

There will be a

Regular Meeting

of the

Seneca County EDC

as follows:

Thursday

December 5, 2019

1:00 P.M.

*(or immediately following the IDA
meeting scheduled for noon)*

Heroes Conference Room

Seneca County Office Bldg., 3rd Floor
Waterloo, New York

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting
Thursday, December 5, 2019
1:00 pm
*(or immediately following the IDA meeting
scheduled for 12 noon)*
Heroes Conference Room
Seneca County Office Bldg.
Waterloo NY 13165

Agenda

- 1) Approval of EDC Meeting Minutes / October 3, 2019 V _____
- 2) Approval of EDC Financial Statements thru October 2019 V _____
- 3) Approval of Engagement Letter/Raymond F Wager, CPA, PC Division for 2019 EDC Audit V _____
- 4) Governance Committee Report:
 - a) Approval of EDC Policies:
 - **New Proposed Policy:**
 - 1) Sexual Harassment Policy..... R _____
 - **Established Policies w. No Modifications..... R _____**
 - 1) Audit Committee Charter
 - 2) Conflict of Interest
 - 3) Capitalization Policy
 - 4) Code of Ethics
 - 5) Disposition of Property Policy
 - 6) Equal Opportunity Policy
 - 7) Governance Committee Charter
 - 8) Investment Policy
 - 9) Procurement Policy
 - 10) Records and Retention Policy
 - 11) Supplies and Equipment Policy
 - 12) Uniform Tax Exemption Policy and Guidelines
 - 13) Whistleblower Policy
 - 14) Mission Statement
 - b) Governance Self Evaluation
 - c) Nominations of 2020 EDC Officers
 - d) 2020 Contract Renewals for Professional Services:R _____
 - Humphrey Memorials
 - David Harrington
 - Dermody Burke & Brown
 - Robert Kernan, CFO
 - William Yale, SVMC Director
- 5) Items to be disposed of per Supplies and Equipment Policy
- 6) Other Business
- 7) Consideration of Executive Session
- 8) Adjournment

**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES**

October 3, 2019
1:17 PM
Rodman Lott & Sons Farms
Seneca Falls NY

Attendance:

Members Present: Thomas Macinski, Chair; Steven Brusso, Valerie Bassett, Thomas Kime and Erica Paolicelli

Members Absent: None

Others Attending: Robert Aronson, Patricia Jones, Kelly Kline and Robert Kernan, CFO

Call to Order:

Chairman Macinski called the meeting to order at 1:17p.m. A quorum of the Corporation's Members was present.

Approval of EDC Meeting Minutes of May 2 2019:

The minutes of the Corporation's meetings of May 2 2019 had been sent to members prior to the meeting. A motion to approve the minutes was made by Mrs. Paolicelli. Seconded by Mr. Kime. Motion carried.

Approval of EDC Financial Statements thru August 2019:

A copy of the financial statements was provided to members prior to the meeting. Mrs. Paolicelli read thru the financial statements. A motion to approve the financial statements was made by Mrs. Paolicelli. Seconded by Mr. Kime. Motion carried.

Approval of Proposed EDC 2020 Budget and Posting to PARIS:

A copy of the EDC 2020 proposed budget had been provided to members prior to the meeting. Mr. Aronson summarized the proposed budget which also included Sampson Veterans Memorial Cemetery. A motion was made by Mr. Kime to approve the 2020 EDC Budget and Posting to PARIS. Seconded by Mr. Brusso. Roll call vote: Mr. Macinski – yea; Mr. Brusso – yea; Mrs. Paolicelli – yea; Mr. Kime – yea. Motion carried.

Approval of Contract with Harrison Studios for Administration of OCR Grant:

A copy of the proposed Contract with Harrison Studios for the administration of the OCR grant for Seneca Daily Systems was provided to members prior to the meeting. A motion was made by Mrs. Paolicelli to approve the contract. Seconded by Mr. Brusso. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mr. Kime Seconded by Mr. Brusso. Motion carried. The meeting adjourned at 1:35 P.M.

Respectfully submitted,

Erica Paolicelli
Secretary