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**GGLDC Board Meeting  
Thursday, March 6, 2025**

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

**GGLDC MINUTES**

**Attendance**

Board Members: M. Brooks, D. Cunningham, J. Tretter, C. Yunker (Video Conference), S. Noble-Moag, P. Zeliff, G. Torrey, M. Clattenburg, P. Battaglia

Staff: L. Farrell, M. Masse, E. Finch, J. Krencik, C. Suozzi, P. Kennett

Guests: C. Kemp (GCEDC Board Member), K. Manne (GCEDC Board Member), R. Gaenzle (Harris Beach), S. Maier (Harris Beach), R. Ball (Empire State Development), H. Owens (The Batavian), M. Landers (Genesee County Manger), R. Crossen (Town of Alabama Supervisor), E. Wackett (Short Eared Owl), J. Clarke, S. Howard, C. Zinni (Batavia Resident), A. Boyd, A. Yocina, K. Sclito, N. Keating, N. Besch-Turner, A. Giacalone, J. Washnis (13 Wham), L. Hartman, M. Carlson (Third Act Upstate), B. Fergusson (Climate Solutions Accelerator), S. Green, J. Keevert (NY Renews), A. Carlson, M. Rutigliano, Genesee County Sheriff Deputies

Absent:

**1.0 Call to Order**

D. Cunningham called the meeting to order at 4:27 p.m. in the Innovation Zone.

**2.0 Chairman’s Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, March 27<sup>th</sup> at 4:00 p.m.**  
 Audit & Finance Committee Meeting: Thursday, March 27<sup>th</sup> at 3:00 p.m.  
 Annual Meeting: Friday, April 25<sup>th</sup> at 11 a.m.

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

**P. Zeliff made a motion to remove agenda item 4.4 Lease Agreement; the motion was seconded by J. Tretter. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zeliff -	Yes
P. Battaglia -	Yes		

**Agenda item 4.4 was removed from the agenda.**

**2.3 Minutes: February 6, 2025**

**S. Noble-Moag made a motion to recommend approval of the minutes from February 6, 2025; the motion was seconded by M. Brooks. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zelif -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**3.0 Report of Management**

**3.1 Nothing at this time.**

R. Ball left the meeting at 4:39 p.m.

**4.0 Audit & Finance Committee – D. Cunningham**

**4.1 Investment Report** –The Investment Report summarizes the GGLDC’s bank balances, general ledger balances and interest income at 12/31/24. As of 12/31/24, GGLDC cash balances were fully collateralized. The GGLDC has collateral agreements in place with Five Star Bank and Tompkins Community Bank. This report is required by PARIS and will be posted on the website.

The meeting materials also included an Investment Report for the GVAB, LLC. As of 12/31/24, GVAB, LLC savings and checking account balances were secured by IntraFi Network deposits.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve the Investment Report as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zelif -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**4.2 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 to the PARIS system and posted on the website. The Board has already approved most expenses or contracts that exceed \$5,000. Therefore, the Committee has already seen and approved most of the information that is collectively stated in this report.

This was recommended for approval by the committee.

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**M. Brooks made a motion to approve the Procurement Report as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zelif -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**4.3 Annual Maintenance Contract for HVAC with Triton –** The GGLDC has received a proposal from Triton Mechanical for the renewal of the bi-annual maintenance agreement for the HVAC system. The contract will be in effect from April 1, 2025, through March 31, 2026, at a cost of \$5,150. For reference, the previous year's cost was \$4,950 (4% increase). The GGLDC has budgeted \$5,500 for these services in the current fiscal year. Additionally, service calls and repairs may be required throughout the year, which are anticipated to incur additional costs. These additional expenses have been budgeted at \$20,000.

**Fund commitment:** 1) Maintenance contract with Triton for the HVAC system in the amount of \$5,150. As well as 2) Service calls and maintenance work that is not to exceed an additional \$20,000.

**Board Action Request:** 1) Maintenance contract with Triton for the HVAC system in the amount of \$5,150. As well as 2) Service calls and maintenance work that is not to exceed an additional \$20,000.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve 1) the HVAC system maintenance contract with Triton not to exceed \$5,150, and 2) service calls not to exceed \$20,000 as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zelif -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**4.4 Lease Agreement for MedTech Centre –** This item was removed from the agenda.

**4.5 Reduction of Collateral for Letter of Credit on HP Hood Loan -** M. Masse stated that HP Hood has a loan with the GGLDC. As collateral against this loan, HP Hood pledged a letter of credit. Each year when they make their annual payment HP Hood requests that the letter of credit reflects the outstanding loan amount. Staff seek authorization to sign the letter of credit used as collateral on HP Hood's outstanding loan after it is reduced to reflect the 2025 annual loan payment.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve the Reduction of Collateral for the Letter of Credit on HP Hood's Loan as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:**

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M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zeff -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**5.0 Governance & Nominating Committee – S. Noble-Moag**

**5.1 Authority Self Evaluation of Prior Year Performance** – Public Authorities are required to perform a self-evaluation of prior year’s goals/measurements annually. This report shows the results against the goals and measurements that were set for 2024. This report will be posted to the website.

This was recommended for approval by the committee at the February Governance and Nominating meeting.

**J. Tretter made a motion to approve the Authority Self Evaluation of Prior Year Performance as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zeff -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**5.2 Mission Statement & Measurement Report** – The Authority’s Board must annually review the authority’s mission statement and performance goals to ensure that its’ mission has not changed and that the authority’s performance goals continue to support its’ mission. This report will be posted to the website and submitted to PARIS.

This was recommended for approval by the committee at the February Governance and Nominating meeting.

**J. Tretter made a motion to approve the Mission Statement & Measurement Report as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	S. Noble-Moag -	Yes
M. Clattenburg -	Yes	C. Yunker -	N/A (Video Conference)
G. Torrey -	Yes	P. Zeff -	Yes
P. Battaglia -	Yes		

**The item was approved as presented.**

**6.0 Other Business**

**6.1 Nothing at this time.**

**7.0 Adjournment**

As there was no further business, M. Clattenburg made a motion to adjourn at 4:32 p.m., which was seconded by M. Brooks and passed unanimously.