbursement for Supplies

3c

13

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

11. Vendor Name	Genesee County Facilities Management	Address Line1	153 Cedar Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	3/7/2024	State	NY
End Date		Postal Code	14020
Fair Market Value	\$845.57	Plus 4	
Amount	\$845.57	Province/Region	
Amount Expended For Fiscal Year	\$845.57	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Building Maintenance and Repairs

12. Vendor Name	Genesee County Highway Department	Address Line1	153 Cedar Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	3/7/2024	State	NY
End Date	12/31/2024	Postal Code	14020
Fair Market Value	\$12,100.00	Plus 4	
Amount	\$12,100.00	Province/Region	
Amount Expended For Fiscal Year	\$12,100.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Mowing at the Ag Park - 2024

3c

14

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

13. Vendor Name	Genesee County Highway Department	Address Line1	153 Cedar Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	10/3/2024	State	NY
End Date	11/14/2025	Postal Code	14020
Fair Market Value	\$2,110.63	Plus 4	
Amount	\$2,110.63	Province/Region	
Amount Expended For Fiscal Year	\$2,110.63	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Snow & Ice Removal

14. Vendor Name	Gilligan Electric	Address Line1	7992 Oatka Trail
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	LE ROY
Award Date		State	NY
End Date		Postal Code	14482
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$8,054.82	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Electrical Repairs / Maintenance

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15

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

15. Vendor Name	Gilligan Electric	Address Line1	7992 Oatka Trail
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	LE ROY
Award Date	12/7/2023	State	NY
End Date		Postal Code	14482
Fair Market Value		Plus 4	
Amount	\$79,598.00	Province/Region	
Amount Expended For Fiscal Year	\$79,598.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	LED Light Installation

16. Vendor Name	Great Lakes Building Systems, Inc.	Address Line1	116 Gruner Road
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BUFFALO
Award Date		State	NY
End Date		Postal Code	14227
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$175.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	MTC - Service calls/ repairs

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16

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

17. Vendor Name	Great Lakes Building Systems, Inc.	Address Line1	116 Gruner Road
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BUFFALO
Award Date	3/28/2024	State	NY
End Date	4/30/2025	Postal Code	14227
Fair Market Value	\$5,925.00	Plus 4	
Amount	\$5,925.00	Province/Region	
Amount Expended For Fiscal Year	\$5,925.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	MTC - Service Agreement

18. Vendor Name	Mostert, Manzanero & Scott, LLP	Address Line1	4 Associate Drive
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ONEONTA
Award Date	10/26/2023	State	NY
End Date	12/31/2024	Postal Code	13820
Fair Market Value		Plus 4	
Amount	\$10,300.00	Province/Region	
Amount Expended For Fiscal Year	\$10,300.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit of GGLDC 2023 Financial Statements

3c

17

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

19. Vendor Name	National Grid	Address Line1	5100 E Main Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BATAVIA
Award Date		State	NY
End Date		Postal Code	14020
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$11,362.12	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Electric Services

20. Vendor Name	Selective Insurance	Address Line1	P.O. Box 371468
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	PITTSBURGH
Award Date	12/7/2023	State	PA
End Date	12/31/2024	Postal Code	15250
Fair Market Value	\$28,302.10	Plus 4	
Amount	\$28,302.10	Province/Region	
Amount Expended For Fiscal Year	\$28,302.10	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	General Liability Insurance (1/1/24 - 1/1/25)

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18

Procurement Report for Genesee Gateway Local Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
 Status: UNSUBMITTED
 Certified Date : N/A

21. Vendor Name	Tompkins Insurance Agencies, Inc.	Address Line1	90 Main Street
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BATAVIA
Award Date	12/7/2023	State	NY
End Date	1/1/2025	Postal Code	14020
Fair Market Value	\$16,359.50	Plus 4	
Amount	\$16,359.50	Province/Region	
Amount Expended For Fiscal Year	\$16,359.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Umbrella Insurance (1/1/24 - 1/1/25)

22. Vendor Name	Town of Pembroke	Address Line1	1145 Main Road
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	CORFU
Award Date	10/31/2019	State	NY
End Date	10/31/2028	Postal Code	14036
Fair Market Value	\$485,753.42	Plus 4	
Amount	\$485,753.42	Province/Region	
Amount Expended For Fiscal Year	\$485,753.42	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Payment per Sewer Supply Agreement

3c

19

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

23. Vendor Name	Travelers	Address Line1	P.O. Box 660317
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	DALLAS
Award Date	2/1/2024	State	TX
End Date	2/23/2025	Postal Code	75266
Fair Market Value		Plus 4	
Amount	\$17,393.00	Province/Region	
Amount Expended For Fiscal Year	\$17,393.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Cyber and D&O Insurance (2/23/24 - 2/23/25)

24. Vendor Name	Triton Mechanical	Address Line1	35 Bermar Park
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	3/7/2024	State	NY
End Date	12/31/2024	Postal Code	14624
Fair Market Value	\$18,744.69	Plus 4	
Amount	\$18,744.69	Province/Region	
Amount Expended For Fiscal Year	\$18,744.69	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2024 HVAC Scheduled Maintenance & Service Calls/Repairs

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20

Procurement Report for Genesee Gateway Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/28/2025
Status: UNSUBMITTED
Certified Date : N/A

25. Vendor Name	Triton Mechanical	Address Line1	35 Bermar Park
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	6/29/2023	State	NY
End Date	12/31/2023	Postal Code	14624
Fair Market Value	\$1,036.75	Plus 4	
Amount	\$1,036.75	Province/Region	
Amount Expended For Fiscal Year	\$1,036.75	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2023 HVAC Service Calls/Repairs

Additional Comments

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21

GGLDC Summary Report

Penny Kennett

Audit & Finance Committee Meeting – March 4, 2025

Board Meeting – March 6, 2025

Triton Mechanical HVAC Agreement Renewal

Discussion: The GGLDC has received a proposal from Triton Mechanical for the renewal of the bi-annual maintenance agreement for the HVAC system. The contract will be in effect from April 1, 2025, through March 31, 2026, at a cost of \$5,150. For reference, the previous year's cost was \$4,950 (4% increase). The GGLDC has budgeted \$5,500 for these services in the current fiscal year. Additionally, service calls and repairs may be required throughout the year, which are anticipated to incur additional costs. These additional expenses have been budgeted at \$20,000.

Fund commitment: 1) Maintenance contract with Triton for the HVAC system in the amount of \$5,150. As well as 2) Service calls and maintenance work that is not to exceed an additional \$20,000.

Board Action Request: 1) Maintenance contract with Triton for the HVAC system in the amount of \$5,150. As well as 2) Service calls and maintenance work that is not to exceed an additional \$20,000



February 17, 2025

MedTech/Dr. Bruce Holm Upstate
99 Medtech Centre
Batavia, NY 14020

Re: Agreement Renewal

Dear Mark-

Thank you for allowing us to support your HVAC and refrigeration needs over the past year. We truly appreciate the business and hope you've found value in the services we provide.

We are reaching out to let you know that your maintenance agreement will renew on April 1, 2025. To avoid a lapse in coverage and avoid missing your next scheduled visit your program automatically renewed and requires no action.

The agreement will be renewed at an annual price of \$5150.00 and will be invoiced at the same frequency outlined in your agreement. You will continue receiving our discount labor rate for service and materials and continue to receive priority service for any urgent needs.

If you have any questions regarding your agreement or wish to make a change to the scope or schedule, please let us know. Otherwise, we will be in touch to schedule your next maintenance service.

Professionally,

Bill Wells

Bill Wells
Sr. Commercial Contracts Coordinator

bwells@tritonmech.com
Office: 585-209-1600 x113



Pyramid Brokerage Company
 370 Woodcliff Drive, Suite 210
 Fairport, NY 14450
 Tel +1 585 248 9426
 Fax +1 585 248 3981
 pyramidbrokerage.com

January 25, 2025

Genesee Gateway Local Development Corporation
 99 MedTech Drive
 Batavia, NY

Re: 700 SF Office Lease at 99 MedTech Drive Batavia, NY

Chris:

Please review the following Letter of Intent for the Lease of the above referenced space.

- Landlord:** Genesee Gateway Local Development Corporation (hereinafter "Landlord").
- Tenant:** Denise Goodberlet dba DNP Health & Wellness (hereinafter "Tenant").
- Premises:** Approximately 700 ± SF Office Space
- Use:** Health & Wellness Office for Nurse Practitioner Denise Goodberlet
- Initial Term:** 1 Year
- Renewal Terms:** Tenant shall have Two (2) Two-year renewal option terms at 10% increases per renewal option.
- Personal Guarantee:** Denise Goodberlet guarantees the lease for the initial lease term.
- Commencement Date:** Rent commencement July 1, 2025.
- Rent:** \$12 Per Square Foot Modified Gross. Property maintenance and building insurance included.
- Security Deposit:** Equal to one (1) month rent.

Independently Owned and Operated / A Member of the Cushman & Wakefield Alliance

No warranty or representation, expressed or implied, is made as to the accuracy of the information contained herein, and same is submitted subject to errors, omissions, change of price, rental or other conditions, withdrawal without notice, and to any special listing conditions, imposed by our principals.

ALBANY BINGHAMTON BUFFALO CORNING HUDSON VALLEY ITHACA ROCHESTER SYRACUSE UTICA
 WATERTOWN

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24



Utilities: Tenant shall be responsible for Gas & Electric associated with the office.

Parking: Tenant shall have non-exclusive access to parking spots.

Landlord Delivery of Premises:

As Is. Tenant to paint and patch space as needed. Tenant to place window shades or removeable black out window film on windows.

Signage: Subject to Landlord's written approval, which shall not be unreasonably withheld Tenant, at Tenant's expense, shall be permitted to install building signage subject to compliance with all applicable laws and town code.

Lease Type: Landlord Lease

Brokerage: Landlord acknowledges that Pyramid Brokerage of Rochester is the sole Broker involved in this transaction representing the tenant. Landlord will pay Pyramid Brokerage Company of Rochester a brokerage commission, subject to a separate agreement.

This Letter of Intent is intended only to outline the basic terms and conditions of a proposed transaction and is non-binding on either party hereto.

Jonathan Maurer
Real Estate Salesperson

AGREED AND ACCEPTED:


LANDLORD:

TENANT:

By: _____

By: Denise Goodberlet
Denise Goodberlet (Feb 1, 2025 08:30 EST)

Mark Masse

Denise Goodberlet 
DG

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No warranty or representation, expressed or implied, is made as to the accuracy of the information contained herein, and same is submitted subject to errors, omissions, change of price, rental or other conditions, withdrawal without notice, and to any special listing conditions, imposed by our principals.

ALBANY BINGHAMTON BUFFALO CORNING HUDSON VALLEY ITHACA ROCHESTER SYRACUSE UTICA
WATERTOWN



CUSHMAN &
WAKEFIELD



Pyramid Brokerage
Company

Date: _____

Date: _____

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ALBANY BINGHAMTON BUFFALO CORNING HUDSON VALLEY ITHACA ROCHESTER SYRACUSE UTICA
WATERTOWN







LOI Denise Goodberlet NP

Final Audit Report

2025-02-01

Created:	2025-01-31
By:	Jon Maurer (jmaurer@pyramidbrokerage.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAinb1jbx-1vrE-_I4jxaYJtOzW-2DWXuf

"LOI Denise Goodberlet NP" History

-  Document created by Jon Maurer (jmaurer@pyramidbrokerage.com)
2025-01-31 - 2:27:52 PM GMT- IP address: 8.47.103.151
-  Document emailed to djg216@rochester.rr.com for signature
2025-01-31 - 2:27:57 PM GMT
-  Email viewed by djg216@rochester.rr.com
2025-02-01 - 1:28:53 PM GMT- IP address: 146.75.236.0
-  Signer djg216@rochester.rr.com entered name at signing as Denise Goodberlet
2025-02-01 - 1:30:57 PM GMT- IP address: 98.10.172.108
-  Document e-signed by Denise Goodberlet (djg216@rochester.rr.com)
Signature Date: 2025-02-01 - 1:30:59 PM GMT - Time Source: server- IP address: 98.10.172.108
-  Agreement completed.
2025-02-01 - 1:30:59 PM GMT