



**GGLDC Audit & Finance Committee Meeting**

**Tuesday, March 3, 2020**

**Innovation Zone – Suite 107**

**8:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: D. Cunningham, P. Battaglia, T. Bender, T. Felton  
Staff: L. Farrell, M. Masse, L. Casey, P. Kennett, J. Krencik, C. Suozzi  
Guests: M. Gray (GCEDC Board Member), A. Young (GCEDC Board Member)  
Absent:

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

D. Cunningham called the meeting to order at 9:48 a.m. in the Innovation Zone.

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

**2a. Agenda Additions / Other Business –**

**T. Felton made a motion to table agenda item 3h, the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham – Yes

**The item was approved as presented.**

**2b. Minutes: February 6, 2020**

**T. Bender made a motion to approve the February 6, 2020 Meeting Minutes as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

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

**3a Allowance for Doubtful Accounts**– L. Farrell reviewed an analysis of allowance for doubtful accounts with the Committee. The collectability of these loans was discussed. There are no foreseen concerns and the staff does not recommend any changes to the allowance.

**T. Bender made a motion to maintain the same allowance for doubtful accounts as the previous year; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

**3b. Investment Report** – The Investment Report summarizes the GGLDC's bank balances and interest income at 12/31/19. The report will be submitted into PARIS and posted on the website.

**T. Felton made a motion to recommend to the full Board approval of the Investment Report as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

**3c. Procurement Report**– Public authorities are required to report all procurement transactions active during the reporting period that have an actual or estimated value of \$5,000 or more. This report will be submitted into the PARIS system and posted on the website.

**T. Bender made a motion to recommend to the full Board approval of the Procurement Report as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

**3d. Ag Park Land Lease**- The GGLDC has received a Construction Storage Lease Agreement from National Fuel Gas to lease part of the parcel 13.-1-170.11 (comprising approximately 3.6 acres) for \$600 per month for a period of six months. National Fuel Gas is working on a pipeline project this summer and wishes to utilize this acreage as a staging and storage area for equipment.

**T. Felton made a motion to recommend to the full Board approval of the Construction Storage Lease Agreement as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

**3e. LVA Sales Loan Application** – Liberti, Valvo & Associates, LLC has applied for a \$100,000 loan from the GGLDC’s RLF #2 to consolidate high interest rate debt to a lower interest rate to ensure sustainability and employment going forward. The proposed project will support the creation of one new FTE. The loan will have an interest rate of Prime, to be adjusted annually in January with a floor of 3%, and a 10-year term.

**T. Bender made a motion to recommend to the full Board approval for a \$100,000 loan to Liberti, Valvo, & Associates, LLC as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

T. Felton - Opposed  
P. Battaglia - Abstain due to a business relationship  
T. Bender - Yes  
D. Cunningham - Yes

**The item was not approved but the Committee discussed presenting it to the full Board for consideration on March 5, 2020 without Committee recommendation.**

**3f. Fraser-Branche Prop. LLC Loan Application** – Fraser-Branche Property, LLC has applied for a \$150,000 loan from the GGLDC’s RLF #2. This loan will be used as gap financing for their project. The loan will have an interest rate of Prime, to be adjusted annually in January with a floor of 3%, and a 10-year term.

**P. Battaglia made a motion recommend to the full Board approval for a \$150,000 loan to Fraser-Branche Prop. LLC as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Abstain due to a business relationship  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

**3g Keister Loan Application** - Gabrielle and Scott Keister have applied for a \$120,000 loan from the GGLDC’s Batavia Micropolitan Area Redevelopment Loan Fund (BMARLF) to acquire and renovate a building for use as an ice cream and snack shop. The second floor would potentially be renovated into two apartments. The loan will have an interest rate of Prime, to be adjusted annually in January with a floor of 3%, and a 10-year term.

**T. Felton made a motion recommend to the full Board approval for a \$120,000 loan to Gabrielle and Scott Keister as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Abstain due to a business relationship  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

### **3h. Pyramid Sales Agreement - Tabled**

**3i. Workforce Development Fund – GVEP Equipment Purchase** – The GGLDC received \$25,000 from the 2018-19 Pearl Solar Project to assist in workforce development. The activities and expenditures of the Fund were previously approved. They are outlined in the board packet for reference. A portion of these funds were to be utilized for mechatronics training, equipment and programming.

GVEP has begun a new electro-mechanical program and needs new equipment to train students in their new mechatronics lab. The GGLDC is seeking to assist their first phase of equipment needs.

**T. Bender made a motion recommend to the full Board approval to assist GVEP with their first phase of equipment needs not to exceed \$14,000; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

## **4. ADJOURNMENT**

As there was no further business T. Felton made a motion to adjourn at approximately 10:02 a.m, seconded by T. Bender and passed unanimously.