



**DRAFT**

**GGLDC Audit & Finance Committee Meeting**

**Tuesday, June 3, 2025**

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

**8:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members    D. Cunningham, M. Brooks, J. Tretter, P. Battaglia  
Staff:                    L. Farrell, M. Masse, C. Suozzi, J. Krencik, P. Kennett, K. Galdun  
Guests:                 M. Gray (GCEDC Board Member), K. Manne (GCEDC Board Member), Greg  
                              Post (Town of Batavia), Dan Coffey (Genesee County OEM), Tim Yaeger  
                              (Genesee County OEM), Ron Crossen (Town of Alabama)  
  
Absent:

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

M. Brooks called the meeting to order at 8:58 a.m. in the Innovation Zone.

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

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

**2b. Minutes: April 29, 2025**

**D. Cunningham made a motion to recommend approval of the minutes from April 29, 2025; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

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

*M. Gray left the meeting at 9:30 a.m. and returned at 9:33 a.m.*

*The committee began the meeting with discussion related to agenda item 3g.*

M. Masse provided an overview of the County's efforts to regionalize Fire and EMS services, stemming from a County-funded study that produced 95 recommendations, with five prioritized for implementation.

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T. Yaeger explained that while the initial focus was stabilizing EMS, attention has now shifted to volunteer fire service, particularly addressing weekday response gaps when volunteers are unavailable due to work obligations. Data from the MRI study and ongoing assessments will be consolidated to develop a strategic plan for engaging fire service leadership and local officials.

R. Crossen highlighted the decline in fire service volunteers, which has negatively impacted response times and service availability. Despite operational challenges, fire departments remain hesitant to acknowledge systemic issues. Two working groups have been established—one focusing on standardizing equipment and operational policies, and the other exploring regional service models beyond volunteer staffing. Of the 95 recommendations, regional response strategies, enhanced volunteer support at the county level, and achieving an improved response time standard of 80% within 10–15 minutes are key priorities.

G. Post emphasized that the Town of Batavia identified the need for a more strategic fire service nearly two decades ago but faced skepticism when early financial projections underestimated actual cost growth. He stressed that effective messaging is necessary to ensure volunteer fire departments view proposed changes as supplemental rather than a replacement for their services. Without action, economic development efforts and site selection criteria may face increased risks.

The group discussed potential financial solutions, including a proposed \$25,000 funding request to secure professional marketing services without requiring an RFP process. Fire district rate standardization could generate approximately \$3 million annually, equalizing costs across the county. D. Cunningham and T. Yaeger reiterated the importance of presenting this initiative as an augmentation rather than a replacement system. Discussions regarding marketing and planning have included E3Communications and CGR, with ongoing efforts to identify a third potential partner.

*G. Post, D. Coffey, and T. Yaeger left the meeting.*

**3a. April 2025 Financial Statements** – L. Farrell reviewed with the Committee the significant items of the long form financial statements for April 2025.

- April balances are similar to March balances on the balance sheet. April was mostly normal monthly activity.
- Received \$25,000 in the Operating Fund from Leatherleaf Solar. We had closed on that project on the GCEDC side and collected the \$25,000 grant which supports Workforce Development and/or the overall economic development program.
- Most of the activity is in the MedTech Centre fund and similarly to the GCEDC, we should be at about 33% of budget which is where we are for most of those line items, unless there is a reason to be front loaded.

**J. Tretter made a motion to recommend to the full Board the approval of the April 2025 Financial Statements as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

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

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**The item was approved as presented.**

**3b. Audit & Finance Committee Charter** – The Charter was included in the meeting materials for review. This was discussed during executive session when the Committee Self-Evaluation was discussed. L. Farrell does not recommend any changes and neither does the Committee.

As there were no changes, a vote of approval was not necessary.

**3c. Committee Self-Evaluation** – This discussion took place during executive session. A new memo will be drafted and added to the file for our records.

**3d. Proposal from Del Plato Casey Law Firm** – Included with the meeting materials is a proposal from Del Plato Casey Law firm to handle all non-STAMP real estate matters (Leases, options, purchases and sales).

The same discussion that took place during the GCEDC Audit & Finance meeting also applies to the GGLDC. The details of the discussion have been included for ease of reference.

M. Masse shared that GCEDC currently works with Harris Beach on lease, option, purchase, and sale transactions but has ongoing frustrations, including a recent lease agreement error. He expressed interest in transitioning non-STAMP transactions to Del Plato Casey Law Firm. He also noted that any conflict of interest, if it arises, will be appropriately addressed, though none are expected.

P. Casey outlined that Del Plato Casey Law Firm, a Batavia-based firm, consists of himself, Associate Attorney Anni Aliasso, Paralegal Karen Vallese—who handles most commercial deals—and two additional full-time staff. The firm has successfully worked with GCEDC/GGLDC on loan transactions and regularly handles the services discussed by M. Masse. They emphasize responsiveness and efficiency and have provided GCEDC with a letter detailing typical transactions and comparable fees.

M. Gray shared that he has worked with them on commercial closings and had an excellent experience with their services.

**Fund Commitment:** None. Any fees charged would be related to specific work requested on a case-by-case basis.

**Committee Action Request:** Recommend approval of the proposal.

**P. Battaglia made a motion to recommend to the full Board the approval of the proposal with Del Plato Casey law Firm as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

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

**The item was approved as presented.**

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**3e. Parking Lot Sealing/Striping** – The GGLDC last sealed and striped the MedTech Centre parking lot in 2020. The GGLDC tries to do this every three years. This project was attempted in 2024, but was not able to be accomplished due to insurance requirements not being met by the low bidding companies. After going back and forth several times, we were at the end of the season.

The GGLDC asked 28 companies to bid on this project this time around. Three companies submitted proposals, of which only one met the required insurance limits.

The one proposal for consideration is from J&D's Seal Tech for \$15,400.

M. Brooks inquired whether the number of bids received was typical compared to previous submissions. L. Farrell explained that three bids were received, all within a similar price range; however, two of them did not meet the required insurance criteria.

M. Masse noted that the college has its own maintenance crew responsible for their parking lot upkeep. P. Battaglia asked whether the college could also be utilized for maintaining the MedTech Centre parking lot, given that the college students frequently use it and the institution already provides mowing services. It was determined that due to the maintenance needs of the MedTech Centre parking lot—including crack filling, repairs, and other upkeep—the college's crew would not be a viable option at this time.

**Fund Commitment:** \$15,400 from operational funds of MedTech Centre. The amount included in the 2025 GGLDC budget that was approved by the Board was \$25,000.

**Committee Action Request:** Approval of sealing and striping contract for \$15,400 with J&D's Seal Tech.

**P. Battaglia made a motion to recommend to the full Board the approval of the sealing and striping contract with J&D's Seal Tech for \$15,400, as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3f. MedTech Centre Water Leak** – M. Masse reported that a pinhole water leak in the utility room of the GCC space at the MedTech Centre had been spraying water directly onto the wall. Since it went unnoticed for some time, the water seeped through the drywall and pooled in the UMMC space below, leading to additional leakage. An environmental company was brought in to address the issue. The pipe has since been repaired, and our maintenance employee believes he can replace the damaged drywall and repaint the affected area. This update is provided to ensure awareness of the situation and its resolution.

### **3g. Genesee County Comprehensive Fire & Emergency Medical Services Implementation Plan -**

The Genesee County Fire Advisory Board sub committee is requesting funding to implement the GENESEE COUNTY COMPREHENSIVE FIRE & EMERGENCY MEDICAL SERVICE IMPLEMENTATION PLAN. Genesee County funded this plan in an amount of approximately \$100,000.

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The committee has gathered additional data that will assist in exploring regional opportunities for collaboration in delivery of fire and EMS services in Genesee County. Our mission is to develop a communications platform that will deliver data based options and to gather stakeholder feedback.

It should be clearly understood by all stakeholders that the focus of this effort is to augment and not supplant existing fire and EMS resources. Therefore, recommendations are focused on adding resources while maintaining, supporting, and strengthening existing organizations. "WORKING REGIONALLY TO SURVIVE LOCALLY".

Included with the meeting materials are the pertinent pages of the recommendations with the five recommendations highlighted that would be implemented with this funding. There will be an MOU put in place with the County. The County would select the vendor for marketing to run the program to ensure that the deliverables are met.

**Fund Commitment:** \$25,000 to be paid out of Strategic Investments (Included with the meeting materials)

**Committee Action Request:** Recommend approval of the funding.

**D. Cunningham made a motion to recommend to the full Board the approval of the funding to implement the Genesee County Comprehensive Fire & Emergency Medical Services Plan in the amount of \$25,000, as presented; the motion was seconded by J. Tretter. Roll call resulted as follows:**

J. Tretter            - Yes  
P. Battaglia        - Yes  
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 9:44 a.m., seconded by J. Tretter and passed unanimously.