

## **Meeting Minutes**

### **Griffiss Local Development Corporation – Board of Directors**

**584 Phoenix Drive Rome, NY**

**December 18, 2025 – 4:08PM**

**Members Present:** Jim Cusack, Frank Vetrone, Elis DeLia, Kevin Martin, Mike Manuele (Teams), Evan Degennaro (Teams), Eric Macdiarmid (Teams), Erin Weiman (Teams), Chad Lawrence

**Staff Present:** Frank Sanzone, Marc Barraco, Rachel Hadden, Shawna Papale, CJ Hanrahan, Christian Giardino, Mark Kaucher, Zach Joyce,

**Guests Present:** Jef Saunders

**Call to Order:** Chairman Delia called the meeting to order at 4:08 pm.

#### **Approval of October 30, 2025 Board Meeting Minutes:**

On a motion by Chad Lawrence, seconded by Frank Veterone, the directors unanimously approved the minutes from the October 30th, 2025, meeting.

### **Finance/Administration Report**

#### **I. Interim Financials**

An interim financial report was presented, noting:

- Cash decreased by approximately **\$220,000**, with about half attributable to increases in capital reserves and redevelopment funds, and half due to timing of expenditures.
- Storm damage repair expenses were covered by insurance proceeds.
- Current liabilities increased by approximately **\$181,000** due primarily to accounts payable.
- Revenues were **22% over budget** and expenses **19% over budget**, largely due to CTR occupancy exceeding projections.

#### **II. FY2026 Operating Budget**

Mr Cusack asked for anticipated costs to be shown to them within the budget. Shawna Papale discussed the matter with Mr. Cusack. Mr. Cusack asked for a fleet management program in order to anticipate costs in the future. Mr. Sanzone mentioned the initiative attempted in the past. Mr. Sanzone welcomed the idea.

Ms. Hadden presented the proposed **2026 Operating Budget**, noting:

- Budget is balanced.
- Revenue primarily from leases, slightly reduced due to vacancies.
- Notable expense areas include salaries and a **\$61,000 capital purchases line**.
- Discussion focused on long-term planning for equipment and vehicle replacement and the desire for more structured asset management planning.
- Ms. Hadden welcomed any questions on the items presented. The board had no questions.

**On a motion by James Cusack, seconded by Chad Lawrence, the directors unanimously approved acceptance of the current financial report and Operating Budget, as presented.**

## **Governance and Officer Actions**

### **Slate of Officers**

The Nominating Committee recommended reappointment of the current slate of officers. Elis Delia welcomed anyone to consider joining the committees for GLDC should they have any interest in doing so.

**On a motion made by, Frank Veterone, second by Chad Lawrence. The board approved unanimously approved to keep current officer slate.**

## **New Business**

### **I. GLDC/ICAN Sublease written determination regarding the same pursuant to Section 2897(7)(c) – Action**

Mrs. Papale explained the 88-daycare slot and childcare; she stated the rented building is being put in to support the businesses on the park regarding childcare.

Mr. Cusack asked if we must investigate environmental studies, Shawna stated that it has been handled, however we are waiting for a letter from DEC.

Approval was sought for a below-market lease arrangement in Building 796 to establish an **88-slot childcare center with infant care.**

- Daycare lease rate: **\$6.96 per square foot**
- Office lease rate: **\$9.00 per square feet**
- Justified as supporting economic development, workforce needs, and utilization of a hard-to-lease facility.
- Required findings regarding lack of reasonable alternatives were made.

**A motion to approve the below market project and make a finding that there is no reasonable alternative was made by Chad Lawrence seconded by Kevin Martin. The Board approved.**

II. Approval to Authorize March Associates to proceed with design work on B796

**- Action**

Approval was requested to authorize **March Associates** to begin design work related to the daycare project at a cost of **\$56,000**, supported by a matching security deposit.

**A motion was made to Authorize March Associates to proceed with design work on B796 by Chad Lawrence seconded by Frank Veterone. Elis Delia abstained from the vote, while the remainder of the board approved of the request.**

A summary of Executive Committee actions for the year was acknowledged as included in the meeting packet. Elis Delia referred to the presented materials for members to look at

Elis Delia asked that all members sign and return their conflict-of-interest forms.

**Change Order – Demolition of Building 212**

A change order of approximately **\$35,000** was presented by Mr. Sanzone, due to unanticipated foundations and footers discovered during demolition.

**A motion was made by Kevin Martin, seconded by Frank Veterone, to approve the presented change order. The board unanimously approved the request.**

Mr. Saunders presented a map outlining the proposed new driveway to be constructed by the county. In response to Chairman Delia's inquiry regarding next steps following construction, Mr. Saunders explained that materials would need to be removed and a roadway established to support truck and trailer access required for the Chobani construction project.

**License Agreement – Temporary Access / Tobin Project**

Approval was requested for a temporary license agreement allowing **Myron Construction Company, Inc.** access across a small GLDC-owned parcel near Building 101 to install a heavy-duty temporary driveway for the Tobin Project.

- Access includes insurance and indemnification provisions.
- Property to be restored upon completion.

**A motion to approve the license agreement, subject to counsel's review and approval, was made by James Cusack, seconded by Kevin Martin. The board unanimously approved, subject to counsel review.**

**Other Business**

- **Board members were reminded to complete and submit Conflict of Interest forms.**
- **2026 Board meeting schedule was reviewed.**

**Adjournment**

There being no further business, the meeting was adjourned.

**Adjournment:** 4:28 PM

**Holiday Greeting:** “Merry Christmas” exchanged among members.

Respectfully submitted,

CJ Hanrahan  
GLDC Secretary