

There will be a Regular Meeting of the

**Seneca County
Economic Development Corporation**

**Thursday
March 26, 2020
1:00 P.M.**

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

Open to the public Via
Conference Call
1 (408) 650-3123

Access Code: 533-073-525

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION**

**Thursday, March 26, 2020
1:00 pm**

*(or immediately following
IDA Meeting scheduled for 12 Noon)*

**Open to the public Via Conference Call
[1 \(408\) 650-3123](tel:14086503123)**

Access Code: 533-073-525

Agenda

1. **Approval of EDC Meeting Minutes of February 13, 2020** **V**_____
2. **Approval of 2019 EDC Audit and Management Letter** **R**_____
3. **Approval of ABO Measurement Report** **V**_____
4. **Other Business**
5. **Consideration of Executive Session**
6. **Adjournment**

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES**

February 13, 2020
12:45 pm
Heroes Conference Room
Seneca County Office Bldg.
Waterloo, New York

Attendance:

Members Present: Steven Brusso, Erica Paolicelli, Valerie Bassett and Thomas Kime
Members Absent: None
Others Attending: Patricia Jones; Kelly Kline; and Rob Halpin

Call to Order:

The meeting was called to order at 12:45 P.M. A quorum of the Corporations members were present.

Election of EDC Officers:

The Governance Committee met on November 14, 2019 and approved presenting the following EDC slate of officers for the 2020 calendar year: Valerie Bassett, Chairwoman;– Steven Brusso, Vice-Chairman; Erica Paolicelli, Secretary and Treasurer. A motion was made by Mr. Kime approving the 2020 EDC slate of officers. Seconded by Mrs. Paolicelli. Members, Brusso, Kime, Bassett and Paolicelli voted “yea”. Mr. Motion carried.

Approval of EDC Meeting Minutes of December 5, 2019:

The minutes of the Corporation’s regular meeting of December 5, 2019 had been sent to members prior to the meeting. A motion to approve the minutes was made by Mr. Brusso. Seconded by Mrs. Paolicelli. Motion carried.

Review of un-audited EDC Financial Statements thru December 31, 2019

A copy of the financial statements was provided to members prior to the meeting. Mrs. Paolicelli read thru the financial statements. No approval is needed.

Appointments to EDC Committees:

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

- **Audit Committee:** Erica Paolicelli, Chair; Thomas Kime and Valerie Bassett
- **Finance Committee:** Erica Paolicelli, Chair; Thomas Kime and Valerie Bassett
- **Governance Committee:** Valerie Bassett, Chair; Thomas Kime and Steven Brusso

Approval of EDC Resolutions:

- **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 and Generations Commercial Bank and Generations Bank as the institutions that can be used for SCEDC banking purposes during the year 2020.

A motion was made by Ms. Paolicelli approving Resolution No. 2020-1. Seconded by Mr. Brusso. Members, Brusso, Bassett and Paolicelli voted “yea”. Mr. Kime abstained due to his employment with Lyons National Bank. Mr. Kime left the room during discussion and vote. Motion carried.

- **Resolution No. 2020-02 / Designation of Persons Authorized to Sign Corporation Checks:**
Authorizing EDC Chair; Vice-Chair; Secretary; Treasurer; Executive Director; Deputy 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 EDC audit firm for the year 2020.
- **Resolution No. 2020-05 / Appointment of Chief Executive Officer:**
Tabled
- **Resolution No. 2020-06 / Appointment of Chief Financial Officer:**
Appointing Robert E. Kernan, Jr. the Chief Financial Officer for the year 2020.
- **Resolution No. 2020-07 / Designation of Accountant/Bookkeeper:**
Designating the accounting firm of Dermody, Burke, & Brown to be utilized as the EDC Accountant and Eleanor Beattie to be the Bookkeeper for the year 2020.

A motion was made by Mrs. Paolicelli approving **EDC Resolution No's. 2020-2; 2020-3; 2020-4; 2020-5; 2020-6 and 2020-07.** Seconded by Mr. Brusso. Members, Brusso, Kime, Bassett and Paolicelli voted "yea". Motion carried.

Annual Financial Disclosure and No Conflict of Interest Forms:

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 EDC. Staff requested that forms be completed and returned.

Other Business:

An initiative to designate the Sampson Veterans Memorial Cemetery as a State cemetery has been started by former Senator Michael Nozzolio. Ms. Jones advised members that Senator Nozzolio is moving the effort forward by creating a website and also a 2 to 3 minute video of the cemetery, which they plan to present to New York State. Senator Nozzolio has asked for up to \$5,000 in financial assistance for help in the production of the video. A motion was made by Mr. Kime approving up to \$5,000 for production of video for the cemetery initiative. Seconded by Mrs. Paolicelli. Motion carried.

Executive Session:

None

Adjournment:

A motion to adjourn the meeting was made by Mr. Kime and seconded by Mr. Brusso. Motion carried. The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Patricia Jones
Deputy Director