



**Genesee Gateway Local Development Corp.  
Meeting Agenda**

Thursday, March 6, 2025

Location: 99 MedTech Drive, Innovation Zone

<b>PAGE#</b>	<b>1.0</b>	<b>Call to Order</b>	<b>4:40pm</b>
	<b>2.0</b>	<b>Chairman's Report and Activities</b>	<b>4:40pm</b>
	2.1	Upcoming Meetings: <b>Next Scheduled Board Meeting: Thursday, March 27<sup>th</sup> at 4:00 p.m.</b> Audit & Finance Committee Meeting: Thursday, March 27 <sup>th</sup> at 3:00 p.m. Annual Meeting: Friday, April 25 <sup>th</sup> at 11:00 a.m.	
	2.2	Agenda Additions/ Deletions / Other Business <b>**Vote</b>	
<b>2-4</b>	2.3	Minutes: February 6, 2025 <b>**Vote</b>	
	<b>3.0</b>	<b>Report of Management</b>	<b>4:45pm</b>
	3.1	Nothing at this time.	
	<b>4.0</b>	<b>Audit &amp; Finance Committee – M. Brooks</b>	<b>4:45pm</b>
<b>5-6</b>	4.1	Investment Report <b>**Vote</b>	
<b>7-20</b>	4.2	Procurement Report <b>**Vote</b>	
<b>21-22</b>	4.3	Annual Maintenance Contract for HVAC with Triton <b>**Vote</b>	
<b>23-26</b>	4.4	Lease Agreement <b>**Vote</b>	
	4.5	Reduction of Collateral for Letter of Credit on HP Hood Loan <b>**Vote</b>	
	<b>5.0</b>	<b>Governance &amp; Nominating Committee – S. Noble-Moag</b>	<b>4:55pm</b>
<b>27</b>	5.1	Authority Self-Evaluation of Prior Year Performance <b>**Vote</b>	
<b>28-29</b>	5.2	Mission Statement & Measurement Report <b>**Vote</b>	
	<b>6.0</b>	<b>Other Business</b>	<b>5:00pm</b>
	6.1	Nothing at this time.	
	<b>7.0</b>	<b>Adjournment</b>	<b>5:00pm</b>



**GGLDC Board Meeting  
Thursday, February 6, 2025**

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

**GGLDC MINUTES**

**Attendance**

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

**1.0 Call to Order**

D. Cunningham called the meeting to order at 5:20 p.m. in the Innovation Zone.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, March 6<sup>th</sup> at 4:00 p.m.**  
 Audit & Finance Committee Meeting: Tuesday, March 4<sup>th</sup> at 8:30 a.m.

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

**M. Brooks made a motion to add Agenda item 5.1 under Governance as Short Discussion; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**Agenda item 5.1 was added.**

**2.3 Minutes: January 14, 2025**

**S. Noble-Moag made a motion to recommend approval of the minutes from January 14, 2025; the motion was seconded by M. Brooks. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Absent	P. Zelif -	Yes
P. Battaglia -	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 December 2024 Unaudited Financial Statements** – L. Farrell reviewed with the Committee the significant items of the long form financial statements for December 2024.

- Accounts payable decreased by about \$60,000 due to the quarterly payments that were paid to the GCEDC for the MedTech Centre Property Management Fee and Economic Development Support Grant.
- Rent Income Received in Advance increased related to MedTech Centre.
- On the P&L, there is normal monthly activity.
- Anticipated adjustments to the financial statements include changes in accounts payable and GASB 87 related to lease adjustments.

The December Unaudited Financial Statements were recommended for approval by the committee.

**M. Brooks made a motion to approve the December 2024 Unaudited Financial Statements as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

The item was approved as presented.

*The Board voted on agenda items 4.2 and 4.3 collectively. The approval for these items follows agenda item 4.3.*

**4.2 D&O Insurance** – M. Brooks stated that this agenda item was tabled at the Audit and Finance Committee meeting. Based on the additional information provided by Lawley at the beginning of GCEDC Board the meeting, it is advisable to keep the coverage for Third-Party Employment Practices in the policy. The premium this year is very similar to the premium for last year.

In December, Lawley Insurance received notice that Travelers would be non-renewing the D&O and Employment Practices coverage due to loss history and exposure/nature of operations.

Lawley Insurance has provided us with a proposal from Fireman’s Fund Indemnity Corp. The proposal reflects a price of \$29,177.57 which would be split 50/50 between the GCEDC and GGLDC. This is an overall price increase of \$1,023.57 (\$511.78/entity) compared to the current policy. The current policy expires on 2/23/2025.

Lawley sent our information to market, but no other quotes were offered. The marketing results are included in the proposal.

The cost of this policy (2/23/25-2/23/26) would be split between GCEDC and GGLDC (\$14,588.79/entity). The annual D&O insurance expense per entity would be \$14,503.46. Each entity included \$14,300 in their 2025 budget for this expense.

**4.3 Cyber Insurance** – Based on the discussion at the Audit and Finance Committee and the additional information provided by Lawley at the beginning of the GCEDC Board meeting, it is recommended to increase the crime sublimit from \$100,000 to \$250,000. This will add \$111 to the premium that was included in the original proposal.

Travelers is willing to renew the Cyber insurance coverage.

The proposal reflects a total price of \$7,817 which would be split 50/50 between the GCEDC and GGLDC. This is an overall price increase of \$512 (\$256.00/entity) compared to the current policy. The current policy expires on 2/23/2025.

The cost of this policy (2/23/25-2/23/26) would be split between the GCEDC and GGLDC (\$3,908.50/entity). The annual Cyber insurance expense per entity would be \$3,865.83. Each entity included \$5,000 in their 2025 budget for this expense.

**M. Brooks made a motion to approve the D&O Insurance as presented and the Cyber Insurance with an increase in the crime sublimit from \$100K to \$250K; the motion was seconded by C. Yunker. Roll call resulted as follows:**

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

**The item was approved as presented.**

**5.0 Governance & Nominating Committee – S. Noble-Moag**

**5.1 Short Discussion** – There is a vacancy on the STAMP Water Works and STAMP Sewer Works Boards due to the resignation of S. Mountain. S. Noble-Moag stated that the GGLDC Governance and Nominating Committee is looking for potential candidates to fill the position. The Board has been asked to let M. Masse know if they have any recommendations.

**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 5:23 p.m., which was seconded by M. Brooks and passed unanimously.

# 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	<a href="https://www.gcedc.com/ggldcreports">https://www.gcedc.com/ggldcreports</a>
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	

4.2

7

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

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



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

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

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

4.2

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

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

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

4.2

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

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

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

4.7

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

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

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

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

4.2

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

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

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

4.2

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

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

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

4.2

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

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)

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

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

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

4.2

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

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

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

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

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

Additional Comments

4.2

20

# 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](mailto: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

4.4

23



**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:**

By: \_\_\_\_\_

Mark Masse

**TENANT:**

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

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

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25







# 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

**Authority Self-Evaluation of Prior Year Performance**

**Local Public Authority Name:** Genesee Gateway Local Development Corporation (GGLDC)

**2024 Measurements:**

1. Actively maintain and enhance shovel-ready and high-tech commercialization assets owned by GGLDC in Genesee County.
  - a. In 2024, the GGLDC continued to actively market and promote all of its shovel-ready and high-tech commercialization assets, while performing normal maintenance such as mowing, building maintenance and sign care. The GGLDC is also constantly reviewing the industry requirements of companies to ensure that our corporate business parks have the necessary infrastructure to be competitive and meet those potential companies' needs.
2. Support the GCEDC economic development and selling process helping to facilitate capital investment and job creation commitments and tax base enhancement in the community.
  - a. Supported the GCEDC economic development and selling processes, helping to facilitate capital investment and job creation commitments and tax base enhancement in the community. Completed land sales for projects at MedTech Park.
3. Support the GCEDC's efforts in workforce training and development and innovation/entrepreneurship.
  - a. Supported the GCEDC's efforts in workforce training and development and innovation/entrepreneurship by utilizing the revenue received from solar projects to fund workforce training initiatives. Supported investments in training equipment at SUNY Genesee Community College, Genesee Valley BOCES, and Batavia High School.
4. Act as good stewards on behalf of the County and its Stakeholders, promoting collaborative efforts, accountability and communication.
  - a. The GGLDC continues to communicate with all stakeholders in the County. The GGLDC also looks for opportunities to partner with local organizations on potential workforce projects that support our current manufacturing base and projects under construction, while planning for the workforce for future projects at STAMP that do not exist yet.

**Local Public Authority Name:** Genesee Gateway Local Development Corporation (GGLDC)

**Fiscal Year:** January 1, 2025 – December 31, 2025

**Enabling Legislation** (enables Local Public Authority Mission Statement): LDCs are formed and empowered to conduct certain projects pursuant to Not-For-Profit Corporation Law § 1411. Distinguished from IDAs (which exist as public benefit corporations), LDCs are established as charitable corporations that are empowered to construct, acquire, rehabilitate and improve for use by others, industrial or manufacturing plants in the territory in which its operations are principally to be conducted (“Benefited Territory”) and to make loans. LDCs can provide financial assistance for the construction, acquisition, rehabilitation, improvement, and maintenance of facilities for others in its Benefited Territory. Specific LDC powers include the ability to: (i) disseminate information and furnish advice, technical assistance and liaison services to Federal, State and local authorities; (ii) to acquire by purchase, lease, gift, bequest, devise or otherwise, real or personal property; and (iii) to borrow money and to issue negotiable bonds, notes and other obligations. LDCs are empowered to sell, lease, mortgage or otherwise dispose of or encumber facilities or any real or personal property or any interest therein.

**Mission Statement:** GGLDC’s mission is to assist local economic development efforts by making real estate development investments to bolster shovel-ready tech and industrial park development and to provide tax and other related financial assistance to commercially viable projects in Genesee County thereby enabling the continued development of a sustainable long-term economy.

**2025 Measurements:**

1. Actively maintain and enhance shovel-ready and high-tech commercialization assets owned by GGLDC in Genesee County.
2. Support the GCEDC economic development and selling process helping to facilitate capital investment and job creation commitments and tax base enhancement in the community.
3. Support the GCEDC’s efforts in workforce training and development and innovation/entrepreneurship.
4. Act as good stewards on behalf of the County and its stakeholders, promoting collaborative efforts, accountability and communication.
5. Ensure capitalization of the STAMP Water Works Corporation and STAMP Sewer Works Corporation.
6. Implement the strategic planning process with board and staff participation.

**Authority Stakeholder(s):** Genesee County Legislature

**Authority Beneficiaries:** The residents and taxing jurisdictions of Genesee County

**Authority Customers:** The Business Community of Genesee County

**Authority self-evaluation of prior year performance** (based upon established measurements): To Be provided by March 31, 2026 related to 2025 performance.

**Governance Certification:**

1. Have the Board members acknowledged that they have read and understood the mission of the public authority?

Board of Directors Response: Yes

2. Who has the power to appoint management of the public authority?

Board of Directors Response: The Board of Directors

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority.

Board of Directors Response: The Board has not adopted a final, written policy; however, the Board follows the prudent and reasonable past practice of appointing responsible individuals.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

Board of Directors Response: The role of the Board regarding the implementation of the public authority's mission is to provide strategic input, guidance, oversight, mission authorization, policy setting and validation of the authority's mission, measurements and results. The role of management is to collaborate with the Board in strategy development / strategy authorization and to implement established programs, processes, activities and policies to achieve the public authority's mission.

5. Has the Board acknowledged that they have read and understood the response to each of these questions?

Board of Directors Response: Yes