

**ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION**

**Annual Meeting Minutes**  
**Monday, March 27, 2017**  
**Economic Development Conference Room**  
**20 Ontario Street**  
**Canandaigua, NY 14424**

<b>Members Present</b>	<b>Members Excused</b>
Mike Davis, Chair	Kelly Mittiga, Member
Andy Molodetz, Vice Chair	Laura Pedersen, Secretary
Dave Reh, Member	
Lew Zulick, Treasurer	
Supervisor Jeff Gallahan, Member	<b>Guests</b>
	Tom Lauffer, Raymond F. Wager Assoc.
	Greg Westbrook, Supervisor, Town of Canandaigua
<b>Staff Present</b>	<b>Contract Staff</b>
Mike Manikowski, Executive Director	James Coniglio, Underberg & Kessler
Michael Wojcik, CFO	Sarah Jones, Dixon Schwabl
Suzanne Vary, Staff	
Melissa Doyle, Staff	
Diane Foster, Staff	

**CALL TO ORDER:**

Chair Mike Davis called the meeting to order at 4.57 pm. A quorum was present.

**ADMINISTRATION:**

**Approval of October 24, 2016 Minutes:** Mike Davis presented the October 24, 2016 minutes for approval.

*Andy Molodetz motioned to accept the October 24, 2016 minutes. Jeff Gallahan seconded the motion. Motion carried.*

**Audited Financial Statements:** Tom Lauffer, Raymond F. Wager Assoc. noted an unmodified, clean audit report; there were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board.

**Accounts Letter of Communication and Management Letter:** Tom Lauffer indicated, as in the past, the depleting of the net assets. There is very minimal activity.

*Andy Molodetz made a motion to block and approve the 2016 Audited Financial Statements, the Accounts Letter of Communication and Management Letter. Dave Reh seconded the motion. Motion carried.*

**Annual Report:** It was noted by Mike Manikowski that the Annual Report will be reviewed at the IDA meeting following the current LDC meeting.

**Reports:** Michael Wojcik reviewed the following reports to the Board:

- Management's Internal Control Assessment Report
- LDC Mission Statement and Measurement Report
- Annual Procurement Report - It was noted that no vendor incurred over \$5,000. This will be submitted as a separate report to the ABO.
- LDC Annual Real Estate Report - It was noted that the LDC does not own any real estate.

Michael Wojcik informed the Board that all the reports will be posted on the website and is required by the NYS Authorities Budget Office (ABO).

*Andy Molodetz made a motion to accept the Management's Internal Control Assessment Report, the LDC Mission Statement and Measurement Report, the Annual Procurement Report and the Annual Real Estate Report. Dave Reh seconded the motion. Motion carried.*

**ADJOURNMENT:**

*Dave Reh motioned to adjourn the meeting at 5:05 pm and was seconded by Jeff Gallahan. Motion carried.*

Respectfully submitted,

*Diane Foster*, Staff