

**Griffiss Local Development Corporation
Board of Directors Meeting Minutes
584 Phoenix Drive - Rome, NY
January 17, 2019 - 4:00 p.m.**

Members Present: Elis Delia; Erin Weiman, Frank Vetrone; Kevin Martin

Via teleconference: Franca Armstrong, Deb Grogan, Chad Lawrence, Mike Manuele

Others Present: Steve DiMeo; Shawna Papale; Maureen Carney; Garrett Zyskowski; Jen Waters; Jef Saunders, Frank Sanzone

Mr. Delia called the meeting to order at 4:05 p.m.

Upon a motion by Mr. Martin, and seconded by Mr. Vetrone, the board unanimously approved the minutes from the December 13, 2018 board meeting.

Financials

Ms. Carney presented the interim monthly financial statements. She noted that the annual audit of the corporation starts on Monday January 21. She noted that she is working through how to account for the land value for the 99 Otis Street property. She will report back on that at a later time. Updates on financing related to current projects such as 778, 240 roadway, and 99 Otis was provided.

Committee Reports

- **Nominating:** Mr. Delia noted the need to elect a new Secretary to replace Fred Arcuri.

On a motion by Mr. Vetrone, seconded by Mr. Delia, the board unanimously approved the election of Jennifer Waters to Secretary of the Corporation

New Business

- **Griffiss Institute Amended and Restated By-Laws:** Mr. Delia introduced Mr. Saunders to review the proposed Amended and Re-stated By-Laws of the Griffiss Institute, Inc. (GI). MV EDGE and GLDC are the two members of the GI. The leadership of EDGE is on board with the document and the EDGE Executive Committee has approved it. One change is to increase the board from 9 to 11 members. Mr. Saunders stressed the need to have GI deliver quarterly reports to EDGE and GLDC in order to monitor that the GI is executing its corporate mission.
- Ms. Grogan asked who appoints the GI Board. Mr. Saunders responded that EDGE and GLDC approve. Five more would need to be approved at the next meeting. Discussion took place on potential new directors and Cory Albrecht from MVCC and Bill Van Shufflin were suggested.
- **Connector Road Parcel Release:** The need to release property currently held under the OCIDA lease/leaseback was discussed. This is the property upon which the connector road between Route 825 and Floyd Ave, bisecting the former B240 site, has been constructed. The road property needs to be transferred back to GLDC, so GLDC can in turn transfer it to the City of Rome for formal dedication as a City Street.
- **On a motion by Mr. Martin, seconded by Mr. Vetrone, the board unanimously approved the GLDC Resolutions (Connector Road Parcel) Release, as submitted.**

Old Business

Mr. Dimeo provided project updates

- Early access to Mr. Costello to go onsite to do some pre-development prior to closing.
- Expecting RFI proposals in on the remainder of the Bldg 240 site later this month.
- 99 Otis Street second floor is on target for a June turnover to tenant, who will pick up with the second floor fit-out.

There being no further business, the meeting was adjourned by consensus at 4:30 PM.

Respectfully Submitted,

Mark Kaucher
Interim Recording Secretary