



**GCEDC Board Meeting  
Thursday, January 7, 2021  
Location: Electronically  
4:00 PM**

**GCEDC MINUTES**

**Attendance**

Board Members: C. Yunker, T. Bender, C. Klotzbach, P. Battaglia, P. Zeliff  
Staff: L. Farrell, M. Masse, L. Casey, J. Krencik, S. Hyde, C. Suozzi, P. Kennett  
Guests: D. Cunningham (GGLDC Board Member), S. Noble-Moag  
(GGLDC Board Member), M. Wiater (GGLDC Board Member), G. Torrey  
(GGLDC Board Member), T. Felton (GGLDC Board Member), R. Gaenzle (Harris  
Beach)  
Absent: A. Vanderhoof, M. Gray

**1.0 Call to Order**

P. Zeliff called the meeting to order at 4:00 p.m. via conference call / video conference.

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020 suspending the Open Meetings Law, this Meeting is being held electronically via conference call / video conference instead of a public meeting open for the public to attend in person.

**1.1 Enter Executive Session**

P. Battaglia made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:01 p.m. 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.

The motion was seconded by C. Yunker and approved by all members present.

**1.2 Enter Public Session**

C. Klotzbach made a motion to enter back into public session at 4:31 p.m., seconded by P. Battaglia and approved by all members present.

**2.0 Chairman's Report & Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, February 4<sup>th</sup> at 4:00 p.m.**

Audit & Finance Committee Meeting: Tuesday, February 2<sup>nd</sup> at 8:30 a.m.

STAMP Committee Meeting: : Tuesday, February 2<sup>nd</sup> at 10:30 a.m.

Governance & Nominating Committee Meeting: Thursday, February 4<sup>th</sup> at 3:00 p.m.

**2.2 Agenda Additions / Deletions / Other Business-** Nothing at this time.

**2.3 Minutes: December 3, 2020**

**C. Yunker made a motion to approve the December 3, 2020 minutes as presented; the motion was seconded by C. Klotzbach. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelif -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof -	Absent		

**The item was approved as presented.**

### **3.0 Report of Management**

**3.1 Nothing at this time.**

### **4.0 Audit & Finance Committee**

**4.1 November 2020 Financial Statements-** L. Farrell noted the following:

- On the balance sheet, unrestricted cash increased. We received \$391,000 in fee revenue in November. We closed on the Bright Oak Solar Project and collected the consulting fee related to the Rochester Regional Health bond refinancing.
- Revenues are over budget, while most operating expenses are under budget.
- Payables decreased. We collected a PIF payment in October that was held in restricted cash until it was paid to the municipality in November.
- L. Farrell also noted that she requested the balance of grant funds (\$4M) to be released for the \$8M ESD grant. The Comptroller's office approved the release of \$2M on 1/4/2021 after an audit of previous GURF documentation had been completed.
- Most activity is related to STAMP. Normal monthly activity on the income statements for all funds.

This was recommended for approval by the Committee.

**P. Zelif made a motion to approve the November 2020 Financial Statements as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelif -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof -	Absent		

**The item was approved as presented.**

**4.2 2021 County Funding Contract** – L. Farrell noted that the 2021 County Funding Contract was included with Board materials. The funding will remain the same as the previous year's amount of \$233,513. The language in the agreement is also the same as previous years' agreements.

This was recommended for approval by the Committee.

**T. Bender made a motion to approve the 2021 County Funding Contract; the motion was seconded by C. Klotzbach. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zeliff -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof -	Absent		

**The item was approved as presented.**

**4.3 ECIDA Shared Services Agreement** – The GCEDC has a shared services agreement with Erie County Industrial Development Agency (ECIDA) for on call IT support services. The GCEDC has had this agreement in place since 2016 and has been very pleased with the service and response time to our issues. We would like to continue this agreement in 2021. The agreement is at an hourly rate of \$85.00. They also provide website hosting services for the GCEDC (\$600 annually), anti-virus software (\$720 annually), CRM Hosting (\$2,200 annually) and any version upgrade would be \$500.00 each occurrence as required.

The following amounts were included in the 2021 budget:

Professional Services - \$6,000 for ECIDA IT consultant (web hosting, anti-virus, hourly IT support)

Dues & Subscriptions - \$2,500 for ECIDA CRM Hosting (actual is \$2,200)

Fund commitment: Not to exceed \$6,000 as included in the Professional Services, and \$2,500 as included in Dues & Subscriptions line items of the 2021 budget

This was recommended for approval by the Committee.

**P. Zeliff made a motion to approve the ECIDA Shared Services Agreement for 2021 not to exceed \$8,500; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zeliff -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof -	Absent		

**The item was approved as presented.**

## **5.0 Governance & Nominating Committee – C. Yunker**

**5.1 Nothing at this time.**

## **6.0 STAMP Committee – P. Zeliff**

**6.1 Proposals for survey of ROW for USFWS force main** – The GCEDC asked four companies for bids to survey the ROW for the force main through the wildlife refuge. The survey needs to be completed to the standards set for by US Fish and Wildlife. The results of the bids are as follows:

1. \$13,070 – Frandina Engineering and Land Surveying
2. \$23,900 – Kheops Architecture, Engineering and Surveying

- 3. Declined to bid – Welch & O’Donoghue
- 4. Declined to bid – Ravi Engineering and Surveying

Fund commitment: Not to exceed \$13,070 to Frandina Engineering and Land Surveying for STAMP survey work to be covered under the \$33M.

This was recommended for approval by the Committee.

**P. Zelifff made a motion to approve the survey contract with Frandina Engineering and Land Surveying not to exceed \$13,070; the motion was seconded by C. Klotzbach. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelifff -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof –	Absent		

**The item was approved as presented.**

**6.2 Barn Lease** – One of the local farmers rented the barn at the STAMP site to store some farm equipment over the winter. The current lease agreement expired on December 31, 2020. Attached is a proposed lease agreement for the property through May 31, 2021.

This was recommended for approval by the Committee.

**P. Zelifff made a motion to approve the execution of the Barn Lease Agreement through May 31, 2021; the motion was seconded by C. Yunker. Roll call resulted as follows:**

P. Battaglia -	Yes	C. Yunker -	Yes
T. Bender -	Yes	P. Zelifff -	Yes
C. Klotzbach -	Yes	M. Gray -	Absent
A. Vanderhoof –	Absent		

**The item was approved as presented.**

## **7.0 Employment & Compensation – T. Bender**

**7.1 Nothing at this time.**

## **8.0 Housing Committee – P. Battaglia**

**8.1 Nothing at this time.**

## **9.0 Other Business**

## **10.0 Adjournment**

As there was no further business, P. Battaglia made a motion to adjourn at 4:41 p.m., which was seconded by C. Klotzbach and passed unanimously.