



**GGLDC Board Meeting  
Thursday, December 5, 2024**

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

**GGLDC MINUTES**

**Attendance**

Board Members: M. Brooks, P. Battaglia, D. Cunningham, J. Tretter, C. Yunker, P. Zelif, G. Torrey  
S. Noble-Moag (Video Conference. Not officially in attendance, as attendance location was not disclosed in public notice)

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

Guests: K. Manne (GCEDC Board Member), R. Gaenzle (Harris Beach)

Absent: M. Clattenburg

**1.0 Call to Order**

D. Cunningham called the meeting to order at 5:14 p.m. in the Innovation Zone.

**2.0 Chairman's Report and Activities**

**2.1 Upcoming Meetings:**

**Next Scheduled Board Meeting: Thursday, December 19<sup>th</sup> at 4:00 p.m.**  
Audit & Finance Committee Meeting: Tuesday, December 14<sup>th</sup> at 8:30 a.m.  
Board Meeting: Thursday, January 16<sup>th</sup> at 4 p.m.

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

**2.3 Minutes: October 31, 2024 -**

**J. Tretter made a motion to approve the October 31, 2024, minutes as presented; the motion was seconded by M. Brooks. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**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 October 2024 Financial Statements** – L. Farrell reviewed the financial statements for October 2024.

- On the balance sheet, restricted cash increased. We received \$93K from Darien Lake related to the Community Benefit Agreement, which we will continue to collect through 2027. This is also recorded as grant revenue on the P&L.
- There is mostly normal monthly activity other than the above-mentioned items.

The financial statements were recommended for approval by the Committee.

**M. Brooks made a motion to approve the October 2024 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
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**The item was approved as presented.**

**4.2 Insurance Renewal** - A comparison of last year's insurance premiums against the renewal costs for 2025 was included with the meeting materials. The total package is about \$74,000 as compared to last year's amount of \$70,000.

L. Farrell added that \$74,380 was budgeted for the insurance renewal across all entities. Selective quoted \$74,281 for the 2025 renewal. Worker's Compensation is also within budget. We budgeted \$4,000 for Worker's Compensation and the renewal cost is \$3,817. The umbrella coverage quotes are about \$1,600 over budget or \$800 per entity as this is split 50/50 between the GCEDC and GGLDC.

This item was recommended for approval by the Committee.

**M. Brooks made a motion to approve the Insurance Renewal 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
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**The item was approved as presented.**

**4.3 Grant Consulting Services** – The GGLDC issued a request for proposals on 10/22/2024 for technical consulting services in the areas of community and economic development. The Office of Community Renewal (OCR) requires bidding for these services every three years. One proposal was received from H. Sichernman & Company, Inc., dba The Harrison Studio.

The team at H. Sichernan & Company, Inc. provides technical services in the areas of economic development, community development, management and administrative services related to the Community Development Block Grant (CDBG) Program.

Staff reached out directly to 8 MWBE firms, but no responses were received. Additionally, four companies reached out to the GCEDC for copies of the RFP, but no responses were received.

We are requesting approval of one-year contract with H. Sichernan & company, Inc. for 2025 grant consulting services.

Total contract charges for 2025 under the proposed agreement shall not exceed \$25,000.

Total contract charges for 2025 that are not reimbursable to the GGLDC from third-party sources shall not exceed \$15,000.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve the 2025 Grant Consulting Services with H. Sichernan & Company, Inc not to exceed \$25,000 as presented; the motion was seconded by C. Yunker. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zeliff -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**The item was approved as presented.**

**4.4 2025 General Cleaning Services – 2025 General Cleaning Services** – During 2022, staff reached out to four cleaning companies to obtain quotes for 2023 cleaning services. Commercial Cleaning Services of Western New York, Inc. was awarded the contract.

Commercial Cleaning Services of Western New York Inc., the current company being used, has been offering a competitive price and we are satisfied with the services. New quotes were not obtained for 2024 or 2025 services. We anticipate getting quotes for cleaning services every three years.

Services to be provided in 2025 – MedTech Centre Common Area:

General Cleaning Services: \$16,900

Tile/Grout Cleaning: \$600

Floor Waxing: \$1,200

**Fund Commitment:** Up to \$18,700, plus reimbursement for supplies; MedTech Centre site maintenance; included in the approved 2025 GGLDC Budget.

**Action Requested:** Staff requested a recommendation from the Committee to continue this contract for 2025 cleaning services and additional services at a cost not to exceed \$18,700 for the year, plus reimbursement for supplies.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve 2025 General Cleaning Services and additional services at a cost not to exceed \$18,700 as presented; the motion was seconded by D. Cunningham. Roll call resulted as follows:**

M. Brooks -	Yes	J. Tretter -	Yes
D. Cunningham -	Yes	P. Battaglia -	Yes
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**The item was approved as presented.**

**4.5 Mowing Contract with Genesee County** - The GGLDC Received a proposal for mowing of the stormwater ponds and vacant land at Ag Park for 2024. The proposal amount is from same vendor as last year and the price has increased from \$12,100 to \$12,600.

**Fund commitment:** \$12,600 from operational funds of Ag Park.

**Board action request:** Approval of mowing contract for \$12,600 with Genesee County.

This was recommended for approval by the committee.

**M. Brooks made a motion to approve the Mowing Contract with Genesee County not to exceed \$12,600 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
M. Clattenburg -	Absent	C. Yunker -	Yes
G. Torrey -	Yes	P. Zelif -	Yes
S. Noble-Moag -	N/A (Attendance location not disclosed in public notice)		

**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, M. Brooks made a motion to adjourn at 5:20 p.m., which was seconded by C. Yunker and passed unanimously.