LIVINGSTON COUNTY DEVELOPMENT ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by Louis Church

MINUTES LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY Friday, December 2, 2016

Conference Room C, UR Medicine Noyes Health Dansville, NY

Members Attending: P. Brooks; G. Moore; R. Smith; S. Boscoe; P. Yendell; E. Gott; L.Lane

Staff Attending:

W. Bacon; M. Wheeler; L. Wadsworth; T. Taylor

Guests Attending:

J. Coniglio Esq.; E. Russell Esq.; A. Della Sala & J. Kehm, EFPR Group; A. Kosa & T.

Carpenter, Clark Patterson Lee.

Chairman Brooks welcomed members and guests and called the meeting to order at 10:27 AM

APPROVAL OF MEETING MINUTES

A motion was made by Mr. Yendell to approve the October 7, 2016 Meeting Minutes, seconded by Mr. Smith. All in favor. Carried.

TREASURER'S REPORT

Financial Statements

Mr. Bacon reviewed the financial statements for period ending October 31, and November 30, 2016.

A motion was made by Mr. Boscoe to approve the treasurer's report for the period ending October 31 and November 30, 2016, seconded by Mr. Gott. All in favor. Carried.

Audit Scope of Work

Ms. Della Sala and Mr. Kehm reviewed the scope of work to be provided by EFPR Group for the Livingston County Industrial Development Agency 2016 audit. Staff from EFPR Group will be on site the last week of January 2017 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 IDA financial statements, review of internal controls, and preparation of Authority Budget Office report.

2017 Budget

Mr. Bacon explained that the 2017 budget that was presented in October has been cleaned up and is in a better format under more organized categories. Mr. Bacon asked for approval from the board on this new format for the budget.

A motion was made by Mr. Yendell to approve the new amended 2017 budget. Seconded by Mr. Gott. All in favor. Carried.

COMMUNICATIONS & CORRESPONDENCE

Announcement of CFA's

Mr. Bacon advised that that Consolidated Funding Application Awards will be announced on Thursday, December 8th.

OLD BUSINESS

Industrial Park and Site Updates

A motion was made by Mr. Gott to enter into executive session under Public Officers Law; article 7 Open Meeting Law to discuss the proposed acquisition, sale or lease of property at 10:40 PM, seconded by Mr. Moore. All in favor. Carried. Members, staff and counsel remained.

REPORT OF EXECUTIVE SESSION

The Livingston County Industrial Development Agency having met in executive session hereby reports as follows: the board took no action.

Business Updates

PEMM LLC - Mr. Bacon advised that the project by Exit 9 in Avon is moving along very quickly.

Save-A-Lot Lima – Mr. Bacon advised that the Save-A-Lot in Lima is closing. He has been in contact with other potential retail stores to go in the building.

Mr. Smith advised that The Gunlocke Company will be adding 150 manufacturing jobs to their location in Wayland between now and February.

NEW BUSINESS

Authorization to enter into Agreement with Livingston County Development Corporation

A motion was made by Mr. Yendell to enter into agreement with the Livingston County Development

Corportation for Economic Development services, subject to review by counsel, seconded by Mr. Boscoe.

All in favor. Carried.

New York State Economic Development Conference – January 17-19, 2017 Albany

Ms. Wheeler advised members that the Annual New York State Economic Development Conference is January 17-19 in Albany. Anyone that would like to attend should notify her or Ms. Taylor.

Election of Officers and Appointments & Designations



Livingston County Industrial Development Agency 6 Court Street, Room 306, Geneseo, New York 14454 585-243-7124 | info@LivingstonCountyDevelopment.com A list of current officers and designations of the Corporation was reviewed.

2017 ROSTER

Livingston County Industrial Development Agency

Board of Directors

Chairman

Philip Brooks

Members

Eric Gott J. Peter Yendell Laura Lane

Treasurer

Steven Boscoe

Vice Chairman

Gary Moore

<u>Secretary</u>

Robert Smith

Board Committees

<u>Governance</u>

Philip Brooks Eric Gott Gary Moore Robert Smith **Audit & Finance**

Steven Boscoe Terrence Donegan J. Peter Yendell Laura Lane

Other Board Appointments

Public Information Officer

William Bacon

Independent Auditor

EFPR Group, LLP

Procurement Officer

William Bacon

Official Newspapers

Genesee Country Express Livingston County News

Executive Director William-Bacon-

Deputy Executive Director Maureen Wheeler

Chief Financial Officer

Terrence-Donegan-

Legal Counsel

Counsel

James Coniglio, ESQ Underberg & Kessler, LLP **Alternate Counsel**

William F. Weir, ESQ Nixon Peabody

Official Funds Depositories

Community Bank N.A.

Five Star Bank

Steuben Trust Company

A motion was made by Mr. Smith, to adopt the foregoing officers and designations, seconded by Mr. Moore. All in Favor. Adopted.

Establish Regular Meeting Dates for 2017

A list of the 2017 meeting dates was reviewed by the Agency.



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2017 Meeting Schedule

January 6, 2017 - Government Center, Room 205

February 3, 2017 - Government Center, Room 205

March 3, 2017 - Government Center, Room 205

April 7, 2017 - Government Center, Room 205

May 5, 2017 – Government Center, Room 205

June 2, 2017 - Government Center, Room 205

July 7, 2017 - Government Center, Room 205

August 4, 2017 - Government Center, Room 205

September 8, 2017 – Government Center, Room 205

October 6, 2017 - Government Center, Room 205

November 3, 2017 - Government Center, Room 205

December 1, 2017 - Government Center, Room 205

A motion was made by Mr. Yendell to accept the list of 2017 regular meeting dates. Seconded by Mr. Smith. All in favor. Carried.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Smith, to adjourn the meeting at 11:33 AM, seconded by Mr. Gott. Carried.

Respectfully submitted,

Tessa Taylor

Senior Account Clerk/Typist

