

# LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by



## MINUTES LIVINGSTON COUNTY DEVELOPMENT CORPORATION Friday, December 4, 2015

Livingston County Government Center, Room 205  
Geneseo, NY

**Members Attending:** G. Moore, P. Brooks, E. Gott, P. Yendell, S. Boscoe

**Staff Attending:** E. Russell, Esq., J. Marshall, M. Wheeler and T. Connell

**Guests Attending:** Kristie Beach & Amanda DellaSala, EFP Rotenberg and Josh Williams, Genesee Sun

Chairman Brooks welcomed members and guests and called the meeting to order at 9:52 AM.

### APPROVAL OF MINUTES

*A motion was made by Mr. Moore to approve the minutes of the November 6, 2015 meeting, seconded by Mr. Boscoe. All in favor. Carried.*

### TREASURER'S REPORT

Ms. Marshall reviewed the Treasurer's Report.

*A motion was made by Mr. Gott to accept the Treasurer's Report for the period ending November 30, 2015, seconded by Mr. Yendell. All in favor. Carried.*

### Audit Scope of Work

Ms. Beach and Ms. DellaSala reviewed the scope of work to be provided by EFP Rotenberg for the Livingston County Development Corporation 2015 audit. Staff from EFP Rotenberg will be on site the last week of January 2016 to conduct the audit which will be completed concurrently with the Livingston County Development Corporation and the Livingston County Capital Resource Corporation audits. The scope of work will include preparation of LCDC financial statements, review of internal controls, and preparation of Authority Budget Office report. On October 2<sup>nd</sup>, the LCDC agreed to extend its contact for auditing services with EFP Rotenberg for 2 additional years.

### REVOLVING LOAN FUND

Ms. Marshall reviewed the Loan Fund Aging Report.

*A motion was made by Mr. Boscoe, seconded by Mr. Gott, to accept the Aging Report for the period ending November 30, 2015. All in favor. Carried.*



Livingston County Development Corporation  
6 Court Street, Room 306, Geneseo, New York 14454  
585-243-7124 | info@LivingstonCountyDevelopment.com

**New Business**

**Authorization to enter into agreement with Livingston County Industrial Development Agency**

*A motion was made by Mr. Gott to enter into an agreement with the Livingston County Industrial Development Agency for economic development services, subject to review by counsel, seconded by Mr. Yendell. All in favor. Adopted.*

**Authorization to Enter into Agreement with Brennan Consulting Group**

*A motion was made by Mr. Moore, to enter into an agreement with the Brennan Consulting Group for consulting services, subject to review by counsel, seconded by Mr. Yendell. All in favor. Adopted.*

**Authorization to Enter into Agreement with Birchwood Business Consulting**

*A motion was made by Mr. Yendell to enter into an agreement with the Birchwood Business Consulting for loan fund underwriting services, subject to review by counsel, seconded by Mr. Gott. All in favor. Adopted.*

**Economic Development Strategic Plan**

Ms. Wheeler reported that this agency is currently working with Hunt Engineers to get started on the Economic Development Strategic Plan, and a Steering Committee is being put together which will be made up of 10-12 representatives. Ms. Wheeler reviewed the plan for Hunt Engineer's visit to the county in January, which will include the first Steering Committee meeting.

**Authorization to Enter into Agreement with Hunt Engineering**

*A motion was made by Mr. Moore to enter into an agreement with Hunt Engineers for services with the Economic Development Strategic Plan, subject to review by counsel, seconded by Mr. Gott. All in favor. Carried.*

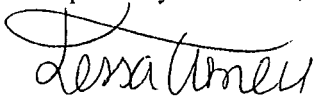
**Consolidated Funding Applications**

Ms. Marshall reported that the CFA's submitted in July for the villages of Livonia, Caledonia, Avon and Leicester, will be announced on December 10<sup>th</sup> in Albany.

**ADJOURNMENT**

*With no further business to discuss, a motion was made by Mr. Yendell, to adjourn the meeting at 10:01 AM, seconded by Mr. Boscoe. All in favor. Carried.*

Respectfully submitted,



Tessa R. Connell  
Sr. Account Clerk/Typist

