

# AGENDA

## Wayne Economic Development Corporation

March 22, 2023 9:00 AM

9 Pearl Street, 2<sup>nd</sup> Floor Conference Room

Lyons, New York 14489

1. Call to Order – Scott Johnson, Chairman
2. Motion to Approve February 28, 2023 Meeting Minutes
3. Discuss the Audit with EFPR
4. Resolution Accepting Certified Financial Audit Report and Annual PARIS report
5. Resolution for Landscaping services
6. Fiscal Officer's Report- Jamie Corteville
7. Projects Update
8. Executive Director Updates
9. Other Business
  - a. Change Board Meeting date from May 24, 2023 to May 31, 2023
  - b. Change Governance Committee meeting date from May 24, 2023 to April 26, 2023
10. Next WEDC Meeting – April 26, 2022
11. Motion to Adjourn.

# Wayne Economic Development Corporation

## **Resolution Accepting Certified Financial Audit Report and Annual PARIS report**

Whereas the Board of the Wayne Economic Development Corporation (WEDC) has been presented with the 2022 financial statements and audits prepared by the EFPR Group, having been presented to the Audit Committee in a prior meeting; and

Whereas, the Audit Committee has recommended that the Board of the WEDC accept and adopt the audit reports and authorize staff to submit the Certified Financial Audit Report and Annual PARIS report to the NYS Authority Budget Office, as required by the Public Authority Accountability Act; and

Whereas, following the Board's review of the reports with EFPR Group; be it hereby

Resolved, that the WEDC Board of Directors hereby accept the recommendation of the Audit Committee and authorize staff to submit the reports as required.

Moved:

Ayes:

Second:

Nays:

	Yea	Nay	Absent	Abstain
Scott Johnson				
Phil Eygnor				
Julie DiLella				
Kaye Stone-Gansz				
Jeannie Brockmyre				
Robert DeBadts				
Pamela Heald				
Amanda McDonald				
Kenneth VanFleet				

The above resolution is certified and true and was passed at the Wayne Economic Development Corporation board meeting on March 22, 2023.

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Deborah Hall, Assistant Secretary

# **WAYNE** **ECONOMIC Development Corporation**

Wayne County Industrial Development Agency  
Wayne Economic Development Corporation  
Wayne County Civic Facility Development Corporation

## **ANNUAL ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL CONTROLS**

### **1. BACKGROUND:**

Section 2800(1)(a)(9) and Section 2800(2)(a)(8) of Public Authorities Law require all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.

### **2. MISSION OF AUTHORITY AND MAJOR BUSINESS FUNCTION(S).**

Our mission is to develop, promote and advance economic growth, wellbeing and sustainable communities in Wayne County. The major functions associated with this are to work with businesses and not-for-profit entities that desire and need Authority benefits, grant monies and/or loans.

### **3. MAJOR RISKS ASSOCIATED WITH OPERATIONS**

Major risks associated with the functions are conflicts of interest, collusion, fraud or theft when handling monetary functions, operational issues.

### **4. INTENT:**

The intent of the Authority's system of internal control shall be to:

- a) Promote effective and efficient operations so as to help the Authority carry out its mission.
- b) Provide reasonable assurance that the Authority's assets are safeguarded against inappropriate or unauthorized use.
- c) Promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with the Authority Boards' authorization and recorded properly in accounting records.
- d) Encourage adherence to the Authority Board's policies and procedures for conducting programs and operations.
- e) Ensure compliance with applicable laws and regulations.

### **5. ASSESSMENT**

The Authority reviews internal controls on an on-going basis. Additionally, the Authority undergoes an annual financial audit by an independent CPA firm. Any internal control weakness identified either by agency staff or by the CPA firm is communicated to the Audit Committee and the Board of Directors. To the extent that deficiencies are identified, the Authority develops corrective action plans to reduce any corresponding risk.

For the year ended December 31, 2022 the present internal control procedures appear to be sufficient to meet internal control objectives that pertain to the prevention and detection of material weaknesses or deficiencies.

# Wayne Economic Development Corporation

## Authority Mission Statement and Performance Measurements

### **Name of Public Authority:**

Wayne Economic Development Corporation (WEDC)

### **Public Authority's Mission Statement:**

Our mission is to develop, promote and advance economic growth, well-being and sustainable communities in Wayne County.

**Date Adopted:** February 23, 2022

### **List of Performance Goals (If additional space is needed, please attach):**

- Assist in the expansion and retention of existing businesses in Wayne County through business development, promotion, and financial resources.
- Proactively promote entrepreneurship through financial and technical assistance.
- Expand workforce capabilities through strong partnerships with area educational, governmental, and business leaders to promote the advancement of the County's skill-level.
- Advance property and infrastructure improvements in the County to increase preparedness and the availability of shovel ready sites for new business development.
- Build effective partnerships with State and local economic development partners, including other counties and regional organizations to coordinate resources and promote economic development.
- Engage regional partners, site selectors, and target industry groups to promote and attract new businesses to Wayne County.
- Plan for responses to potential interruptions in the local economy including natural disasters and public health concerns through coordinate efforts at the local, state, and regional level.

### **Additional questions:**

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

**Yes**

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

**The County Board of Supervisors appoints the County Director of Economic Development and Planning, who is approved as the Executive Director by the Board of Directors.**

3. If the Board appoints management, do you have a policy you follow when

# Wayne Economic Development Corporation

appointing the management of the public authority?

**The Board of Directors approves management annually in compliance with the public authority law.**

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

**The Board of Directors over sees all activities implemented by management and staff. Management oversees the day to day operations and implements initiatives set forth by Board of Directors.**

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

**Yes**

# Wayne Economic Development Corporation

## **Resolution Authorizing Contract for Lawn Care Services and Brush Hog Clearing Services**

Whereas, Wayne Economic Development Corporation (WEDC) requested estimates for lawn care services and Brush Hog clearing services for Silver Hill Technology and Education Park at 1000 Technology Parkway in Newark, NY; and

Whereas, staff reached out to from 18 lawn care companies and placed a public notice in the *Times of Wayne County* on February 12, 2023.

Whereas, WEDC received three (3) responses for lawn care services and Brush Hog Services;

<b>Lawn Care Estimates</b>			
	<b>2023</b>	<b>2024</b>	<b>2025</b>
Lowrey's Lawn & Landscaping	\$ 23,250.00	\$ 23,250.00	\$ 23,250.00
Lakeview Lawn and Landscape, Inc.	\$ 37,950.00	\$ 39,109.10	\$ 40,282.37
Q's Landscaping Enterprises, Inc.	\$ 24,750.00	\$ 24,750.00	\$ 25,750.00

<b>Brush Hog Clearing Estimates</b>	
	<b>Per Trip</b>
Lowrey's Lawn & Landscaping	\$ 500.00
Lakeview Lawn and Landscape, Inc.	\$ 790.00
Q's Landscaping Enterprises, Inc.	\$ 1,800.00

Whereas, Lowrey's Lawn & Landscaping provided the most competitive estimate; and

Whereas, the Board determined that Lowrey's Lawn & Landscaping be awarded the contract; be it hereby

Resolved, that WEDC Board of Directors hereby accept the proposal and authorize the Executive Director to enter into the necessary agreements for the term of 2 year(s) to initiate the process.

Moved:

Ayes:

Second:

Nays:

	Yea	Nay	Absent	Abstain
Scott Johnson				
Phil Eygnor				
Julie DiLella				
Kaye Stone-Gansz				
Jeannie Brockmyre				
Robert DeBadts				
Pamela Heald				
Amanda McDonald				
Kenneth VanFleet				

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Deborah Hall, Assistant Secretary