

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

**Annual Meeting Minutes
Monday, March 25, 2019
2nd Floor Conference Room (Room 200)
20 Ontario Street
Canandaigua, NY 14424**

Members Present	Members Excused
Mike Davis, Chair	Brad Braddon
Don Culeton	
Kelly Mittiga, Member	Guests
Supervisor Jeff Gallahan, Member	Brian Young, Deputy County Administrator
Laura Pedersen, Secretary	Tom Lauffer, Mengel Metzger Barr & Co. LLP
Lew Zulick, Member	John Rynkiewicz, Mengel Metzger Barr & Co.
	Bob Murphy, 205 Lakeshore Drive
Staff Present	Harry Sicherman, Harrison Place Studio
Mike Manikowski, Executive Director	Ellen Polimeni, City of Canandaigua Mayor
Suzanne Vary, Staff	John Goodwin, City Manager of Canandaigua
Michael Wojcik, CFO	Andy Molodetz, CY Plastics
Jessica Kazmark, Staff	Matt Bragg, Chrisantha Construction
Brigitte Larson, Staff	Joe Rowley, SNV Realty Group
Bob Mincer, Staff	Kayla Green, Rochester First, News 8
	Contract Staff
	James Coniglio, Underberg & Kessler
	Barry Carrigan, Nixon Peabody

CALL TO ORDER:

Chair Mike Davis called the meeting to order at 4:49 p.m. A quorum was present.

ADMINISTRATION:

Approval of October 29, 2018 Minutes:

Mike Davis presented the October 29, 2018 minutes for approval.

Laura Pedersen motioned to accept the October 29, 2018 minutes as presented. Lew Zulick seconded the motion. Unanimously carried.

2019 Master Agreement:

Michael Wojcik presented the 2019 Master Agreement to the Board. This is an agreement between the OCLDC and Ontario County for services including managerial and administrative services as well as use of conference rooms. Michael explained that the 2019 Master Agreement

Lew Zulick made a motion to accept the 2019 Master Agreement as presented. Laura Pedersen seconded the motion. Unanimously approved. Motion carried.

Audited Financial Statements and PARIS Report:

Michael Wojcik introduced Tom Lauffer and John Rynkiewicz to the Board. Tom noted an unmodified, clean audit report. There were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board.

Accountants Letter of Communication and Management Letter:

Tom Lauffer reviewed the Accountants Letter of Communication and the Management Letter.

Lew Zulick made a motion to block and accept the Audited Financial Statements and PARIS Report, Accountants Management Letter and Accountants Letter of Communication. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Reports:

Michael Wojcik reviewed the following annual reports to the Board:

- Management's Internal Control Assessment Report
- LDC Mission Statement and Measurement Report
- Annual Procurement Report - This will be submitted as a separate report to the ABO.
- LDC Annual Real Property Report - It was noted that the LDC does not own any real estate.

Michael Wojcik informed the Board that all the reports will be posted on the website as required by the NYS Authorities Budget Office (ABO).

Policies & Procedure Amendments:

Michael Wojcik explained that there is an addition to the Policy and Procedures titled "Preferred Source Procurement", which has been required by the Authorities Budget Office (ABO). This states that under Section 162(4) of State Finance Law, public authorities and public benefit corporations are to purchase certain approved products and services from preferred sources if available. There are currently three Preferred Source Organizations that shall be reviewed for needed product and services. Any product or services secured from these organizations are exempt for the State's required competitive bid process. There are no other significant changes.

Lew Zulick made a motion to block and accept the 2018 OCLDC Management's Internal Control Assessment Report, 2018 OCLDC Mission Statement and Measurement Report, 2018 OCLDC Annual Procurement Report, 2018 OCLDC Annual Real Property Report and the OCLDC Policies and Procedure Amendments. Laura Pedersen seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

Lew Zulick motioned to adjourn the meeting at 5:02 p.m. and was seconded by Kelly Mittiga. Motion unanimously carried.

*The OCLDC Board meeting reconvened at 6:10 pm to approve the 2018 Annual Report.

Laura Pedersen made a motion to approve the OCLDC 2018 Annual Report, seconded by Kelly Mittiga. Unanimously approved. Motion carried.

Respectfully submitted,

Brigitte Larson