



**GGLDC Board Meeting
Thursday, December 4, 2025**

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

GGLDC MINUTES

Attendance

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

1.0 Call to Order

J. Tretter called the meeting to order at 4:51 p.m. in the Innovation Zone.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, December 18th at 4:00 p.m.
Audit & Finance Committee Meeting: Tuesday, January 13th at 8:30 a.m.
Board Meeting: Thursday, January 15th at 4:00 p.m.

2.2 Agenda Additions/ Deletions/ Other Business – J. Tretter stated we are waiting for additional quotes from additional carriers. Agenda item 4.1 should be removed from the agenda and discussed at the December 18th meeting.

M. Brooks made a motion to remove item 4.1 Insurance Renewal as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Absent	P. Battaglia -	Absent (at time of vote)
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Absent	P. Zelif -	Yes
S. Noble-Moag -	Yes		

The item was approved as presented.

K. Manne left the meeting at 4:51 p.m.

P. Battaglia joined the meeting at 4:51 p.m.

2.3 Minutes: October 30, 2025

C. Yunker made a motion to approve the October 30, 2025, minutes as presented; the motion was seconded by M. Brooks. Roll call resulted as follows:

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

The item was approved as presented.

3.0 Report of Management

3.1 Nothing at this time

4.0 Audit & Finance Committee – M. Brooks

Item 4.1 was removed from the agenda.

4.2 October 2025 Financial Statements – L. Farrell reviewed the significant items of the October 2025 financial statements.

- All activity in October was normal monthly activity.
- The Balance Sheet items are comparable to balances in September.
- The Income Statement activity mostly occurred in the MedTech Center Fund.
- We are where anticipated to be against the budget for this time of year.

The October 2025 Financial Statements were recommended for approval by the Committee.

M. Brooks made a motion to approve the October 2025 Financial Statements as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

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

The item was approved as presented.

4.3 Grant Consulting Agreement – The GGLDC issued a Request for Proposals on 10/22/24 for technical consulting services in the areas of community and economic development. The Office of Community Renewal (OCR) requires bidding for these services every three years. One proposal was received from H. Sicherman & Company, Inc. dba The Harrison Studio.

The team at The Harrison Studio provides technical services in the areas of economic development, community development, management and administrative services related to Community Block Grant (CDBG) Program.

We are requesting approval of a one-year extension to this contract with The Harrison Studio for 2026 grant consulting services.

Total contract charges for 2026 under the proposed agreement shall not exceed \$25,000.

Total contract charges for 2026 that are not reimbursable to the GGLDC from third-party sources shall not exceed \$15,000.

This item was recommended for approval by the Committee.

K. Manne joined the meeting at 4:53 p.m.

M. Brooks made a motion to approve the Grant Consulting Agreement with The Harrison Studio not to exceed \$25,000 as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

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

The item was approved as presented.

5.0 Governance & Nominating Committee – S. Noble-Moag

5.1 Nothing at this time.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment

As there was no further business, S. Noble-Moag made a motion to adjourn at 4:53 p.m., which was seconded by C. Yunker and passed unanimously.