



**SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

MEETING MINUTES

Regular Meeting
Thursday, April 2, 2009
12:00 Noon
Abigails Restaurant
Waterloo, New York

Attendance:

Board Members Present: Thomas Kime, Chairman; Robert Rosenkrans; Fred Gaffney; Kenneth Riemer; Kenneth Lee Patchen, Jr.; Thomas Macinski and Robert Kernan

Board Members Absent: David M. Kaiser

Staff Attending: Robert Aronson, Executive Director; Patricia Jones, Deputy Director; Monica Novack, Office Manager; Kelly Kline, Receptionist/Office Assistant; Russell Gaenzle, Harris Beach.

Others Attending: Suzanne Sinclair, County Manager; Megan Connor Murphy, Dixon Schwabl; Jessica Savage, Dixon Schwabl and Dave Shaw, Finger Lakes Times

Call to Order:

Chairman Kime called the meeting to order at 12:05 p.m. A quorum of the Agency's members were present.

Approval of IDA Minutes / Meeting of March 5, 2009:

The minutes of the Agency's annual meeting of March 5, 2009 had been sent to Board members prior to the meeting. A motion was made by Mr. Gaffney to approve the March 5, 2009 minutes. Seconded by Mr. Rosenkrans. Motion carried. Mr. Kaiser was absent.

Approval of February 2009 Financial Statements:

The February 2009 financial statements had been mailed to Board members prior to the meeting. A motion was made by Mr. Patchen to approve the February 2009 financial statements. Seconded by Mr. Rosenkrans. Motion carried. Mr. Kaiser was absent.

Approval of Professional Services Agreement Between Seneca County IDA and Fisher Associates for 2009:

Robert Aronson advised the Board that for the past five (5) years, the IDA has had an Agreement with Fisher Associates to provide professional engineering services. Bob noted that the last agreement will expire on April 30, 2009, and has an option to renew the same services for one additional year. Mr. Aronson advised the Board that this agreement is to not-to-exceed \$10,000 and provides funding for survey, environmental and traffic studies, geotechnical analyses, landscape architecture, site plan design, constructability reviews, architectural design activities and other professional tasks as may be identified by the IDA. Mr. Aronson then informed the Board that in the past, the IDA has used this contract for work associated with Deer Run Industrial Park. Lastly, Mr. Aronson stated that if services are not requested, then the IDA pays nothing. After discussion, a motion was made by Mr. Rosenkrans to approve the Fisher Agreement and authorize the Executive Director to execute the agreement. Seconded by Mr. Macinski. Messrs. Rosenkrans, Kime, Kernan, Riemer, Gaffney, Patchen and Macinski voted "yea". Motion carried. Mr. Kaiser was absent.

Approval of Policies:

Chairman Kime advised the Board that the Administrative Guidelines; By-Laws; Whistleblower Policy; Code of Ethics; Governance Committee Charter; Audit Committee Charter; Annual Financial Disclosure Form; Certification of No Conflict of Interest Form; and Property Disposition Policy were approved by the Governance Committee Board. During discussion, it was recommended that Harris Beach further amend the Property Disposition Policy. Mr. Gaenzle will make the necessary changes to the Property Disposition policy and the amended policy will be provided to Board members prior to the May 2009 meeting. Chairman Kime then presented to the board the following policies for adoption:

- Administrative Guidelines
- By-Laws, As Amended
- Whistleblower Policy
- Code of Ethics
- Governance Committee Charter
- Audit Committee Charter
- Annual Financial Disclosure Form
- Certification of No Conflict of Interest Form

After discussion, a motion was made by Mr. Macinski to approve the above policies. Seconded by Mr. Patchen. Messrs. Rosenkrans, Kime, Kernan, Riemer, Gaffney, Patchen and Macinski voted "yea". Motion carried. Mr. Kaiser was absent.

Approval of Single Audit / Lamb Road:

Mr. Kernan, Chairman of the Audit Committee, advised the board that the Lamb Road audit was reviewed and approved by the Audit Committee on March 30, 2009. After discussion, a motion was made by Mr. Rosenkrans to approve the Single Audit / Lamb Road. Seconded by Mr. Patchen. Messrs. Rosenkrans, Kime, Kernan, Riemer, Gaffney, Patchen and Macinski voted "yea". Motion carried. Mr. Kaiser was absent.

Approval of Single Audits / Report RLF (2007 and 2008):

Mr. Kernan advised the board that these Audits were reviewed and approved by the Audit Committee on March 30, 2009. After discussion, a motion was made by Mr. Rosenkrans to approve the Single Audits / Report RLF for 2007 and 2008. Seconded by Mr. Patchen. Messrs. Rosenkrans, Kime, Kernan, Riemer, Gaffney, Patchen and Macinski voted "yea". Motion carried. Mr. Kaiser was absent.

Approval of IDA Audit for 2008:

Chairman Kime advised the board that the IDA Audit for 2008 was reviewed and approved by the Audit Committee on March 30, 2009. Chairman Kime also noted that the Management Letter was also included and was also approved by the Audit Committee. Staff will prepare the Response to the Management Letter and the draft response will be provided to Board members prior to the May 2009 IDA meeting. After discussion, a motion was made by Mr. Macinski to approve the IDA Audit for 2008 and the Management Letter for 2008. Seconded by Mr. Rosenkrans. Messrs. Rosenkrans, Kime, Kernan, Riemer, Gaffney, Patchen and Macinski voted "yea". Motion carried. Mr. Kaiser was absent

Dixon Schwabl Update on Website Design:

Jessica Savage of Dixon Schwabl made a presentation to the board on their progress with website design. The proposed website architecture encompasses the results of studies on the informational habits of economic development audiences. After discussion, a motion was made by Mr. Macinski to approve the website skin and site map design. Seconded by Mr. Rosenkrans. Motion Carried. Mr. Kaiser was absent.

Update of Regional Public Awareness Campaign:

Megan Connor-Murphy of Dixon Schwabl presented an update on the overall effort of the Regional Public Awareness Campaign. Ms. Murphy noted that the television and radio ads have been airing, as well as print ads in various newspaper publications. There have also been various articles written about this campaign and most have been favorable. She advised the board that they are working to set up a meeting with the editorial board of a local newspaper.

Other Business:

Chairman Kime advised the Board that, at the recommendation of the Auditor, the salaries of the IDA Staff should be documented in IDA minutes and approved by the Board. Mr. Kime then announced the salaries as follows: Robert Aronson, Executive Director, \$95,000; Patricia Jones, Deputy Director, \$68,500; Monica Novack, Office Manager, \$34,000 and Kelly Kline, Office Assistant and Receptionist, \$20,000. A motion was made by Mr. Kernan to approve the salaries of the IDA staff for 2009. Seconded by Mr. Rosenkrans. Motion Carried. Mr. Kaiser was absent.

Consideration of Executive Session:

Chairman Kime requested a motion to enter into Executive Session for the purpose of potential sale or lease of real estate where publicity could substantially affect the value thereof. A motion was made by Mr. Patchen at 1:05 p.m. to enter into Executive Session. Seconded by Mr. Kernan. Motion carried. A motion was made by Mr. Macinski at 1:15 p.m. to come out of Executive Session. Seconded by Mr. Rosenkrans. Motion carried. Mr. Kaiser was absent.

Adjournment:

A motion to adjourn the meeting was made by Mr. Rosenkrans. Seconded by Mr. Gaffney. Motion carried. The meeting adjourned at 1:16 p.m.

The next regular scheduled meeting will be held on **May 7, 2009 at 12:00 Noon** at Abigails Restaurant, Routes 5 & 20, Waterloo, NY

Respectfully submitted,



Kenneth Lee Patchen, Jr.
Secretary

pc: Suzanne Sinclair, Seneca County Manager
Margaret Li, Clerk, Board of Supervisors
Russell Gaenzle, Esq, Harris Beach
Roberta Jordans, Harris Beach
Shawn Griffin, Esq., Harris Beach
Kevin Overton, Esq., Harris Beach