

**Seneca County Funding Corporation**  
**Annual Meeting**  
**Meeting Minutes**

Thursday, October 1, 2020  
2:35 pm  
Held Via Livestream due to Covid-19

**Attendance:**

Members Present: Steve Brusso, Chair; Valerie Bassett and Robert Kernan  
Members Absent: None  
Others Attending: Sarah Davis IDA, Kelly Kline, IDA, Patricia Jones, IDA

**Call to Order:**

Chairman Brusso called the meeting to order at 2:44 P.M. A quorum of the Corporations members were present.

**Election of SCFC Officers:**

The Governance Committee met on November 14, 2019 and approved presenting the following SCFC slate of officers for the 2020 calendar year: Steven Brusso –Chair; Valerie Bassett – Vice-Chair; Robert Kernan – Secretary and Treasurer. A motion was made by Mr. Kernan approving the 2020 SCFC slate of officers. Seconded by Ms. Bassett. Motion carried.

**Approval of SCFC Meeting Minutes of March 26, 2020:**

The minutes of the Corporation’s regular meeting of March 26, 2020 had been sent to members prior to the meeting. A motion to approve the minutes was made by Ms. Bassett. Seconded by Mr. Kernan. Motion carried.

**Appointments to 2020 SCFC Committees:**

Chairman Brusso made the following appointments to the Audit/Finance and Governance Committees:

**Audit/Finance Committee: Robert Kernan, Chair; Valerie Bassett and Steven Brusso**

**Governance Committee: Robert Kernan, Chair; Valerie Bassett and Steven Brusso**

**Approval of SCFC Resolutions:**

**SCFC Resolution No. 2020-01 / Designation of Banking Institutions:**

Designating the Chemung Canal Trust Company; Community Bank, NA; M&T Bank; Five Star Bank; Lyons National Bank; Savannah Bank, NA; Generations Commercial Bank and Generations Bank as the institutions that can be used for SCFC banking purposes during the year 2020. A motion was made by Ms. Bassett approving Resolution No 2020-01. Seconded by Mr. Brusso. Mr. Kernan recused due to his affiliation with Generations Bank. Motion carried.

**Resolution No. 2020-02 / Designation of Persons Authorized to Sign Corporation Checks:**

Authorizing SCFC Chairman; Vice-Chairman; Secretary; Treasurer; Executive Director and CEO to sign checks issued by the Seneca County Economic Development Corporation during year 2020.

**Resolution No. 2020-03 / Designating of Legal Counsel:**

Designating Legal Counsel as The Halpin Law Firm for 2020

**Resolution No. 2020-04 /Corporation Auditors:**

Designating the audit firm of Raymond F. Wager, CPA a division of Mengel Metzger Barr & Co. LLP., to be utilized as the SCFC audit firm for the year 2020.

**Resolution No. 2020-05 / Appointment of Chief Executive Officer:**

Appointing Sarah Davis as the Chief Executive Officer for the year 2020.

**Resolution No. 2020-06 / Designation of Accountant/Bookkeeper:**

Designating the accounting firm of Dermody, Burke, & Brown to be utilized as the SCFC Accountant and Eleanor Beattie to be the Bookkeeper for the year 2020.

A motion was made by Mr. Kernan approving **SCFC Resolution No's.2019-1; 2019-2; 2019-3; 2019-4; 2019-5 and 2019-6**. Seconded by Mr. Brusso. Members, Brusso and Kernan, voted "yea". Motion carried.

**Annual Financial Disclosure and No Conflict of Interest Forms:**

Mr. Brusso advised the board that ABO requires the annual completion of the Financial Disclosure Form and Certification of No-Conflict of Interest form. Blank forms had been mailed to corporation Members prior to the meeting to be completed by each appointed member of the Seneca County SCFC. Mr. Brusso requested that forms be completed and returned.

**Approval of Response to 2019 SCFC Management Letter:**

A copy of the Management Letter and the Response had been provided to members prior to the meeting. Mrs. Davis gave an overview of the response to the board. A motion was made by Mr. Kernan to approve the Response to the Management Letter. Seconded by Ms. Bassett. Motion carried.

**Approval of Engagement Letter / Raymond F. Wager, CPA.PC for 2020 SCFC Audit:**

A copy of the 2020 SCFC Audit Engagement Letter from the office of Raymond F. Wager, CPA, P.C. was provided to Board members prior to the meeting. Mr. Kernan provided an overview of the proposal. A motion was made by Ms. Bassett approving the 2020 SCFC Audit Engagement. Seconded by Mr. Kernan. Motion carried.

**Approval of Proposed 2021 SCFC Budget and Posting to PARIS:**

A copy of the proposed 2021 budget had been provided to members prior to the meeting. Mr. Kernan gave an overview of the budget to the Corporation members. A motion was made by Ms. Bassett to approve the proposed 2021 budget and to post on PARIS. Seconded by Mr. Kernan. Motion carried.

**Other Business:**

None

**Executive Session:**

None

**Adjournment:**

A motion to adjourn the meeting was made by Ms. Bassett and seconded by Mr. Kernan. Motion carried. The meeting adjourned at 2:46 p.m.

Respectfully submitted,

Sarah Davis  
Executive Director