

Niagara County Industrial Development Agency

Niagara County Center for Economic Development . 6311 Inducon Corporate Drive . Sanborn . NY . 14132

NCIDA/NCDC/NADC AUDIT/FINANCE COMMITTEE MEETING MINUTES

Date: Wednesday, October 9, 2019
Time: 8:00 a.m.
Place: Niagara County Center for Economic Development
Vantage Center

NCIDA/NCDC/NADC Audit/Finance Committee Members:

Mark A. Onesi, Chairperson	Present
Kevin McCabe, Member	Present
William L. Ross, Member	Present

Other Board Members Present:

Joan Aul
Daryl Bodewes

Staff Present:

Susan Langdon, Executive Director
Andrea Klyczek, Assistant Director
Michael S. Dudley, Finance Manager
Dmitri Liadski, Economic Developer
Barbara A. Gill, Recording Secretary
Mark J. Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. Onesi called the meeting to order at 8 a.m.

2.0 Roll Call

Ms. Gill called the roll; a quorum was established.

3.0 Approval of Audit Committee Meeting Minutes

3.1 August 14, 2019

Mr. Onesi stated that he had reviewed the meeting minutes and he made a motion for approval; Mr. Ross seconded the motion. The motion passed.

4.0 Finance & Audit Committee Reports

4.1 Agency Payables

4.1.1 August

Mr. Onesi stated that he reviewed the monthly payables and found them to be in order.

Mr. Onesi motioned to recommend approval of the monthly payables to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

4.1.2 September

Mr. Onesi stated that he reviewed the monthly payables and found them to be in order.

Mr. Onesi motioned to recommend approval of the monthly payables to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

4.2 MTD and YTD Budget Variance Reports

4.2.1 August

Mr. Onesi stated that he reviewed the Budget Variance Report and found it to be in order.

Mr. Onesi motioned to recommend approval of the Budget Variance Report to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

4.2.2 September

Mr. Onesi stated that he reviewed the Budget Variance Report and found it to be in order.

Mr. Onesi motioned to recommend approval of the Budget Variance Report to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

4.0 Finance & Audit Committee Reports Continued

4.3 Recommendation of Snowplowing Contract

Roxanne Morgan, Agency Staff, stated that she sent out Requests for Proposals for the next three (3) Seasons, 2019, 2020, and 2021 for Niagara Industrial Suites and Vantage Center.

After receiving two (2) bids, staff is recommending Laraba Enterprises stating that, even though their base rate is higher, they do not charge per occurrence for snowplowing and their salting application is almost half that of the other bidder.

A detailed spreadsheet was attached for the Committee's review.

Mr. McCabe made a motion to recommend approval of the snowplowing contract to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

4.4 Project Closing Summary Report

Mark Gabriele stated that ten (10) projects closed this year and there will likely be 3 -4 more by year's end.

4.5 2020 Budgets

4.5.1 Niagara County Industrial Development Agency

4.5.2 Niagara County Development Corporation

4.5.3 Niagara Area Development Corporation

Michael Dudley, Finance Manager, summarized the draft budgets for 2020. He briefly went through each budget and addressed questions from the Committee, who is being asked to review the budgets and then recommend their approval to the full Board at the Regular Board Meeting.

Once approved by the Board at the Regular Board Meeting, the budgets will be sent to the Niagara County Clerk and Legislature for a mandatory 20 day review. The Board will then be asked to formally adopt the 2020 Budgets at the November 13, 2019 Regular Board Meeting.

Mr. McCabe made a motion to recommend approval of the three (3) Proposed Budgets to the Board Members at the Regular Board Meeting; Mr. Ross seconded the motion. The motion passed.

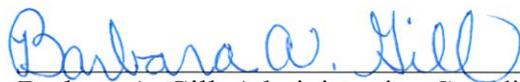
5.0 New Business

There was no new business at this time.

6.0 Adjournment

Mr. Onesi made a motion, seconded by Mr. Ross to adjourn the meeting. The meeting adjourned at 8:58 a.m.

Respectfully Submitted:


Barbara A. Gill, Administrative Coordinator