

**Griffiss Local Development Corporation  
Board of Directors Meeting Minutes  
584 Phoenix Drive - Rome, NY  
January 16, 2020 - 4:00 p.m.**

**Members Present:** Dave Russell, Elis Delia, Deb Grogan, Franca Armstrong, Frank Vetrone, Kevin Martin, Eric Pietrowski

**Others Present:** Steve DiMeo (via telephone), Shawna Papale, Maureen Carney, Jen Waters, Jef Saunders, Frank Sanzone, Bill VanShufflin, Mike Callan, Peter Zawko

Mr. Delia called the meeting to order at 4:04 p.m.

**Upon a motion by Mr. Vetrone, and seconded by Ms. Grogan, the board unanimously approved the minutes from the December 12th board meeting.**

**Financials**

Ms. Carney presented the interim monthly financial statements and noted that the 2019 financials were within 1% of the budgeted revenue and within 6% of budgeted expenses. Notable expenses for 2019 included the bathroom at Building 776, site improvements to Building 778, notable revenue items included the sale of property to B240 LLC, a parcel on Floyd Ave and Dart Circle.

**Committee Reports**

The nominating committee presented Dave Winberg as a new board member for nomination to fill the vacancy in the Class of 2022. **Upon a motion by Ms. Grogan, and seconded by Mr. Russell, the board unanimously approved addition of Dave Winberg to the class of 2022.**

**New Business**

An updated Procurement Policy was presented to the board by Mr. Callan. The changes made to the policy are all within the not-for-profit law and allow GLDC greater discretion in procurement (increasing values) and reflect the current operations/mechanisms used by GLDC in procuring its labor and materials.

**On a motion by Mr. Martin, and seconded by Ms. Armstrong, the board voted unanimously to approve the updated Procurement Policy.**

A license agreement between Oneida County Industrial Development Agency, Griffiss Local Development Corporation and Orgill, Inc was presented to the board for ratification. It was approved in concept at the previous meeting. Orgill will be the responsible party while on the site. Counsel anticipates closing on the site in the coming months.

**On a motion by Mr. Martin, and seconded by Ms. Grogan, the board voted unanimously to allow Orgill early access to remove trees on their project site prior to closing pending legal counsel review and approval.**

**On a motion by Mr. Vetrone, and seconded by Ms. Grogan, the board voted unanimously to enter into Executive Session to discuss the sale and lease of property at 4:23PM.**

**On a motion by Mr. Lawrence, and seconded by Mr. Martin, the board voted unanimously to exit into Executive Session to discuss the sale and lease of property at 4:29PM.**

There being no further business, the meeting was adjourned by consensus at 4:29PM.

Respectfully Submitted,

Jennifer Waters  
Secretary