



Livingston County Economic Development  
Livingston County Government Center  
6 Court Street, Room 306  
Geneseo, New York 14454

t: 585.243.7124 | f: 585.243.7126  
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www.LivingstonCountyDevelopment.com

Approved by

A handwritten signature in black ink, appearing to read "Robert Smith", is written over a horizontal line.

**MINUTES**  
**LIVINGSTON COUNTY DEVELOPMENT CORPORATION**  
**Friday, October 6, 2017**

**Livingston County Government Center, Room 205**  
**Geneseo, NY 14454**

**Members Attending:** G. Moore; S. Boscoe; P. Yendell; R. Smith; L. Lane

**Members Absent:** P. Brooks; E. Gott

**Staff Attending:** W. Bacon; M. Wheeler; T. Taylor; L. Wadsworth

**Guests Attending:** E. Russell, Esq., A. Kosa, Clark Patterson Lee; B. Beagle, the LCN

Vice Chairman Moore welcomed members and guests and called the meeting to order at 9:29 A.M.

**APPROVAL OF MEETING MINUTES**

*A motion was made by Mr. Smith to approve the minutes of September 8 & September 22, 2017, seconded by Mr. Yendell. All in favor. Carried.*

**TREASURER'S REPORT**

Mr. Bacon reviewed the Treasurer's Report.

*A motion was made by Mr. Smith, seconded by Mr. Boscoe, to accept the Treasurer's Report for the period ending September 30, 2017. All in favor. Carried.*

**REVOLVING LOAN FUND**

**Review of Aging Report**

Mr. Bacon reviewed the Loan Fund Aging Report.

*A motion was made by Mr. Smith, seconded by Mr. Boscoe, to accept the Aging Report for the period ending September 30, 2017. All in favor. Carried.*

**Loan Review:**

- **Mike Adams Agency**

Mr. Bacon explained that the review for this loan will be ready to discuss at the November board meeting.

- **Mortalis Brewing Company**

EXECUTIVE SESSION



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A motion was made by Mr. Boscoe to enter into executive session under Public Officers Law; article 7 Open Meeting Law to discuss financials at 9:31 AM, seconded by Mr. Yendell. All in favor. Carried. Members, staff and counsel remained.

#### REPORT OF EXECUTIVE SESSION

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

*A motion was made by Mr. Yendell, seconded by Mr. Moore to approve the loan application for Mortalis Brewing Company LLC. All in favor. Carried.*

#### **NEW BUSINESS**

##### **2018 Look Forward**

Mr. Bacon explained that due to the high volume of initiatives and programs the agency has been proactively working on, he suggests bringing in a consultant to help prioritize these initiatives as well as come up with a plan of action. Ms. Wheeler added that the consultants would also help to come up with initiatives to reach an end goal.

*A motion was made by Mr. Yendell to send a request for proposals for an internal strategic planning process, not to exceed \$15,000. Seconded by Mr. Smith. All in favor. Carried.*

##### **RFP for Audit Services**

Mr. Bacon explained that the Agency's four year contract for audit services with EFPR Group is commencing this month. A Request for Proposals needs to be sent out to collect responses for the November Board meeting. The RFP will be sent out to a total of 6 firms.

*A motion was made by Mr. Smith, seconded by Mr. Yendell, to send out an RFP for audit services beginning December, 2017. All in favor. Carried.*

##### **Restore NY**

Mr. Bacon advised that applications for Restore NY grants are now being accepted and letters of intent are due on December 13<sup>th</sup>. There are a total of five known projects at this time, for which their municipalities will be submitting letters of intent.

#### **ADJOURNMENT**

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

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Respectfully submitted,

A handwritten signature in black ink that reads "Tessa Taylor". The signature is written in a cursive, flowing style.

Tessa Taylor  
Senior Account Clerk/Typist

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