

There will be a Regular Meeting of the

**Seneca County
Economic Development Corporation**

**Thursday
February 13, 2020
1:00 P.M.**

*(or immediately following the
Seneca County IDA Meeting
scheduled for 12:00 pm)*

**in the
Heroes Conference Room**

Located on the 3rd floor of
The Seneca County Office Bldg.
One DiPronio Drive
Waterloo, New York 13165

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
ANNUAL MEETING

February 13, 2020
1:00 pm.

(or immediately following IDA meeting scheduled for 12 noon)

Heroes Conference Room
Seneca County Office Bldg.
Waterloo NY

Agenda

1. Election of EDC Officers for 2020 R _____
2. Approval of EDC Meeting Minutes of December 5, 2019 V _____
3. Review of un-audited EDC Financial Statements thru December 31, 2019
4. Committee Appointments for 2020
5. Approval of EDC Resolutions:
 - Group 1..... R _____
 - 2020-01 Designation of Banking Institutions
 - Group 2..... R _____
 - 2020-02 Check Signatures
 - 2020-03 Legal Counsel
 - 2020-04 Corporation Auditors
 - 2020-05 CEO
 - 2020-06 CFO
 - 2020-07 Accountant / Bookkeeper
6. EDC Board Annual Disclosure Forms
7. Other Business
8. Consideration of Executive Session
9. Adjournment

One DiPronio Drive, Waterloo, New York 13165

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**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
Regular EDC Meeting**

MEETING MINUTES

December 5, 2020
1:08 pm
Heroes Conference Room
Seneca County Office Bldg.
Waterloo, NY 13165

Attendance:

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

Members Absent: None

Others Attending: Patricia Jones, IDA Deputy Director; Kelly Kline, IDA Office Manager; Robert Kernan, CFO

Call to Order:

Chairman Macinski called the meeting to order at 1:08 p.m. A quorum of the Corporation's Members were present.

Approval of EDC Meeting Minutes / October 3, 2019

The meeting minutes of October 3, 2019 had been sent to members prior to the meeting. A motion was made by Ms. Bassett to approve the minutes. Seconded by Mrs. Paolicelli. Motion carried.

Approval of EDC Financial Statements thru October 2019

The October 2019 Financial Statements had been mailed to Board members prior to the meeting. Mrs. Paolicelli presented the Financial Statements to the Board. A motion was made by Mr. Kime to approve the Financial Statements thru October 2019. Seconded by Ms. Bassett. Motion carried.

Approval of Engagement Letter / Raymond F. Wager, CPA.PC for 2019 EDC Audit:

A copy of the 2019 EDC Audit Engagement Letter from the office of Raymond F. Wager, CPA, P.C. was provided to Board members prior to the meeting. Mr. Kernan noted that there is a modest increase in their fee of \$175. A motion was made by Mr. Kime approving the 2019 EDC Audit Engagement Letter and authorizing the Chairman to sign the agreement. Seconded by Mrs. Paolicelli. Motion carried.

Governance Committee Report:

Mr. Brusso, Chairman of the EDC Governance Committee advised Committee members that the Governance Committee met on November 14th of this year, reviewed the following policies, and are recommending approval by the full Board. Copies of all the policies were provided to board members prior to the meeting.

New Proposed Policy: Sexual Harassment Policy :

A copy of the proposed policy was provided to board members prior to the meeting. New York State now requires every employer to have a Sexual Harassment Policy in place, with training provided to employees annually. A motion to approve was made by Ms. Bassett. Seconded by Mr. Brusso. Members, Macinski, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried.

Annual Review of EDC Policies:

Copies of the following Policies were provided to Committee members prior to the meeting. Audit Committee Charter, Bylaws, Capitalization Policy, Code of Ethics, Disposition of Property policy, Conflict of Interest Policy, Equal Opportunity Policy, Finance Committee Charter; Governance Committee Charter, Investment Policy, Procurement Policy, Records and Retention Policy, Supplies and Equipment Policy, Whistleblower Policy and Mission Statement. A motion was made by Ms. Bassett approving all policies listed above with no changes. Seconded by Mr. Brusso. Members, Macinski, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried.

EDC Slate of Officers:

The Governance Committee serves as the nominating committee and presented their nominations as follows with the official action to take place at the Annual EDC Meeting in February of 2019

- Valerie Bassett - Chairman
- Steven Brusso - Vice Chairman
- Erica Paolicelli - Treasurer / Secretary

EDC Governance Self Evaluation:

Mr. Brusso, Chairman of the EDC Governance Committee, advised Board members that the committee met on November 14, 2019 and completed their annual evaluation. The EDC Governance Committee Charter requires that they report to the full EDC Board, at least annually, any proposed changes to the Governance Charter or the Governance Guidelines. A copy of the evaluation was provided to board members prior to the meeting, and no changes were noted.

Contract Renewals for Professional Services to the SVMC for 2020:

There are five contracts up for renewal:

1. Humphrey Memorials; no change
2. David Harrington; no change
3. Dermody Burke & Brown; no change
4. Robert E. Kernan, Jr., CFO; no change
5. William Yale, SVMC Directory; no change

A motion was made by Mr. Brusso approving all five contracts for 2020. Seconded by Mr. Macinski. Members, Macinski, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried

Items to be disposed of per Supplies and Equipment Policy:

In accordance with the EDCs Supplies and Equipment Policy, a list of obsolete office items was be presented to the board for disposal. The list is updated annually. There are no items for disposal.

Adjournment:

A motion to adjourn the meeting was made by Mr. Brusso and seconded by Ms. Bassett. Motion carried. The meeting adjourned at 1:31 P.M.

Respectfully submitted,

Patricia Jones
Deputy Director