

NCIDA/NCDC/NADC AUDIT/FINANCE COMMITTEE MEETING MINUTES

Date: Wednesday, October 21, 2020
Time: 8:15 a.m.
Place: Niagara County Center for Economic Development
Vantage Center, 6311 Inducon Corporate Dr.

NCIDA/NCDC/NADC Audit/Finance Committee Members:

Kevin McCabe, Chairperson	Excused
William L. Ross, Member	Present
Scott Brydges, Member	Excused

Other Board Members Present:

Mark Onesi
Robert B. Cliffe
Jason Krempa

Staff Present:

Susan Langdon, Executive Director
Andrea Klyczek, Assistant Director
Michael S. Dudley, Finance Manager
Caroline Caruso, Accounting Associate
Dmitri Liadski, Economic Developer
Susan Barone, Administrative Assistant
Mark J. Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. Ross called the meeting to order at 8:17 a.m.

2.0 Roll Call

No roll call. Majority of committee members not in attendance, quorum was not met.

3.0 Finance & Audit Committee Reports

3.1 Agency Payables

Mr. Ross stated that he reviewed the monthly payables and found them to be in order.

With no quorum at the Committee level, a motion cannot be completed without a second. Will motion for approval by the Board at the 9:00 am Board meeting.

3.2 MTD and YTD Budget Variance Reports

Mr. Ross stated that he reviewed the Budget Variance Reports and found them to be in order.

With no quorum at the Committee level, a motion cannot be completed without a second. Will motion for approval by the full Board at 9:00 am Board meeting.

3.3 Project Closing Summary Report

Mr. Gabriele reported the projects closing to date for 2020 is 8 or 9 projects with some fairly small but a good sign moving forward especially in current circumstances. We anticipate 2 or 3 more projects going forward including a couple projects that have been extended in the past. Pursuant to what happens in the Board meeting today, the Stavatti Aerospace project should be moving forward.

4.0 2021 Proposed Budgets

4.1 Niagara County Industrial Development Agency

4.2 Niagara County Development Corporation

4.3 Niagara Area Development Corporation

Michael Dudley, Finance Manager, summarized the proposed budgets for 2021. He briefly went through each budget. He began with a review of the activity of the buildings we own and operate.

The Niagara Industrial Incubator Associates building at 2045 Niagara Falls Blvd in front of the Niagara Falls Airport which we are in partnership with the NFTA. Starting in 2016-17 when we bought out a third partner, we began to manage the tenants, secure the leases, and take care of building repairs. Mr. Gabriele added some additional information on the purchase of this building for newer members including the successful re-adjustment of rates and current occupancy level of 85%. It continues to be a good source of profitable income for the Agency. Mr. Gabriele made some additional informational comments. No further questions or comments.

The building at 2055 Niagara Falls Blvd is leased by one tenant for several years and currently runs through October 2022. This is also showing profitable income. For both of these properties the profit is split 50/50 with NFTA and the profit distribution is listed in the main Operating Budget.

The building at 6311 Inducon Corporate Drive is owned by NCIDA. There are two types of tenants; the suites with outside separate entrances and the interior suites using the main entrance and entryway. This property is also a source of profitable income which is not shared profit since we wholly own the property. Mr. Gabriele made some additional informational comments. No further questions or comments.

In review of the budgets, Mr. Dudley along with Mr. Gabriele explained that the Office of State Controller requires we prepare and submit budgets for the three separate entities. The NADC is for tax-exempt bond issuance for not-for-profit entities, the NCDC is for revolving loans like the CARES act / HELP Grant.

In response to a question from Mr. Wolfgang regarding the payback terms of the HELP loans, Mr. Gabriele responded that the payback is one year interest only and then five years to payback principal. No further questions or comments. The NCIDA budget includes all other revenue and expenses. In response to a question from Mr. Scott, Mr. Dudley explained that the budget projected income is prepared based on a five-year average since the project income varies from year to year and the amount of project income submitted and approved is not within our control.

Once these proposed budgets are approved by the Board at the Regular Board Meeting, the budgets will be sent to the Niagara County Clerk and Legislature for a mandatory 20 day review. The Board will then be asked to formally adopt the 2021 Budgets at the November 18, 2020 Regular Board Meeting.

With no quorum at the Committee level, a motion to recommend approval of the three(3) proposed budgets to the Board members cannot be completed without a second. Will motion for approval of proposed budgets by the full Board at 9:00 am Board meeting.

5.0 M & T Bank Public Funds Certified Resolution and Additional Signor Rider

Mr. Dudley noted that we need to do a new resolution for check signors for all of our bank accounts. Ms. Caruso explained that we need to prepare a form with all 9 board members and the NCIDA executive director's signature and other information for verification. When completed it will be submitted to M&T Bank and applied to all bank accounts. This will allow for more availability for check signors since we need to have two signatures on all checks. She requested they complete the form after the Board meeting is adjourned today.

6.0 Adjournment

Mr. Brydges motioned to adjourn the committee meeting at 8:55 a.m.

Respectfully Submitted:

Reviewed by:

Approved by:

Susan L. Barone
Administrative Assistant

Susan C. Langdon
Executive Director

Kevin McCabe
Committee Chairperson