

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

Meeting Minutes Monday, March 23, 2020 Zoom Meeting

Members Present	Members Excused
Mike Davis, Chair	Andy Molodetz
Don Culeton (via Zoom)	
Lew Zulick (via Zoom)	
Kelly Mittiga	Guests
Supervisor Jeff Gallahan	Brian Young, Deputy County Administrator
Staff Present	
Suzanne Vary, Staff	Contract Staff
Michael Wojcik, CFO	James Coniglio, Underberg & Kessler
Jessica Kazmark, Staff	Barry Carrigan, Nixon Peabody
Brigitte Larson, Staff	
Bob Mincer, Staff	

CALL TO ORDER:

Chair Mike Davis called the meeting to order at 5:07 p.m. A quorum was present.

ADMINISTRATION:

Approval of February 24, 2020 Minutes:

Mike Davis presented the February 24, 2020 minutes for approval.

Don Culeton made a motion to accept the February 24, 2020 minutes as presented. Supervisor Jeff Gallahan seconded the motion. Unanimously carried.

2019 Annual Report:

Staff presented the 2019 Annual Report for review. Mike Manikowski indicated that the report includes the infographic data just like 2018.

Supervisor Jeff Gallahan made a motion to accept the 2019 Annual Report. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

12/31/19 Audited Financial Statements and PARIS Report:

Michael Wojcik introduced Tom Lauffer and John Rynkiewicz to the Board. John noted an unmodified, clean audit report. There were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board.

Accountants Letter of Communication and Management Letter:

John Rynkiewicz reviewed the Accountants Letter of Communication and the Management Letter, indicating there were no disagreements and nothing bad to report.

Supervisor Jeff Gallahan made a motion to block and accept the Audited Financial Statements and PARIS Report, Accountants Management Letter and Accountants Letter of Communication. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Annual Procurement Report:

Michael Wojcik stated that there was no activity and presented the Annual Procurement Report.

Management's Internal Control Assessment Report:

Michael Wojcik presented the Management's Internal Control Assessment Report which is conducted by both Michael and Mike Manikowski.

Kelly Mittiga made a motion to accept the Annual Procurement Report and the Management's Internal Control Assessment Report. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.

LDC Mission Statement and Measurement Report:

Michael Wojcik presented the Mission Statement and Measurement Report for 2019.

Real Property Report:

Michael Wojcik indicated that the LDC does not have any real estate and presented the report.

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

Policies & Procedure Amendments:

Michael Wojcik stated that there were no Policy & Procedure amendments at this time.

Supervisor Jeff Gallahan made a motion to approve the Mission Statement & Measurement Report and Real Property Report. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Invoices for payment:

Michael Wojcik presented 3 invoices in the amount of \$10,000.00 for payment.

Don Culeton made a motion to approve the invoices for payment. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

Don Culeton motioned to adjourn the meeting at 5:21 p.m. and was seconded by Kelly Mittiga. Motion unanimously carried.

Respectfully submitted,

Brigitte Larson