

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting
Thursday, November 3, 2022
1:00 pm
(or immediately following the IDA meeting
scheduled for 12 noon)
Heroes Conference Room
One DiPronio Drive
Waterloo, NY 13165

Agenda

- 1) Approval of EDC Meeting Minutes | October 6, 2022 V _____
- 2) Approval of EDC Quarterly Financial Statements | June 2022 thru September 2022 V _____
- 3) Governance Committee Report:
 - a) Review of EDC Policies:

Established Policies with No Modifications:	R _____
Audit Committee Charter	Governance Committee Charter
Bylaws	Investment Policy
Capitalization Policy	Mission Statement
Code of Ethics	Procurement Policy
Conflict of Interest	Records and Retention Policy
Disposition of Property Policy	Sexual Harassment Policy
Equal Opportunity Policy	Supplies and Equipment Policy
Finance Committee Charter	Whistleblower Policy
FOIL Policy	
 - b) Nominations of 2023 EDC Officers
 - c) Self – Evaluation of EDC Governance Committee
 - d) Contract Renewal for Professional Services | Robert Kernan, CFO R _____
- 4) Other Business
- 5) Consideration of Executive Session
- 6) Adjournment

SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES

Regular Meeting
Thursday, October 6, 2022
12:23 PM
Heroes Conference Room
One DiPronio Drive
Waterloo, NY 13165

Attendance:

Members Present: Steven Brusso, Chair and Jeff Shipley
Members Absent: Thomas Kime
Others Attending: Sarah Davis, Kelly Kline, Dave Hewitt; Robert Kernan, CFO; Robert Halpin, Legal Counsel; Ben Guthrie, IDA; Tom Murray, IDA; Mitch Rowe, County Manager; Marie Weiss, Carpenters Union; Tom Bouchard, Town of Romulus; Matt Horn, MRB Group; Leah Ntuala, First Presbyterian Church, Seneca Falls

Call to Order:

Chairman Brusso called the meeting to order at 12:00 p.m. A quorum of the Corporation's Members was present.

Approval of EDC Meeting Minutes of March 24, 2022

The minutes of the Corporation's meeting of March 24, 2022 had been sent to members prior to the meeting. A motion to approve the minutes was made by Mr. Shipley. Seconded by Mr. Brusso. Motion carried.

Review of Long-Term Forecast:

A copy of the long-term forecast was provided to committee members prior to the meeting. This forecast projects out four years using only known revenues against budgeted expenses. This forward-looking view is reviewed twice a year, with the budget in the fall and the audit in the spring. It is for informational purposes only.

Approval of Proposed EDC 2023 Budget and Posting to PARIS:

A copy of the EDC 2023 proposed budget had been provided to members prior to the meeting. Mrs. Davis summarized the proposed budget to the board. The Audit Committee met on September 14th and is recommending approval. A motion was made by Mr. Shipley to approve the 2023 EDC Budget and Posting to PARIS. Seconded by Mr. Brusso. Members Brusso and Shipley voted "yea". Mr. Kime was absent. Motion carried.

Approval of Engagement Letter / Mengel Metzger Barr, Raymond F. Wager, CPA.PC for 2022 EDC Audit:

A copy of the 2022 EDC Audit Engagement Letter from the office of Mengel Metzger Barr, Raymond F. Wager, CPA, P.C. was provided to Committee members prior to the meeting. A motion was made by Mr. Shipley approving the 2022 EDC Audit Engagement Letter. Seconded by Mr. Brusso. Members Shipley and Brusso voted "yea". Mr. Kime was absent. Motion carried.

Other Business:

None

Adjournment:

A motion to adjourn the meeting was made by Mr. Shipley. Seconded by Mr. Brusso. Motion carried. The meeting adjourned at 12:10 P.M.

Respectfully submitted,

Sarah Davis
Executive Director

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EDC Governance Committee's 2022 Evaluation

The EDC Governance Committee Charter requires that the Committee report to the EDC Board, at least annually, any proposed changes to the Governance Charter or the Governance guidelines.

There are no proposed changes to the Governance Charter or the Governance Guidelines at this time.

There were no documents disposed of, other than valueless records, per the Records and Retention Policy. All records are disposed of via paper shredding.

During 2022 the Governance Committee had one meeting in which they completed the following and provided their recommendations to the full board:

- Review of Established Policies
- Review and Renewal of Professional Service Contracts
- Nominations of EDC Offices for 2023

Submitted:

Steven Brusso
Chairman
EDC Governance Committee