



ECONOMIC DEVELOPMENT CORPORATION

Meeting Minutes

Tuesday, March 29, 2016

Board Members Present	Board Members Excused
Robert Solenne, Chair	Joseph Bridgeford, Vice Chair
David Bunnell, Secretary	Walt Matyjas
Supervisor Daniel Marshall	Kevin Hill, Treasurer
Supervisor Robert Green, Jr.	
Karen Parkhurst	Guests
Carla Sieling	Tom Lauffer, Ray Wager Assoc.
Karen Springmeier	Lance Papke, Lantek Communications
Supervisor Fred Lightfoote	John Mackowiak, Dixon Schwabl
Non-Board Members Present	
Mike Manikowski, Executive Director	Contract Staff
Suzanne Vary, Econ. Dev. Specialist	Jim Coniglio, Underberg & Kessler, Local Counsel
Michael Wojcik, CFO	Deb Najarro, Back Bohne Consulting
Melissa Doyle, Staff	
Diane Foster, Staff	

CALL TO ORDER: Chair Rob Solenne called the meeting to order at 8:30 am. A quorum was present.

John Mackowiak entered the meeting at 8:35 am.

Jim Coniglio entered the meeting at 8:36 am.

NEW BUSINESS:

Lantek: Mike Manikowski introduced Lance Papke of Lantek Communications to give an introduction of the company. Mr. Manikowski explained that this is a retention that involves a building purchase.

Lance Papke explained that Lantek Communications was started in 2004. Mr. Papke started out with a couple of employees and is now up to 42 employees. With their growth, it has been difficult to communicate being in multiple locations. Mr. Papke has purchased a building in Victor to merge all the locations to one site. He explained that they have expanded from indoor services to outdoor services with almost thirty vehicles with trailers. Mr. Papke acquired estimates on construction; however, the estimates doubled due to zoning issues on drainage and extensive clean up from the machine shop previously located at the site. Mr. Papke stated that they are in the communications business, running low voltage cabling which are voice and data cabling and fiber optics. He explained they started out in commercial buildings. Some of their clients include U. of R., Rochester General Hospital, and Paychex. Their focus has been making

sure their services are done well. Mr. Papke noted that Lantek developed a relationship with FL Technologies Group, with that relationship; it opened opportunities to help FLTG with their telecom needs.

Lantek also has a relationship with Green Light Networks. This has helped them plan outside installations. One of Lantek's goals is to be the best fiber-to-the-home installer in the area. This is also where their greatest growth potential lies. Mr. Papke also noted that they are expanding into security services with a partner and started a company called SecuritiSmart.

Mr. Papke is asking up to \$228,235 as part of the financial package to renovate and equip a building at 580 Fishers Station Dr., Victor. The building is 25,500 sq. ft. of office/warehouse. Lantek will retain 43 employees and add 6 new employees over the next three years. Mr. Papke explained that they will only be occupying half of the space and would like to rent the other half. He noted that the additional space will allow for them to expand as well.

OLD BUSINESS:

FTZ 289 marketing update: Deb Najarro, with Back Bohne LLC, updated the Board on the marketing progress of FTZ 289. Since October 2015, Deb's tasks included data mining and establishing key relationships. January through March 2016 focused on finalizing a marketing card and organizing import/export workshops. The following overview highlights activities:

Foreign Trade Zone 289 User Profile: Ms. Najarro reviewed a user profile with a company that is active in the FTZ289.

Training & Education: Ms. Najarro reported that her ongoing efforts to stay in touch with recent international trade activities has led to a contact with ESD-Global NY, which focuses on export assistance for NYS businesses and specifically works to assist small business, defined as under 300 employees. Ms. Najarro noted she will be meeting with Finger Lakes Works to discuss education and job opportunities in international trade.

Ms. Najarro reported the following networking and training opportunities that are available:

- SBA, DOS, DOC: Understanding how the Trans Pacific Partnership will Affect your Business, 4/6
- HTR: *Developing Export Markets*, presented by Dulce Zahniser, Towpath Group International 4/13
- NAFTZ: Spring Seminar, Nashville, TN (member rate \$485 by 4/18) 5/25-28
- GRE: Upstate NY Trade Conference, Rochester 6/10

Data Mining: Ms. Najarro began using JobsEQ 3.0 to dissect industry growth areas. She is still developing a spreadsheet of profile demographics on existing companies with import/export activity within the service area. She noted that not all counties want to share database of companies. She is continuing to review the list of marketing contacts and follow up.

Key Relationships / Expert Resources: Ms. Najarro noted the following key relationships and expert resources:

- Advisory Committee* - FTZ 289 to schedule an FTZ Advisory Committee meeting to discuss marketing by the FTZ. Counties can give advice on companies to contact. Joint

visits to companies can be promoted. Each county should also list FTZ Service Area on industrial park literature and on their websites.

- Finance / Banking: Ralph Bocchino, First Niagara; Dan Duffy, retired/former international banker and past Rochester International Business Council board member
- Integration Point, (inventory software) Liz Connell, VP-Product Management, (meeting?)
- Customer Border Protection (Local Office) Rochester – Ron Menz, Port of Rochester (Airport)
- BRE, Jim Armstrong was sent rack card marketing material.

Marketing Plan: Ms. Najarro stated that she has finalized the Rack Card and Company Profile, and it is now being used as handouts. Ms. Najarro held an info session with Global NY on March 15th. Five businesses with 9 attendees were represented. The promotion for the session included a press release and general email blasts to “whole” lists. (Livingston 120+, Wayne 150+, Ontario 370+, Seneca Approximate 75+, Yates Approximate 75+). She noted that the attendee results were overall positive.

Ms. Najarro noted that she is not marketing herself as an expert in the FTZ.

Grow the Agricultural Industry Now (GAIN) Sub-Recipient Agreement with Genesee-Finger Lakes Regional Planning Council: Mike Manikowski reported that Suzanne Vary has been working over the last couple of years to get involved with the Genesee-Finger Lakes Regional Planning Council. The GFLRPC is a grant recipient (GAIN), a fund used just for agriculture, growers and processors. Sue has won an award for Ontario County in the amount of \$300,000 that will come to this OCEDC. Mr. Manikowski stated that Ms. Vary has been working with Jim Coniglio to create a sub-recipient agreement with the Genesee-Finger Lakes Regional Planning Council to establish the necessary relationships to receive this grant money and then manage it through the OCEDC. Jim Coniglio reported that the agreement sets forth the protocols for how OCEDC is to draw on the money and that it complies with the state program which establishes the guidelines for the grants.

Dan Marshall made the motion to authorize the Executive Director to sign the GAIN Sub-Recipient Agreement with Genesee-Finger Lakes Regional Planning Council subject to Counsel. Bob Green seconded the motion. Motion unanimously carried.

ADMINISTRATION:

12/31/15 Audited Financial Report and PARIS Report: Michael Wojcik introduced Tom Lauffer, CPA with Raymond Wager, CPA, LLC. Mr. Lauffer reviewed the Executive Summary of the Financial Statements and PARIS Report. There was an unqualified clean opinion with no material weaknesses or significant deficiencies.

Accountant's Management Letter: Tom Lauffer reported that the Accountant's Management Letter had no recommendations for the Board and the controls and the procedures that are followed are very consistent and complete; there were no findings in that area.

Accountant's Letter of Communication: Tom Lauffer explained the Accountant's Letter of Communication is used to report to the Board if there were any disagreements with management, any auditing issues that surface, and any significant audit adjustments. Mr. Lauffer reported there was nothing like that and it is a clean letter of communication.

Bob Green made a motion to accept the 12/31/15 Audited Financial Report and PARIS Report, the Accountant's Management Letter and the Accountant's Letter of Communication. Karen Springmeier seconded the motion. Motion unanimously carried.

EDC Mission Statement and Measurement Report: Michael Wojcik reviewed the EDC Mission Statement and Measurement Report and stated that this is required for the reporting of the ABO.

Annual Real Property Report: Michael Wojcik reviewed the Annual Real Property Report; stating there is no real property owned by the OCEDC.

Federal Single Audit Report: Michael Wojcik stated that the OCEDC has done a Federal Single Audit in the past, but did not have to do one this year. Mr. Wojcik explained that we did not draw any money down from the County and that even if the OCEDC did, it would need to be over the threshold of \$750K. In comparison, the threshold last year was \$500K.

Management's Internal Control Assessment Report: Michael Wojcik reviewed the Management's Internal Control Assessment Report. Mr. Wojcik noted that this is required by the ABO. Mr. Wojcik reviewed some of the considerations for the 2016 year, including purchase orders.

Annual Procurement Report: Michael Wojcik reviewed and presented the Annual Procurement Report. Mr. Wojcik explained any transaction >\$5000 is required to be reported on the PARIS report.

Bob Green made a motion to accept the EDC Mission Statement and Measurement Report, the Annual Real Property Report, the Management's Internal Control Assessment Report and the Annual Procurement Report. Karen Parkhurst seconded the motion. Motion unanimously carried.

Form 990: Michael Wojcik discussed that the Form 990 is a Federal Tax Return for informational return purposes that not-for-profits have to report on. Mr. Wojcik stated that they are not due until May 15th and will be complete and presented within the next couple of meetings.

CHAR500: Michael Wojcik explained that the CHAR500 is the state version of the Form990 and will be completed before the due date.

Annual Report: John Mackowiak of Dixon Schwabl presented the Annual Report. Mr. Mackowiak reviewed some of the highlights in the Report. He explained that the goal was to demonstrate the real life impact that the work of Ontario County Economic Development with OCIDA, OCEDC and OCLDC has had on the growth of businesses.

Dan Marshall made a motion to accept the 2015 Annual Report. Karen Springmeier seconded the motion. Motion unanimously carried.

December March 8, 2016 Minutes: Rob Sollenne presented the March 8, 2016 minutes for approval.

Karen Parkhurst made the motion to approve the March 8, 2016 minutes. Dan Marshall seconded the motion. Motion carried.

Billing Report: Melissa Doyle presented and discussed the March Billing Report.

Invoices for payment: Michael Wojcik reviewed and submitted the invoices for payment for approval, which includes four invoices totaling \$2,891.34.

Dave Bunnell made a motion to approve the invoices for payment. Dan Marshall seconded the motion, with Karen Springmeier abstaining. Motion carried.

ADJOURNMENT:

Karen Springmeier made the motion to adjourn the meeting at 9:33 am. Bob Green seconded the motion. Motion carried.

Respectfully submitted,

Diane Foster, Staff