



Minutes from...
CAFTPC Monthly Board Meeting
January 27, 2022 at 10 am at Tech Farm /Zoom

Members in Attendance (alphabetical by last name):

Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, Bill Strassburg, Brendan Tydings, and Catharine Young

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

Barry Dumbauld (Hunt EAS), Sarah Meyer, Harry Sicherman, Michael Trapanovski (Hunt EAS)

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

Meeting called to order at 10:04 AM.

II. Guest Presentation, Hunt AES

A presentation from Hunt EAS, regarding Manufacturing Building, was provided to Board members. The Hunt AES team outlined project progress, schedule, and budget. Key points of the discussion included expected bid advertising, document submittals, and SWPPP approval. Project updates, ESD/EDA grant requirements and their effect on the project schedule were all parts of the group discussion as the presentation progressed.

III. Review and Approval of December 2021 Minutes (Chairman Michael Manikowski)

Minutes were approved with a motion by Michael Nozzolio; seconded by Michael Manikowski. Unanimously passed at 10:06 am.

IV. Manufacturing Facility (moved ahead in agenda)

Discussions reflected on exchanges between Cornell Real Estate, Harris Beach, and Harry Sicherman regarding progress toward where final approvals are needed. Harry Sicherman, Brendan Tydings, and Michael Manikowski are working closely with the Hunt AES team to move forward with bidding process over coming month. Harry Sicherman has forwarded LNB documents to Cornell Real Estate. *Michael Nozzolio made a resolution to approve and sign the LNB Commitment Letter and to include the fee payment of \$5375; seconded by Jan Nyrop. Passed unanimously at 10:27 am.* Sage Gerling was not present to discuss an update on the City's RLF.

V. Tech Farm

Nothing has moved forward regarding the CFA grant for NYS Incubator designation. Regarding budget and lease rates for 2022, conversations with individual tenants and a group tenant zoom meeting are tentatively planned for spring once submeter reading results are available. The subcommittee will convene to discuss utility costs and strategic strategies and intend to host a tenant meeting. Board membership was discussed as Sage Gerling has left her City Manager position.

VI. Operations (Sarah Meyer)

Notes from previous month was reviewed with Board members. Sarah Meyer presented a new cleaning services contract to Board members. She will obtain quotes from other service

providers for comparison before signing the agreement. Catharine Young suggested that the Board obtain confirmation from tenants as we transition toward the new building in spring 2023.

VII. Tech Farm Financial Report (Sarah Meyer/Brendan Tydings)

Sarah Meyer reviewed the approved expenses over \$2,000 since the last Board meeting and the anticipated invoices to be paid, as well as current account balances and QB reports. Sarah Meyer debriefed the Board on the progress of resolving tNYS-45 filing with ADP and Department of Labor. *Brendan Tydings made a motion to retain Petrella Phillips to conduct the 2021 audit and 1099s submission; seconded by Cathy Young. Passed unanimously at 11:10 am.*

VIII. Executive Session

Did not occur.

IX. Adjourn Meeting (Chairman Michael Manikowski)

Motion made by Jan Nyrop; seconded by Bill Strassburg. Passed unanimously at 11:19am.



Minutes from...
CAFTPC Special Board Meeting
February 14, 2022 at 11:15 am on Zoom

Members in Attendance (alphabetical by last name):

Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, Bill Strassburg, Brendan Tydings, and Catharine Young

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

Sarah Meyer

Catharine Young provided a background summary of the interest in MFG04 leading to its near future vacancy and new tenancy. A discussion amongst Board members contemplated existing tenant and new start up tenant candidates. Center of Excellence was encouraged to find an alternative location for the startup business. Catharine Young encouraged the establishment of a mission statement, criteria, and procedure for selecting new tenants when spaces become available. Michael Nozzolio highlighted the need for new space and expansion on the Tech Park. *Catharine Young made a motion to grant MFG04 to Siena Development Group; seconded by Jan Nyrop. Passed unanimously at 12:00 pm.*