

Wayne County Industrial Development Agency
Regular Meeting – May 18th, 2018
M I N U T E S

The regular meeting of the Wayne County Industrial Development Agency was called to order by Chairman David Spickerman at 9:30 a.m. on Friday, May 18th, 2018, in the 2nd floor conference room, 9 Pearl Street, Lyons. Members present: David Spickerman, James Hoffman, Steven LeRoy and Robert Havrilla; also prospective board member Bob DeBadts. Also present: John Morell, Esq; Brian Pincelli, Director of Planning & Economic Dev.; Tanya Hasseler, Business Outreach Coordinator; Ora Rothfuss, Ag Development Specialist; and M. Churchill and M. Leisenring.

On motion of Mr. LeRoy, seconded by Mr. Hoffman, the minutes of 4/27/2018 were unanimously approved.

Resolution Authorizing Additional Bookkeeping Services

Whereas, full-time office manager and agency bookkeeper Marie Leisenring is retiring from her duties on June 29th of this year, and the transition to have that position now be provided by a Wayne County employee has not yet taken place, nor the hiring of an individual to fill that position, it is desired to have a contractor bridge the employee gap; and

Whereas, Linda Wiener of Allied Financial Partners has provided quarterly bookkeeping services for the agencies over the last several years and, with the retirement of Dave Richards in July, 2016, added assistance with the entering and filing of required Public Authority Accountability Act materials; and

Whereas Allied Financial Partners (AFP) has provided a proposal for services to provide the WCIDA, WEDC and WCCFDC with the quarterly support as in the past as well as additional services, including but not limited to:

- Bookkeeping
- Loan billing and payment receipt processing
- PILOT billing
- Public Authority Reporting
- Pre-Preparation of financial audit materials for auditors
- Audit and Loan Committee presentation/participation
- Budgets for agencies
- Loan loss projections
- Quarterly financial reports for board reviews
- Updating GMS Loan Tracking Software
- Necessary amortization schedules and adjustments
- Participate in training of new employee on specific agency processes

And;

Whereas, Linda Wiener, CPA, will remain as the AFP primary contact and provider, it is estimated that the initial bookkeeping and training will be no more than 36 hours per month and the per quarter support 16 to 24 hours per quarter, along with 40 hours, estimated for PAAA reporting; and

Whereas, the hourly based fee will remain at \$125.00 per hour; be it hereby

Resolved, that the board of the WCIDA hereby authorizes the chairman of the board to enter into the memorandum as proposed, with the contingency that the agreement will be reviewed quarterly and adjusted as the new finance officer is trained and takes over the interim portion of the agreement.

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

Resolution Authorizing Changes to Signatories/Banking

Whereas, the agencies have approximately 21 bank accounts, including Certificates of Deposits (CD) in regional banks, and, with the executive director retiring on June 29th, 2018, it is necessary to authorize changes to signature requirements; and

Whereas, new staff have not yet been hired, the most expeditious approach to facilitating check signing is to re-authorize three of the existing signatories, Steven LeRoy, David Spickerman and Brian Pincelli; be it hereby

Resolved that Steven LeRoy, David Spickerman and Brian Pincelli shall be the designated signatories for WCIDA banking with Lyons National Bank, Community Bank, Canandaigua Bank and Savannah Bank; and, be it further

Resolved, two signatures are required and any two of three are authorized to sign checks in the interim; and be it further

Resolved, that Linda Wiener, CPA, is authorized to use the LNB equipment for on-line banking, both computer and check deposit, along with access to accounts for accounting purposes; and be it further

Resolved, that Margaret Churchill be removed as signatory to accounts no later than June 29th, 2018, the date of her retirement.

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

Ms. Hasseler, Business Outreach Coordinator, next discussed the "Taste of Wayne County" event and benefits of sponsorship by the WCIDA.

Resolution Authorizing Participation in "Taste of Wayne County"

Whereas, the Village of Newark, the Newark Chamber of Commerce and Wayne County Farm Bureau have organized and are presenting the second annual "Taste of Wayne County" with tickets available at Lyons National Banks and Wegmans; and

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reported to NYSOCR by 5/31/2018. Mr. Rothfuss and Ms. Churchill attended a regional meeting facilitated by Harry Sicherman to discuss potential uses of these funds in the interim and steps to take moving forward.

After discussion, on motion of Mr. LeRoy, seconded by Mr. Hoffman, it was unanimously approved to have John Morell proceed with taking the loans of Richard Deys and Robert Kelly to small claims court to secure settlement of unpaid loan balances, \$2,247.46 and \$3,981.02 respectively.

On motion of Mr. LeRoy, seconded by Mr. Hoffman, it was unanimously approved to write off the loan balance of John Mechetti, Mechmar Machine, amount of \$16,142.89 and add this total amount to the Small Cities Micro Loan Fund loan loss for 2018.

Mr. Pincelli gave brief updates regarding the on-going negotiations of solar PILOTS as well as a brief update on moving forward with interviews for both the Deputy Director position and also the Fiscal Officer position.

There being no further business, the meeting adjourned into the special meeting of Wayne Economic Development Corp.

Respectfully submitted,

Marie Leisenring
Office Manager