

Meeting Minutes
Griffiss Local Development Corporation
584 Phoenix Drive Rome, NY - WebEx
October 13, 2023 - 4:00 PM

Members Present: Elis DeLia, Mike Manuele, Evan DeGennaro (via Webex), Eric MacDiarmid, Kevin Martin, Frank Vetrone (via Webex), Chad Lawrence (via Webex), Deb Grogan (via Webex)

Others Present: Steve DiMeo, Shawna Papale, Mike Callan, Maureen Carney, Chris Lawrence, Frank Sanzone, Bill VanShufflin

Chair DeLia called the meeting to order at 4:13 PM.

On a motion by Mr. Martin, seconded by Ms. Grogan, the directors unanimously approved the minutes from the June 15th meeting.

FINANCIALS

Ms. Carney reported that there has been a decrease in cash and cash equivalents over the last 12 months totaling \$1,100,000; and explained that it is primarily related to the gas main project and receivables are up. Mr. Carney further explained that we are at \$831,000 waiting for payments to come in. Requisitions will be submitted monthly in order to turn around EDA reimbursements. GLDC also has an ESD grant that we have not requisitioned any of the project costs yet.

Total revenue to date is 4% above budget as some leases were not renewed in the budget but then were renewed. Consultant expenses re: lease negotiations with Arcfield.

Facility maintenance is up due to two large painting projects which were not originally budgeted for: exterior painting of building 796 and interior of building 778. Building 778 was also related to the lease renewals (which renews January 1st).

GLDC has purchased two pieces of equipment that GPLA has not yet been billed for. GPLA just had the service contract approved and we will now bill back for equipment purchased for the purpose of maintaining the trail and sculpture garden.

Chairman DeLia asked for clarification about the 75% cost share by GPLA. Mr. Sanzone answered that a Common Area Maintenance map was drawn several years ago and when a piece of equipment is purchased that is used most for common areas, it works out to 25% GLDC & 75% GPLA as determined by a land calculation.

Mr. Sanzone asked Ms. Carney to correct item 3 on the budget spreadsheet to read "skidsteer" instead of a loader.

SALE AND LEASE OF PROPERTY

YODER PROPERTY - 878 Ellsworth Road

Mr. DiMeo explained that the board had already approved of the sale and that there is a resolution in their packet. The sale price of the property is \$233,226.00. The purchaser doesn't have approval from the Planning Board yet, so it will likely be a 2024 project. The price was based on appraisal (\$26,931.00).

On a motion by Mr. Vetrone, seconded by Ms. Grogan, the directors unanimously approved the sale of the Yoder Property.

WRIGHT DRIVE

Mr. DiMeo explained that GLDC owns a small piece of property off of Route 825 which they have no use for. Justin Gualtieri, who owns the adjacent property, would like to purchase the .34 acre parcel for \$6,700.00.

On a motion by Mr. Martin, seconded by Mr. MacDiarmid, the directors unanimously approved the sale of the Wright Drive Property

KELBERMAN SUB-LEASE

Mr. DiMeo explained that GLDC is proposing to approve of a sub-lease of the 1st floor of the former GI building, with a gross area of 11,355 SF, to be used as a preschool facility for Kelberman. GLDC would make necessary improvements to the space, funded by a \$600,000 CFA award and (more than likely) a \$600,000 grant from Oneida County ARPA funding. Any additional costs incurred will either be paid directly by Kelberman or financed and amortized as additional rent over the lease term.

The proposed lease is 10 years with two 5-year renewal options at a base rent of \$15.25 per square foot. The rate includes everything other than electricity, which will be billed back separately. GLDC was granted approval from EPA, DEC, NYS Department of Health and Air Force to allow the facility to be used for preschool.

An outdoor play area will be developed and will involve excavation, clean fill and installation of a rubber mat surface. Additionally, the design of the facility will include an indoor soil intrusion system in the event of soil vapors.

With an estimated additional \$1.47M of improvements, that differential would be amortized as additional rent. \$15.25 is 1-5, there will be a rent increase in years 6-10 of \$18.34 per square foot and bump ups on each of the renewal terms.

Chairman DeLia asked if the GLDC had any direct costs in the project to which Mr. DiMeo replied that it is grant money and if they reach this agreement, GLDC doesn't have any monetary exposure.

Mr. DiMeo reminded the board that should there be any material change, it will come back to the board.

Ms. Grogan asked if Kelberman requires further approval from the zoning board to which Mr. DiMeo responded no.

Chairman DeLia asked for a report back on any changes.

On a motion by Mr. Manuele, seconded by Mr. Vetrone, the directors unanimously approved the proposed Kelberman Sub-Lease with the conditions that they report back and notify the board if there are any substantial changes.

The meeting was adjourned by consensus at 4:33 PM.

Respectfully submitted,
Chris Lawrence