

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION**

Thursday, March 21, 2024

1:00 pm

*(or immediately following
IDA Meeting scheduled for 12 Noon)*

Heroes Conference Room

One DiPronio Dr, Waterloo NY

Agenda

1. Approval of EDC Meeting Minutes of February 1, 2024 V_____
2. Review | Approval of 2023 EDC Audit, Management Letter and Posting to PARIS R_____
3. Approval of ABO Measurement Report V_____
4. Other Business
5. Consideration of Executive Session
6. Adjournment

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**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES**

Thursday, February 1, 2024
1:55 pm / Heroes Conference Room
Waterloo, NY 13165

Attendance:

Members Present: Steven Brusso, Thomas Kime and Jeff Shipley
Others Attending: Sarah Davis, Executive Director; Kelly Kline; David Hewitt; Robert Kernan, Ben Guthrie

Call to Order:

The meeting was called to order at 1:55 pm. A quorum of the Corporation's members was present.

Election of EDC Officers for 2024:

Chairman Brusso presented the following EDC slate of officers for the 2024 calendar year: Steve Brusso, Chairman; Jeff Shipley, Vice-Chairman; Thomas Kime, Secretary and Treasurer. A motion was made by Mr. Kime approving the 2024 EDC slate of officers. Seconded by Mr. Shipley. Motion carried.

Approval of EDC Meeting Minutes of October 24, 2023:

The minutes of the Corporation's regular meeting of October 24, 2023 had been sent to members prior to the meeting. A motion to approve the minutes was made by Mr. Shipley. Seconded by Mr. Kime. Motion carried.

Review of un-audited EDC Financial Statements thru December 31, 2023:

A copy of the financial statements was provided to members prior to the meeting. Mr. Kernan provided a summary of the unaudited financial statements. No approval is needed.

Appointments to EDC Committees for 2024:

Mr. Brusso made the following appointments to the Audit/Finance and Governance Committees:

- **Audit Committee:** Steve Brusso, Chair; Thomas Kime and Jeff Shipley
- **Finance Committee:** Steve Brusso, Chair; Thomas Kime and Jeff Shipley
- **Governance Committee:** Steve Brusso, Chair; Thomas Kime and Jeff Shipley

Approval of EDC Resolutions:

- **Resolution No. 2024-01 / Designation of Banking Institutions:**
Designating the Chemung Canal Trust Company; Community Bank, NA; M&T Bank; Five Star Bank; Lyons National Bank; Savannah Bank, NA and Generations Commercial Bank and Generations Bank as the institutions that can be used for SCEDC banking purposes during the year 2024.
A motion was made by Mr. Shipley approving **EDC Resolution No. 2024-1**. Seconded by Mr. Brusso. Members Brusso and Shipley voted "yea". Mr. Kime abstained due to his employment with Lyons National Bank. Motion carried.
- **Resolution No. 2024-02 / Designation of Persons Authorized to Sign Corporation Checks:**
Authorizing EDC Chair; Vice-Chair; Secretary; Treasurer; Executive Director and CFO to sign checks issued by the Seneca County Economic Development Corporation during year 2024.
- **Resolution No. 2024-03 / Designating of Legal Counsel:**
Designating Legal Counsel as The Halpin Law Firm for 2024.
- **Resolution No. 2024-04 / Corporation Auditors:**
Designating the audit firm of Raymond F. Wager, CPA a division of Mengel Metzger Barr & Co, LLP to be utilized as the EDC audit firm for the year 2024.
- **Resolution No. 2024-05 / Appointment of Chief Executive Officer:**
Appointing Sarah R. Davis the Chief Executive Officer for the year 2024.

- **Resolution No. 2024-06 / Appointment of Chief Financial Officer:**

Appointing Robert E. Kernan, Jr. the Chief Financial Officer for the year 2024

A motion was made by Mr. Kime approving **EDC Resolution No's. 2024-2; 2024-3; 2024-4; 2024-5; 2024-6.** Seconded by Mr. Brusso. Members Brusso, Kime, and Shipley voted "yea". Motion carried.

EDC Annual Financial Disclosure and No Conflict of Interest Forms:

ABO requires the annual completion of the Financial Disclosure Form and Certification of No-Conflict of Interest form. Blank forms had been mailed to corporation Members prior to the meeting to be completed by each appointed member of the Seneca County EDC. Staff requested that forms be completed and returned.

Other Business: None

Executive Session: None

Adjournment:

A motion to adjourn the meeting was made by Mr. Kime. Seconded by Mr. Shipley. Motion carried. The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Sarah Davis
Executive Director

New York State Local Public Authority Mission Statement and Measurement Report

Local Public Authority Name: Seneca County Economic Development Corporation

Fiscal Year: January 1, 2023 – December 31, 2023

Enabling Legislation (enables Local Public Authority Mission Statement): Local Development Corporations (“LDCs”) are formed under section 1411 of the Not-for-profit Law, as not-for-profit corporations. LDCs were created exclusively for charitable or public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest of Seneca County. LDCs have the power to construct, acquire, rehabilitate and improve for use by others industrial or manufacturing plants in Seneca County. LDCs can assist financially in such construction, acquisition, rehabilitation and improvement, to maintain such plants for others in Seneca County. LDCs can disseminate information and furnish advice, technical assistance and be the liaison with federal, state and local authorities. LDCs can acquire by purchase, lease, gift, bequest, devise or otherwise real or personal property or interests therein, to borrow money and to issue negotiable bonds, notes and other obligations. LDCs can sell, lease, mortgage or otherwise dispose of or encumber any such plants or any of its real or personal property or any interest therein upon such terms as it may determine.

Mission Statement: Pursuant to the Authority granted by the State of New York, it is the mission of the Seneca County Economic Development Corporation to advance the job opportunities and economic welfare of the people of Seneca County, by actively promoting, retaining, encouraging, and attracting economically sound commerce, industry and recreational opportunities, and lessening the burdens of government and acting in the public interest. The Seneca County Economic Development Corporation will achieve this mission by utilizing the powers granted to it by New York State. This assistance can include financial assistance for industrial or commercial projects, furnishing advice and technical assistance to such projects, being the liaison with federal, state and local authorities and providing support to other organizations with similar missions. The Seneca County Economic Development Corporation can acquire, dispose, or manage real or personal property or interests therein upon such terms as it may determine. The board and staff of the Seneca County Economic Development Corporation will carry out this mission guided by the tenets of transparency, integrity and accountability.

2023 Measurements:

1. Anecdotal instances of collaboration with local government

Authority Stakeholder(s): Seneca County and all municipalities and school districts within the County as well as residents and property owners

Authority Beneficiaries: Seneca County and all municipalities and school districts within the County as well as residents and property owners

Authority Customers: Residents of Seneca County

Authority self-evaluation of prior year performance (based upon established measurements): The Seneca County EDC continued a collaborative process with Seneca County Government and Business leaders to determine the next steps for the redevelopment of the Former Willard Drug Treatment Campus.

Governance Certification:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Board of Directors Response: **Yes**

2. Who has the power to appoint management of the public authority?

Board of Directors Response: **Board**

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority.

Board of Directors Response: **The Governance Committee annually reviews management and recommends appointment by the full board of directors.**

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

Board of Directors Response: **The Board of Directors provides oversight and sets strategy, while management performs day-to-day responsibilities to implement the agency's mission.**

5. Has the Board acknowledged that they have read and understood the response to each of these questions?

Board of Directors Response: **Yes**