

**Meeting Minutes**  
**Griffiss Local Development Corporation**  
**584 Phoenix Drive Rome, NY - WebEx**  
**December 15, 2022 - 4:00 PM**

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

**Others Present:** Steve DiMeo, Frank Sanzone, Maureen Carney, Bill Vanshufflin, Jef Saunders, Shawna Papale (via Webex)

**Chair Delia called the meeting to order at 4:22 PM.**

**On a motion by Ms. Grogan, seconded by Mr. Cusack, the directors unanimously approved the minutes from the October 20 meeting.**

**FINANCIALS**

Ms. Carney reviewed the November financials. She noted that CDs are looking more attractive and has reached out to a few banks and credit unions. She is trying to anticipate the cash needs to bridge financing for the gas conversion project and will keep the board updated on her investigations.

GLDC did gain revenue from leases from Kelberman (across the street) and Coleman Sphon (584 Suites). The audit committee met for a pre-engagement meeting with the auditors. The committee reviewed the auditors' interim procedures and timeline. The finance committee met and reviewed the FY2023 budget, and voted to recommend the budget to the full board. The budget is balanced with a total revenue of \$4.3M which is up 4% from the prior year. Debt increased due to the Orgill PILOT. The budget accounts for a 2% cost of living increase.

**On a motion by Mr. Cusack, seconded by Ms. Grogan, the directors unanimously approved the FY2023 budget as presented.**

**NOMINATING**

Current board officers are as follows:

Chair – Elis DeLia

Vice-Chair – Kevin Martin

Treasurer – Deb Grogan

Mr. DeLia reported out that the recommendation of the nominating committee is to re-nominate all of the officers to their positions once more. He also noted that if anyone on the board is interested in participating on a committee, reach out to Ms. Cohen and you'll be assigned to that committee.

**On a motion by Mr. Lawrence, seconded by Mr. Cusack, the directors unanimously approved the nominees for board officers.**

### **STAFF SERVICE AGREEMENT**

The board reviewed the staff services agreement between MV EDGE and GLDC. No changes have been made from the prior year. The length of the contract and dollar amount is the same. Exhibit A was amended to correctly represent the services being performed.

On a motion by Mr. Martin, seconded by Mr. Vetrone, the directors unanimously approved the agreement as presented.

### **NEW YORK STATE VIETNAM VETERANS MEMORIAL FUND, INC.**

Ms. Cohen presented an agreement between the NYSVVMF, Inc., GLDC, GPLA, and OCIDA. The veterans' group has been maintaining the memorial on the park for the past several years. This agreement delineates roles and responsibilities, and protects all interested parties.

**On a motion by Ms. Grogan, seconded by Mr. Martin, the directors unanimously approved the agreement as presented.**

### **ROAD CONVEYANCE**

Mr. Saunders discussed the road conveyance to the City of Rome. The original roadway system was covered under the "service fee payment agreement" originally signed in 2005. At the time the document was signed, GLDC didn't have the title to all the lands. Since then, we've been negotiating with Rome to get a conveyance in place; everything has been mapped out. This includes the streets, water lines, sewer lines, sidewalks, and storm infrastructure, all set to be turned over to the city. The deeds have been drawn and we are working with city attorneys to get things approved by common council.

Air City Blvd., Atlas Drive, Chappie James Blvd., and Olive Grove St. were never contemplated to be part of the original service; however, the city wants to take them. These four roads were not initially covered, so the Board needs to formally transfer them to the City. The board needs to make a written finding as to why they are being transferred below market value.

**On a motion by Mr. Lawrence, seconded by Ms. Grogan, the directors unanimously accepted the determination as presented.**

**On a motion by Mr. Cusack, seconded by Mr. Martin, the directors unanimously voted to enter into executive session.**

**On a motion by Mr. Cusack, seconded by Ms. Grogan, the directors unanimously voted to exit executive session.**

### **SALE OF PROPERTY**

The directors discussed the sale of property on Floyd Ave to Adirondack Bank.

**On a motion by Mr. Vetrone, seconded by Mr. Lawrence, the directors unanimously voted to approve the sale of a two-acre parcel of land on Floyd Ave. to Adirondack Bank for \$75,000 an**

**acre, with the understanding the contract will be subject to the approval of GLDC's legal counsel and Steve DiMeo.**

The meeting was adjourned by consensus at 4:59 PM.

Respectfully submitted,

Laura Cohen