



**GGLDC Board Meeting  
Thursday, June 29, 2023**

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

**GGLDC MINUTES**

**Attendance**

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

**1.0 Call to Order**

D. Cunningham called the meeting to order at 5:15 p.m. in the Innovation Zone.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, August 3<sup>rd</sup> at 3:00 p.m.** (*Change in time due to GLOW Corporate Cup*)

Audit & Finance Committee Meeting: Tuesday, August 1<sup>st</sup> at 8:30 a.m.

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

**P. Battaglia made a motion to add *Turnbull Heating/Triton Mechanical* as agenda item 4.5; the motion was seconded by J. Tretter. Roll call resulted as follows:**

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

**The item was approved as presented.**

**2.3 Minutes: June 1, 2023**

**J. Tretter made a motion to approve the June 1, 2023 minutes; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Absent	P. Zelif -	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 – D. Cunningham**

**4.1 May 2023 Financial Statements** - L. Farrell reviewed the May 2023 financial statements with the Board. The following was noted:

- The most significant change to the balance sheet in May is the increase in accounts payable, which is due to the monthly accrual amounts that are due to the GCEDC for the MedTech Center Property Management Fee and the Economic Development Support Grant.
- On the P&L, there is regular monthly activity. MedTech Centre is on budget as expected.

**M. Brooks made a motion to accept the May 2023 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	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Absent	P. Zelif -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**4.2 Cyber Insurance** - There was a presentation given by Lawley on Cyber Insurance at the Audit & Finance meeting held on Tuesday, June 27<sup>th</sup>. The Cyber Liability coverage option presented is through Travelers. Travelers offered a quote of \$6,365 for the 23-24 term, which is a significant decrease in premium total over last year. For the 22-23 term, the premium totaled \$10,289.17. Travelers maintained the \$1M limit, Cyber Crime sublimit, and \$10K retention that is included with our current policy, which expires 6/30.

The cost of this policy is \$6,365 and will be split evenly between the GCEDC (\$3,182.50) and the GGLDC (\$3,182.50).

This was recommended for approval by the Committee.

**S. Noble-Moag made a motion to approve the Cyber Insurance with Travelers not to exceed \$3,182.50 as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

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

**The item was approved as presented.**

**4.3 Audit & Finance Committee Charter** – At the Audit & Finance Committee meeting held on May 30, 2023, the Committee reviewed the Charter in executive session during a Committee self-evaluation discussion. On page 20 of the meeting materials, under *Composition of Committee and Selection of Members*, a change was recommended, if allowable. In the sentence “The audit and finance committee shall have access to the services of at least one financial expert; whose name shall be disclosed in the annual report of the GCEDC”, the Committee recommends striking/removing “whose name shall be disclosed in the annual report of the GCEDC.”

L. Farrell advised that this change is allowable and is being brought forward to the Board for approval. She has confirmed this with Harris Beach.

This was recommended for approval by the Committee.

**D. Cunningham made a motion to approve the Audit & Finance Committee Charter with the above-mentioned change; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	Yes
G. Torrey -	Absent	P. Zeff -	Yes
S. Noble-Moag -	Yes		

**The item was approved as presented.**

**4.4 Mowing Bids for MedTech Centre** - The GGLDC asked four companies for bids to mow the MedTech Centre. We currently have an employee who does that, but our tractor is in the shop and our employee needs to take a leave of absence. The results of the bids are as follows based on a per mow basis. For approval purposes we are estimating approximately 16 mows for the rest of the year.

1. Declined to bid – Scalia’s Landscaping
2. \$250.00 – Fava Brothers Lawn Care
3. \$260.00 – Bubba’s Landscaping
4. \$585.00 – Mother Nature’s Enterprises, LLC

This cost per mow is almost what we would pay the employee to mow it based on their time and hourly rate. If the housing project moves forward, we may decide to hire out the mowing services for MedTech and not purchase a new tractor.

**Fund Commitment:** \$4,000 (assume 16 mows).

**Board Action Request:** Approval of mowing contract for MedTech Centre to Fava Brothers not to exceed \$4,000.

This was recommended for approval by the Committee.

**J. Tretter made a motion to approve the mowing contract at MedTech Centre with Fava Brothers Lawn Care not to exceed \$4,000 as presented; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

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

**The item was approved as presented.**

M. Masse commended L. Farrell and her team for their excellent work in administering the NYS CDBG grants related to Upstate Niagara and HP Hood. OCR completed their monitoring of the two grant awards and had no comments or recommendations.

**4.5 Turnbull Heating / Triton Mechanical** – The GGLDC has an agreement with Turnbull Heating and Air Conditioning to perform bi-annual maintenance on the HVAC system (check the A/C in the spring and the heat in the fall). At the June 1<sup>st</sup> GGLDC Board meeting, the Board approved the HVAC Maintenance Contract with Turnbull as well as service calls and maintenance not to exceed \$15,000.

Turnbull has been recently acquired and it has come to the staff's attention that "Turnbull" is primarily responsible for residential service, while "Triton Mechanical" is primarily responsible for commercial service.

The staff is requesting that the service calls and maintenance performed by Turnbull and/or Triton Mechanical are acceptable expenditures to be included in the not to exceed amount of \$15,000 that was previously approved on June 1, 2023.

This was recommended for approval by the Committee.

**P. Battaglia made a motion to approve that service calls and maintenance performed by Turnbull and/or Triton Mechanical are acceptable expenditures to be included in the not to exceed amount of \$15,000 that was previously approved on June 1, 2023; the motion was seconded by J. Tretter. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
C. Yunker -	Yes	T. Bender -	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, T. Bender made a motion to adjourn at 5:20 p.m., which was seconded by S. Noble-Moag and passed unanimously.