

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, May 8, 2019
Time: 8:45 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:

Stephen F. Brady
Jerald I. Wolfgang
Daryl Bodewes

Staff Present:

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

1.0 Meeting Called to Order

Mr. Onesi called the meeting to order at 8:45 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 April 10, 2019

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

4.0 Finance & Audit Committee Reports

4.1 Agency Payables

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 Report

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.

4.3 Project Closing Summary Report

Mr. Gabriele stated that the Freunds Schuh project has closed, and the 460 Wheatfield Project is closing very soon.

5.0 New Business

5.1 Vantage Center

5.1.1 Award of Contract for Rooftop Heating Units

Roxanne Morgan, Agency Staff, stated that twenty-nine (29) Requests for Proposals were mailed out to Niagara County vendors and three (3) were returned. A compiled spreadsheet was in the agenda packet comparing the three (3) bids for the Committee Members to review.

Staff is recommending the low bid from Niagara Industrial Mechanical Services for the five new rooftop units.

Mr. Onesi motioned to recommend the approval of the low bidder; Mr. McCabe seconded the motion. The motion passed.

6.0 Adjournment

Mr. Onesi made a motion, seconded by Mr. Ross to adjourn the meeting. The meeting adjourned at 8:48 a.m.

Respectfully Submitted:



Barbara A. Gill, Administrative Coordinator