

NCIDA/NCDC/NADC GOVERNANCE COMMITTEE AGENDA

Date: Wednesday, August 9, 2023

Time: 8:30 a.m.

Place: Niagara County Center for Economic Development

6311 Inducon Corporate Drive

Sanborn, NY 14132

NCIDA Governance Committee Members:

_____ William L. Ross, Chairperson

_____ Clifford Scott

Copies to:

_____ Mark Onesi

_____ Kevin McCabe

_____ Robert Cliffe

_____ Scott Bridges

_____ Jason Krempa

_____ Mark Berube

_____ Ryan Mahoney

_____ Susan Langdon, Executive Director

_____ Andrea Klyczek, Assistant Director

_____ Michael S. Dudley, Finance Manager

_____ Caroline Caruso, Accounting Associate

_____ Susan Barone, Grants & Operations Manager

_____ Julie Lamoreaux, Administrative & HR Officer

_____ Jeremy Geartz, Project Manager

_____ Mark Gabriele, Agency Counsel

1.0 Meeting Called to Order – *W.Ross*

2.0 Roll Call – *Julie Lamoreaux*

3.0 Approval of Meeting Minutes – *W.Ross*

3.1 June 14, 2023

4.0 Policy Changes– *M. Gabriele*

4.1 Apprenticeship Policy

5.0 Any Other Matters the Committee Wishes to Discuss

6.0 Adjournment – *W.Ross*

NCIDA/NCDC/NADC GOVERNANCE COMMITTEE AGENDA

Date: Wednesday, June 14, 2023

Time: 8:30 a.m.

**Place: Niagara County Center for Economic Development
6311 Inducon Corporate Drive
Sanborn, NY 14132**

NCIDA Governance Committee Members:

William L. Ross, Chairperson	Present
Clifford Scott	Present – Arrived at 8:37 a.m.
Maria V. Lopez	Excused

Other Board Members Present

Mark Onesi
Robert Cliffe
Jason Krempa

Staff Present

Susan Langdon, Executive Director
Andrea Klyczek, Assistant Director
Michael S. Dudley, Finance Manager
Caroline Caruso, Accounting Associate
Susan Barone, Grants & Operations Manager
Julie Lamoreaux, Administrative & HR Officer
Jeremy Geartz, Project Manager
Mark Gabriele, Agency Counsel

1.0 Meeting Called to Order

Mr. Ross called the meeting to order at 8:30 a.m.

2.0 Roll Call

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

3.0 Approval of Meeting Minutes

3.1 March 22, 2023

Mr. Ross stated that he had reviewed the meeting minutes and he made a motion for approval; Mr. Scott seconded the motion. The motion passed.

4.0 Policy Changes

4.1 Records Retention and Disposition of Property Policy

Mr. Gabriele stated that in 2021 NYS adopted a new set of schedules regarding Records Retention and Disposition of Property Policy. Prior to this schedule, the schedule was MI1, which was applicable to the agency. Under the new schedule the new applicable schedule is LGS1. The agency must now insert the correct new schedule into the current policy.

Mr. Ross made a motion to pass the new schedule; Mr. Scott seconded the motion. The motion passed.

4.2 Apprenticeship Policy

Mr. Gabriele stated that the changes in the new draft of the apprenticeship policy say that the agency will allow an enhanced pilot for three years if all contractors on the job have already been part of or just joined an apprentice program that exists in NYS. Mr. Gabriele explained that he would like to table this subject at this time because he would like all the Board Members to be present for this discussion.

4.3 Credit Card Policy

Mr. Gabriele stated that the Agency does not have a Credit Card Policy. He explained that it is hard to pay for things with cash or check. The Agency has implemented a draft Credit Card Policy for review. In the policy there are limitations to the use of the Credit Card. The policy also outlines the limitations of the Policy. Approval process is also addressed in the policy. Susan Langdon will approve all travel, except for travel done by Susan Langdon, which will be approved by the Chairman of the Board. There will also be limits set forth on the card, along with receipts being required for all expenses on the credit card.

Mr. Ross made a motion to pass the Credit Card Policy; Mr. Scott seconded the motion. The motion passed.

5.0 Any Other Matters the Committee Wishes to Discuss

There were no matters the Committee wished to discuss.

6.0 Adjournment

Mr. Ross made a motion to adjourn the meeting; Mr. Scott seconded the motion. The meeting adjourned at 8:45 a.m.

Respectfully Submitted:

Reviewed By:

Julie Lamoreaux
Recording Secretary

Susan C. Langdon
Executive Director

Apprenticeship Policy

The Niagara County Industrial Development Agency (“Agency”) recognizes the importance of having a highly skilled workforce to perform quality work on projects located in Niagara County. A highly skilled workforce will help attract new business and investment to the Niagara County and the surrounding area. Certified apprenticeship programs are a vital tool in providing the training and experience necessary to ensure that Niagara County has a highly skilled workforce presently and into the future. These programs have shown a high graduation rate for participants.

Project applicants (the “Company”), as an additional incentive to the standard financial assistance provided by Agency, the Company will be eligible for enhanced PILOT benefits by its commitment to utilizing a certified apprenticeship program as part of their project.

Apprenticeship Programs

Set forth herein are the certified apprenticeship programs that are deemed acceptable and will qualify the Company for the additional benefits of this policy.*

- Electricians
- Sheet Metal Workers
- Plumbers and Steamfitters
- Carpenters and Millwrights
- Roofers
- Ironworkers
- Cement Masons
- Boilermakers
- Bricklayers and Allied Craft
- Laborers
- Sprinkler Fitters
- Heat and Frost Insulators
- Elevator Constructors
- Operating Engineers
- Painters and Glazers
- Plasterers
- Teamsters

*A complete list of New York State Certified Apprenticeship Programs can be found at:

<http://labor.ny.gov/pressreleases/apprenticeshiparchive.shtm>

Enhanced PILOT benefit

If a Company engages contractors and subcontractors that participate in the above referenced apprenticeship programs specific to the project, that Company will be provided with an additional 5% reduction from the Agency's standard PILOT schedule for the first three (3) years of the PILOT. In order for the Company to receive the additional financial assistance benefit, it must file an Apprenticeship Report (the "Report") as provided by the Agency, which will identify each trade used in the project, along with proof that the applicable contractor participates in a certified apprenticeship program. The Report shall be submitted to the Agency along with the Company's Application for Assistance. If Agency determines in its sole discretion that the apprenticeship requirements have not been met, the Agency will not provide the additional benefits to the project.

**Niagara County Industrial Development Agency
Apprenticeship Report**

Project Name _____

Project Location _____

Project Start Date _____

Estimated Completion Date _____

Trade	Check if applicable to project	Contractor/ Subcontractor Name	Apprenticeship Certification Attached (Yes or No)
1. Electrician			
2. Sheet Metal Workers			
3. Plumbers & Steamfitters			
4. Carpenters & Millwrights			
5. Roofers			
6. Ironworkers			
7. Cement Masons			
8. Boilermakers			
9. Bricklayers & Allied Craft			
10. Laborers			
11. Sprinkler Fitters			
12. Heat & Frost Insulators			
13. Elevator Constructors			
14. Operating Engineers			
15. Painters & Glazers			
16. Plasterers			
17. Teamsters			

Certified by:

Applicant _____

Signature _____ Date _____