



**Thursday, January 21, 2020**

**Via Zoom at 10 am**

**Board of Directors Meeting**

<https://cornell.zoom.us/j/94732877733?pwd=OUpVTkdMT0RuSFIONnpob0NCTlY4dz09>

**Agenda**

- I. Call to Order/Introductions (Chairman Michael Manikowski)
- II. Review and Approval of Minutes (Chairman Michael Manikowski)
- III. EDA Application Update, Tech Farm II (Harry Sicherman)
  - a. Grant approval, Next steps
  - b. Correspondence with neighbors
  - c. Grant funding ops (NYSEG)
- IV. Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)
  - a. Draft 6, Committees, Next Meeting
- V. Operations (Sarah Meyer)
  - a. Approval of P&J Lawn Kare contract for 2021
  - b. Progress on forklift sale
  - c. Tenant Projects
- I. Financial Report (Sarah Meyer/Brendan Tydings)
  - a. Balance Sheet (attached)
- II. Adjourn Meeting (Chairman Michael Manikowski)

Next meeting Thursday, February 18 at 10am via Zoom

## **Minutes from...**

### **Tech Farm Board Meeting January 21, 2021 at 10 am via Zoom**

#### **Members in Attendance (alphabetical by last name):**

Sage Gerling, Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, William Strassburg, Brendan Tydings, and Catharine Young

#### **Non- Members in attendance (alphabetical by last name):**

Sarah Meyer, Harry Sicherman

#### **I. Call to Order/Introductions (Chairman Michael Manikowski)**

Michael Manikowski called the meeting to order at 10:04am. Catharine Young opens the discussion with a few brief questions about the EDA Tech Farm II project and grant announcement timeline. Bill Strassburg has communicated with Vincent Esposito to work out a timeline for an appropriate announcing the grant. Brendan Tydings offered to contact Senator Ball's office for a quote. Catharine Young requests a one-pager factsheet for circulation. Cathy had reached out to Dan and communicated with Erin Rodger of Cornell AgriTech. Sage Gerling offered to slow the Finger Lakes Times to await quotes and our synopsis. Harry Sicherman offered to compose a synopsis of the project for Cathy with quotes from Dan Rao and Michael Manikowski.

#### **II. Review and Approval of Minutes (Chairman Michael Manikowski)**

*Motion made by Brendan Tydings to approve the December 2020 Board Meeting minutes; seconded by Catharine Young. No further discussion. Approved at 10:20 am.*

#### **III. EDA Application Update, Tech Farm II (Harry Sicherman)**

##### **a) Grant approval, Next steps**

Harry Sicherman suggests that Board approval is given for Michael Manikowski to sign the EDA Award Letter which sets aside the funds and commits them to the project as well states the regulations set under which the award is made. *Michael Manikowski seeks a resolution from the Board to authorize him to sign the EDA Award Letter. Catharine Young; seconded by Sage Gerling. No further discussion. Passed at 10:23 am.* Harry Sicherman highlights the procurement process and the importance of fulfilling all of the requirements – the RFQ, RFP, and Construction Contract. Harry Sicherman will work with Sarah Meyer to organize and update all of our files regarding the process. Harry Sicherman discusses the NEPA notification which ran in the Finger Lakes Times and was closed for public comment in December. Process takes typically 60-65 days. Aiming to start the process by February 1<sup>st</sup> is the preference to ensure the timeline. Michael Nozzolio poses questions regarding the confirmed tenants for Tech Farm II and encourages confirming commitments beyond the current memorandum of understanding. Brendan Tydings spoke to Dan Rao's requests for the space and recommended a lease be signed to ensure Dan's requests. Michael Nozzolio asks for thoughts on additional tenants in Tech Farm II. Harry Sicherman and Brendan Tydings confirms that

confirming tenant 1 is essential to move forward but the building will be designed to accommodate two tenants for added flexibility. Sage Gerling encouraged identifying opportunities for a CBDGG grant/loan or RLF funding to assist Dan Rao in equipment purchasing. Harry Sicherman mentions the bank construction loan and their agreement to not take a mortgage on new facility but one on the existing facility with an expected appraisal in the future. There will be a \$1M cap on the construction loan. Michael Nozzolio encourages that we have evidence of cash flow necessary. Marketing Tech Farm I MFG01 is something that needs to progress, potentially to existing Tech Farm tenants, which Catharine Young offered to work on.

b.) Correspondence with neighbors

Sarah Meyer shared the steps taken in response to emails received by neighbors across Castle Creek. Key points were forwarded to MRB. Michael Nozzolio asked Jan Nyrop if Cornell needs to be given acknowledgement of the acceptance of the EDA award. Jan Nyrop confirmed and suggested Jeremy Thomas and the Cornell Real Estate Department team, as well as the architect. Jan Nyrop committed to reaching out to Erin Rodger (Cornell) to disseminate this information immediately.

c.) Grant funding ops (NYSEG)

Brendan Tydings described how the costs are affiliated with NYSEG's supplying utilities to the new facility. Harry Sicherman specified with an inquiry for potentially community grants for this type of work.

#### **IV. Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)**

a.) Draft 6, Committees, Next Meeting

Bill Strassburg had just emailed draft 7 prior to this meeting. Edits and revisions were made to Draft 6 which was the version discussed at the last special meeting. Bill Strassburg suggested three committees form - 1) Programs and Marketing 2) Fiscal and Operational Management 3) Economic Development. Bill Strassburg requested Board members look at the plan, offer any suggestions, and select a committee they would like to join. Sage Gerling suggested that non-board members may like to be on these committees.

#### **V. Operations (Sarah Meyer)**

a.) Approval of P&J Lawn Kare contract for 2021

Sarah Meyer overviewed the P&J lawn Kare contract. The board discussed the proposed charges for tree trimming, mowing, and trimming. *Michael Manikowski made a motion to approve the P&J Lawn Care trimming and mowing expenses in 2021. Jan Nyrop made a motion to approve; seconded by Brendan Tydings. Passed at 11:09am.* Discussion continued distinguishing the tree trimming from the mowing/trimming expenses. Jan Nyrop expressed concern about the state of trees, curbing, and asphalt at the Castle Creek Bridge.

b.) Progress on forklift sale

Brendan Tydings and Dan Rao have discussed the sale and Brendan is working with Mullen for a value of the machine, originally purchased used from them for \$11K.

c.) Tenant Projects

Sarah Meyer discussed the Notes document detailing the current tenant projects. Regarding Stony Brook's proposed compressed air project, material expenses will cost \$700. Board members agreed with Brendan Tydings' suggestion that they cover the cost of labor and Greg Woodworth cover the cost of materials. Sarah Meyer provided an overview of the major building projects as noted. Jan Nyrop asked for clarification on the hours and projects B&P work on in the building.

#### **VI. Financial Report (Sarah Meyer/Brendan Tydings)**

a.) Balance Sheet and Check Detail (attached)

Sarah Meyer referred to the Notes for the Audit Committee. Accounts were reconciled at the end of December. Deb Lemke of Petrella Philip will conduct an audit in February. Brendan Tydings referred to the significance and use of the Balance Sheet and Check Detail Reports.

#### **VII. Adjourn Meeting (Chairman Michael Manikowski)**

Bill Strassburg questioned a timeframe for the Tech Farm II groundbreaking to tell Vincent Esposito. Brendan is hoping for June/July 2021. *Michael Manikowski asked for a motion to adjourn. Motion made by Brendan Tydings; seconded by Michael Manikowski. Passed at 11:23 am. Adjourned.*

Next meeting February 18 at 10 am via Zoom.