

Niagara County Industrial Development Agency

Niagara County Center for Economic Development . 6311 Inducon Corporate Drive . Sanborn . NY . 14132

NCIDA/NCDC/NADC AUDIT/FINANCE COMMITTEE MEETING MINUTES

Date: Wednesday, April 12, 2017
Time: 8:45 a.m.
Place: Niagara County Center for Economic Development
Vantage Center

NCIDA/NCDC/NADC Audit/Finance Committee Members:

Mark A. Onesi, Chairperson	Excused
Kevin McCabe, Member	Present
Michael McNally, Member	Present

Other Board Members Present:

Stephen F. Brady
Jerald I. Wolfgang
Joan G. Aul
William L. Ross

Staff Present:

Samuel M. Ferraro, Executive Director
Susan Langdon, Director of Projects & Finance
Michael S. Dudley, Finance Manager
Barbara A. Gill, Recording Secretary
Roxanne Morgan, Property Associate
Mark J. Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. McCabe called the meeting to order at 8:45 a.m.

2.0 Roll Call

Ms. Gill called the roll; a quorum was established.

3.0 Approval of Audit Committee Meeting Minutes

3.1 March 8, 2017

Mr. McCabe stated that he reviewed the meeting minutes of March 8, 2017, and he found them to be in order.

Mr. McCabe made a motion, seconded by Mr. McNally, to approve the meeting minutes. The motion passed.

4.0 NCIDA Audit/Finance Committee Reports

4.1 Agency Payables

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

Mr. McCabe motioned to recommend approval of the monthly payables to the Board Members at the Regular Board Meeting; Mr. McNally seconded the motion. The motion passed.

4.2 MTD and YTD Budget Variance Report

Mr. McCabe stated that he reviewed the Budget Variance Report and found it to be in order.

Mr. McCabe motioned to recommend approval of the Report to the Board Members at the Regular Board Meeting; Mr. McNally seconded the motion. The motion passed.

4.3 Project Closing Summary Report

Mark Gabriele, Agency Counsel, stated that the Rock One project will be closing in May after some unforeseen delays.

5.0 New Business

5.1 Airbag Dock Levelers

5.1.1 Replacement of Manual Dock Levelers

Roxanne Morgan, Property Associate, stated that last year the Agency received quotes to replace the current manual dock levelers with airbag dock levelers for Vantage Center. The docks are old and parts are wearing and getting harder to find. The plan is to replace the current dock levelers with airbag dock levelers on all six (6) docks in the rear of Vantage Center.

The staff is recommending that the Agency move forward with Buffalo Materials Handling who submitted the lowest bid of \$34,110.00. The bid includes all parts, wiring, and installation. A memorandum and spreadsheet are attached to, and made a part of, these minutes.

Mr. McNally motioned to recommend approval to the Board Members to move forward with Buffalo Materials Handling; Mr. McCabe seconded the motion. The motion passed.

5.0 New Business Continued

5.2 HVAC RFP Bids

5.2.1 Watt Master HVAC/Replacement Components

Roxanne Morgan, Property Associate, told the Board that thirty (30) Requests for Proposals were sent out to local heating and air conditioning vendors for quotes to replace and install HVAC components. The building has a Watt Master system which is very specialized and the Agency has endured heating and cooling problems from the onset. Only one (1) quote, out of the thirty (30), was submitted from H. W. Bryk for \$26,024.41. Staff is requesting recommending H. W. Bryk for the HVAC repair and replacement of parts. A memorandum and spreadsheet are attached to, and made a part of, these minutes.

Mr. McNally motioned to recommend approval of H. W. Bryk to the Board Members at the Regular Board Meeting; Mr. McNally seconded the motion. The motion passed.

6.0 Adjournment

Mr. McCabe made a motion, seconded by Mr. McNally to adjourn the meeting. The Meeting adjourned at 8:50 a.m.

Respectfully Submitted:



Barbara A. Gill, Administrative Coordinator