



Livingston County Economic Development
Livingston County Government Center
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Approved by 

MINUTES
LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Friday, January 4, 2019

Livingston County Government Center, Room 205
Geneseo, NY 14454

Members Attending: P. Brooks; G. Moore; R. Smith; L. Lane; K. Northrop; D. Knapp

Members Absent: G. Raymond

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

Guests Attending: J. Coniglio, Esq.

Chairman Brooks welcomed members and guests and called the meeting to order 10:14 am.

APPROVAL OF MEETING MINUTES

A motion was made by Mr. Smith to approve the minutes of the November 2 & December 3, 2018 meetings. Seconded by Ms. Northrop, all in favor, carried.

TREASURER'S REPORT

Financial Statements

Mr. Bacon reviewed the Profit and Loss Statement and Balance Sheet for the period ending December 31, 2018.

A motion was made by Mr. Moore to accept the financial reports as presented. Seconded by Ms. Northrop, all in favor, carried.

ANNUAL MEETING

2019 Meeting Dates

Mr. Bacon presented the proposed 2019 meeting dates:

January 4, 2019 – Government Center, Room 205

February 1, 2019 – Government Center, Room 205

March 1, 2019 – Government Center, Room 303B

March 15, 2019 – Government Center, Room 205

April 5, 2019 – Government Center, Room 205

May 3, 2019 – Government Center, Room 205

June 7, 2019 – Government Center, Room 205

July 12, 2019 – Government Center, Room 205

August 2, 2019 – Government Center, Room 205

September 6, 2019 – Government Center, Room 205

October 4, 2019 – Government Center, Room 205

November 1, 2019 – Government Center, Room 205

December 6, 2019 – Government Center, Room 205

Appointments & Designations

Mr. Bacon presented the list of current officers and designations of the Agency:

Board of Directors

Chairman
Philip Brooks

Vice Chairman
Gary Moore

Members
Gary Raymond
Kirsty Northrop
Dwight Knapp

Treasurer
Robert Smith

Secretary
Laura Lane

Board Committees

Governance
Philip Brooks
Gary Moore
Robert Smith
Laura Lane
Gary Raymond
Kirsty Northrop
Dwight Knapp

Audit & Finance
Philip Brooks
Gary Moore
Robert Smith
Laura Lane
Gary Raymond
Kirsty Northrop
Dwight Knapp
Terrence Donegan

Other Board Appointments

Public Information Officer
William Bacon

Procurement Officer
William Bacon

Independent Auditor
Bonadio & Co., LLP

Official Newspapers
Genesee Country Express
Livingston County News

Staff

Executive Director
William Bacon

Deputy Executive Director
Maureen Wheeler

Chief Financial Officer
Terrence Donegan

Legal Counsel

Official Funds Depositories

Community Bank N.A.

Five Star Bank

Steuben Trust Company

A motion was made by Mr. Knapp to approve the meeting dates and appointments & designations for 2019. Seconded by Mr. Smith, all in favor, carried.

NEW BUSINESS

Authorization to Enter into Agreement with the Livingston County Development Corporation

A motion was made by Mr. Moore to enter to agreement with the Livingston County Development Corporation for economic development services, subject to review by counsel, seconded by Ms. Northrop. All in favor, carried.

2019 Utility Consultant Agreement

A motion was made by Ms. Northrop to enter into Agreement with Laurie Mastin for Utility Consulting services. Seconded by Mr. Moore, all in favor, carried.

New York State Economic Development Conference: January 16-17, 2019, Albany

Mr. Bacon advised members that the Annual New York State Economic Development Conference is January 16 – 17 in Albany. Anyone that would like to attend should notify Ms. Taylor.

CFA Announcements

Mr. Bacon presented the funding awarded through round 8 of the Regional Economic Development Council Initiative that will be administered by the Agency:

Funding Source	Applicant	Award
ESD Strategic Planning & Feasibility Studies	IDA	\$20,000

EXECUTIVE SESSION

A motion was made by Mr. Smith to enter into executive session under Public Officers Law; article 7 Open Meeting Law to discuss the proposed acquisition, sale or lease of real property at 10:26 am. Seconded by Mr. Knapp, all in favor, carried. Members, staff and guests remained.

REPORT OF EXECUTIVE SESSION

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

OTHER BUSINESS

Director's Comments

Mr. Bacon reviewed the agency's current work plan, outlining current projects and priorities.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Moore to adjourn the meeting at 11:19 am. Seconded by Mr. Smith, all in favor, carried.

Respectfully submitted,

A handwritten signature in black ink that reads "Tessa Taylor". The signature is written in a cursive, flowing style with a large initial 'T'.

Tessa Taylor

Economic Development Assistant

