

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, June 13, 2018
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	Present
Kevin McCabe, Member	Present
William L. Ross, Member	Present

Other Board Members Present:

Stephen F. Brady
Jerald I. Wolfgang
Joan G. Aul
Daryl Bodewes

Staff Present:

Susan Langdon, Interim Executive Director
Andrea Klyczek, Director of Reg. & Intl. Marketing
Michael S. Dudley, Finance Manager
Barbara A. Gill, Recording Secretary
Mark J. Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. Onesi 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 May 9, 2018

Mr. Onesi stated that he reviewed the minutes and he made a motion for approval; Mr. McCabe seconded the motion. The motion passed.

4.0 Finance & Audit Committee Reports

4.1 Agency Payables

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

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

4.2 MTD and YTD Budget Variance Report

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

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

4.3 Project Closing Summary Report

Mr. Gabriele stated that two (2) projects are getting ready to close, the 7th and Niagara Street project and also the 2nd half of the Moog project.

4.4 Vantage Center

4.4.1 Request for Proposals for Striping/Sealing Parking Lot

Ms. Morgan stated that staff mailed ten (10) Requests for Proposals and the Agency received only one (1) response from MTK Solutions, who performed the work last time.

The staff would like to recommend MTK Solutions, Inc. for approval by the Board.

Mr. Onesi motioned to recommend approval to hire MTK Solutions to stripe and seal the parking lot; Mr. McCabe seconded the motion. The motion passed. MTK will be recommended at the Regular Board Meeting.

5.0 New Business

There was no new business at this time.

6.0 Adjournment

*Mr. Onesi made a motion, seconded by Mr. McCabe to adjourn the meeting.
The Meeting adjourned at 8:49 a.m.*

Respectfully Submitted:



Barbara A. Gill, Administrative Coordinator