

Combined Meeting – Wayne County IDA (WCIDA), Wayne Economic Dev. Corp. (WEDC),  
Wayne County Civic Facility Dev. Corp. (WCCFDC)  
Regular Meeting – March 23<sup>rd</sup>, 2018  
MINUTES

The combined meeting of the Wayne County IDA (WCIDA), Wayne Economic Dev. Corp. (WEDC), and Wayne County Civic Facility Dev. Corp. (WCCFDC) was called to order at 10:10 a.m. on Friday, March 23<sup>rd</sup>, 2018 by Vice-Chairman Steven LeRoy. The meeting was held in the 2<sup>nd</sup> floor conference room, 9 Pearl Street, Lyons. Members present from WCIDA & WEDC Boards: James Hoffman, Steve LeRoy and Bob Havrilla. Members present from WCCFDC Board – Pamela Heald and Ken VanFleet. Also present: from EFPRGroup – Joe Kehm, CPA; Christopher Johnston, CPA and Maura Sprague, Manager; Steve Groat, Galen Town Supervisor; John Morell, Esq.; Brian Pincelli, Director of Econ. Dev. & Planning and P. Churchill and M. Leisenring.

**AUDIT COMMITTEE** – members: Pamela Heald, Robert Havrilla, Ken VanFleet, Jim Hoffman and ex-officio Brian Pincelli

Whereas, the audit Committees/s of the WCIDA, WEDC and WCCFDC have been presented the 2017 financial statements and audits prepared by the EFPRGroup; and

Whereas, the Audit Committee/s have reviewed the draft audits with staff and EFPRGroup and, after discussion and consideration, hereby;

Resolves, that the Committee advised the Boards of the three entities that the audits, with any suggested amendments, be approved and accepted; and further

Advises that the Board authorize staff to submit the reports to the NYS Budget Office no later than March 31<sup>st</sup>, 2018, as required by the Public Authority Accountability Act.

Moved: Ms. Heald                      Second: Mr. Havrilla  
Ayes: Ms. Heald and Messrs. Havrilla, Hoffman and VanFleet  
Nays: None

The auditors thanked the board and staff and commended them for their cooperation and diligence in again producing a timely audit. They left the meeting at this time.

**WEDC/WCIDA Board** - members present: Hoffman, LeRoy, Havrilla

Whereas, the Board/s of the WEDC & WCIDA have been presented the 2017 financial statements and audits prepared by the EFPRGroup, having been presented to the Audit Committee in a prior meeting; and

Whereas, the Audit Committee has recommended that the Boards of the WEDC & WCIDA accept and adopt the audit reports and authorize staff to submit the reports to the NYS Authority Budget Office no later than March 31<sup>st</sup>, 2018, as required by the Public Authority Accountability Act; and

Whereas, following the Boards' review of the reports with EFPRGroup; be it hereby

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

Moved: Mr. Havrilla Second: Mr. Hoffman  
Ayes: Messrs. Havrilla, Hoffman and LeRoy  
Nays: None

**WCCFDC Board** – members present: Heald and VanFleet

Whereas, the Board of the WCCFDC has been presented the 2017 financial statements and audits prepared by the EFPRGroup, having been presented to the Audit Committee in a prior meeting; and

Whereas, the Audit Committee has recommended that the Board of the WCCFDC accept and adopt the audit reports and authorize staff to submit the reports to the NYS Authority Budget Office no later than March 31<sup>st</sup>, 2018, as required by the Public Authority Accountability Act; and

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

Resolved, that the WCCFDC Board of Directors hereby accepts the recommendation of the Audit Committee and authorizes staff to submit the reports as required.

Moved: Ms. Heald Second: Mr. VanFleet  
Ayes: Ms. Heald and Mr. VanFleet  
Nays: None

On motion of Mr. Hoffman, seconded by Mr. LeRoy, the previous combined minutes of WCIDA & WEDC of 2/23/2108 were unanimously approved.

On motion of Ms. Heald, seconded by Mr. VanFleet the WCCFDC minutes of 1/5/2018 were unanimously approved.

**IDA Board Resolution Authorizing the Public Hearing for Baldwin Richardson Foods Williamson Project**

On motion of Mr. Hoffman, seconded by Mr. Havrilla the attached attorney's resolution regarding the Baldwin Richardson Foods Company Project was unanimously approved.

**WEDC Resolution Authorizing Commercial Lease Appraisal**

Whereas, the WEDC owns property known as the Silver Hill Technology Park in the Village of Newark; and

Whereas, the WEDC is interested in entering into a Land Development Agreement with a developer which would include a land lease of 25 to 40 acres of land in the south east quadrant of the park for a term of 50 to 99 years; and

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Whereas, the Public Authority Accountability Act requires that a current appraisal for the property be provided as part of the PAAA reporting and property disbursement regulations and, since the property would be leased, a commercial lease appraisal is most appropriate; and

Whereas, an experienced appraiser has been recommended and is awaiting the survey of the specific site; be it hereby

Resolved that the WEDC Board of Directors authorizes the executive director to provide the survey to the appraiser once received and order the appraisal to be expedited as quickly as possible to keep the project on a reasonable timeline.

Moved: Mr. Havrilla    Second: Mr. Hoffman  
Ayes: Messrs. Havrilla, Hoffman and LeRoy  
Nays: None

The resolution authorizing a sub-division application was tabled.

Next a discussion ensued regarding a digital marketing analysis proposal and website optimization. A resolution was not considered at this time. It was the consensus that more information is needed before the board can consider a proposal.

Ms. Churchill shared a copy of the Finger Lakes Times FACT Book which she and the Business Outreach Coordinator assisted in providing some of the content contained in the book. The WCIDA has a paid advertisement on the inside front cover. The publication will be distributed to all Finger Lakes Times paid subscribers as well as copies being made available for distribution by the WCIDA as an additional marketing piece.

Mr. Pincelli gave some brief project updates and touched upon the need to schedule a Governance Committee meeting to review changes to the UTEP policy; the 485a exemption; solar exemptions among other things. It was the consensus to schedule the Governance Committee meeting for Friday, April 13<sup>th</sup>, 2018 at 9:05 a.m. (to ensure the building is open). A special meeting of WEDC is tentatively scheduled for 9:30 a.m. that same day to consider a sub-division application.

There being no further business, the meeting adjourned at 11:50 a.m.

Respectfully submitted,

Marie Leisenring  
Assistant Secretary

