

**Meeting Minutes**  
**Griffiss Local Development Corporation**  
**584 Phoenix Drive Rome, NY - WebEx**  
**December 14, 2023 - 4:00 PM**

**Members Present:** Jim Cusack, Elis Delia, Chad Lawrence, Mike Manuele, Kevin Martin (via Webex), Erin Weiman (via Webex), Eric McDiarmid, Deb Grogan (via Webex), Franca Armstrong (via Webex), and Evan DeGennaro (via Webex)

**Others Present:** Steve DiMeo, Frank Sanzone, Maureen Carney, Bill Vanshufflin, Jef Saunders, Mike Callan, Nick Bruno, Tim Fitzgerald

**Chair DeLia called the meeting to order at 4:20 PM.**

**On a motion by Mr. Manuele, seconded by Mr. McDiarmid, the directors unanimously approved the minutes from the October 12<sup>th</sup> meeting.**

**FINANCIALS**

Ms. Carney reported that there has been a decrease in cash and cash equivalents over the last 12 months totaling \$1,468,000. Current grants receivable are up, and this represents an Empire State Development grant that will pass through GLDC to B240 LLC. Additional grant requisitions to Empire State Development and US Economic Development Administration have been sent out; US EDA usually processes payments quickly. Significant capital expenses this year included a used Ford F-450 truck with plow and a new skid steer. GPLA contributed to these expenses in November. Total revenue to date is 5% above budget. This is a result of a lease renewal from Arcfield, which was not budgeted, and a 10% increase in grounds and snowplowing service contracts. However, expenses are also up proportionately, so the annual budget is still roughly break-even.

**On a motion by Ms. Grogan, seconded by Mr. MacDiarmid, the directors unanimously approved the interim financial report.**

**BUDGET**

Ms. Carney then presented the 2024 budget for consideration. She shared that there are no significant year-over-year changes in the budget (less than 1%). She pointed out that lease revenue is budgeted to be down slightly, but snow removal and groundskeeping revenue is budgeted to increase. No

**On a motion by Mr. Lawrence, seconded by Mr. Cusack, the directors unanimously approved the proposed 2024 GLDC budget.**

**NOMINATING COMMITTEE**

Mr. Delia presented the proposed class of officers for 2024, comprised of Mr. Delia as Chair, Mr. Martin as Vice Chair, Ms. Grogan as Treasurer, Ms. Cohen as Secretary, Mr. DiMeo as Authorized Representative, and Mr. Van Shufflin as Authorized Representative.

**On a motion by Mr. Lawrence, seconded by Mr. Manuele, the directors unanimously approved the 2024 class of officers.**

**CONTRACTS**

**MOHAWK VALLEY EDGE**

Mr. Callan presented the proposed 2024 staff service contract with Mohawk Valley EDGE. There are no material changes to this year's contract other than dates.

**On a motion by Mr. Cusack, seconded by Mr. MacDiarmid, the directors unanimously approved the 2024 class of officers.**

#### **GRIFFISS PARK LANDOWNERS ASSOCIATION**

Mr. Callan presented the proposed 2024 Ground and Service Agreement with Griffiss Park Landowners Association. He shared that this agreement includes a small fee increase and some minor changes in verbiage in Section 3

**On a motion by Ms. Grogan, seconded by Mr. Lawrence, the directors unanimously approved the 2024 GPLA Ground and Service Agreement.**

#### **GLDC/MHWA COOPERATIVE AGREEMENT**

Mr. Callan presented a proposed cooperative agreement between GLDC and Mohawk, Adirondack & Northern Railroad Corporation (MHWA). GLDC has been an applicant for two grants on behalf of MHWA over the past two years – one to the Northern Border Regional Commission and the other to the NYS Department of Transportation. Both grants were awarded, and GLDC will serve as the administrator of these grants. This will entail staff submitting reports and reimbursement requests on behalf of MHWA, and acting as a pass-through for grant dollars. The agreement will last for the duration of these grant projects.

**On a motion by Mr. Cusack, seconded by Mr. Lawrence, the directors unanimously approved the MHWA Cooperative Agreement.**

#### **PROCUREMENT POLICY**

Mr. Saunders explained the proposed updates to GLDC's procurement policy. Current policy is based on a design-bid-build contracting process. However, it is proposed to make this policy more flexible and to allow for a design-build process, or similar, to potentially expedite projects. He reminded board members that the organization can deviate from this policy as needed.

**On a motion by Mr. Grogan, seconded by Mr. Manuele, the directors unanimously approved the modified Procurement Policy.**

#### **COMPLIANCE POLICY**

Ms. Carney explained that the Directors needs to adopt a compliance policy to satisfy certain grant requirements of the current US EDA grant for the gas conversion project. The proposed policy will conform with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as promulgated by the Office of Management and Budget.

**On a motion by Mr. Cusack, seconded by Mr. MacDiarmid, the directors unanimously approved the proposed Compliance Policy.**

Mr. Delia shared the 2024 meeting schedule for board members.

#### **OLD BUSINESS – KELBERMAN LEASE UPDATE**

No update was provided.

**On a motion by Mr. Lawrence, seconded by Ms. Grogan, the directors unanimously approved entering into executive session to discuss potential contracts.**

**On a motion by Mr. Lawrence, seconded by Mr. Manuele, the directors unanimously approved exiting executive session to discuss potential contracts.**

The meeting was adjourned by consensus at 4:47 PM.

Respectfully submitted,  
Tim Fitzgerald