

**IDA Audit Committee Board Meeting Minutes**  
**March 17, 2011**  
**Madison County Center for Economic Development**

- I. Call to order by Chairman Lanzafame at 3:00 pm
- II. Old business  
Approval of meeting minutes from January 2011, motion for approval by J. Salka, seconded by S. Lanzafame, unanimously approved.
- III. New business  
Discussion of 2010 Audit: chairman Lanzafame introduced Charlie Chambers, auditor from Gustafson & Co CPA's, and CFO Beth Ellis. Charlie provided an overview of the draft financial statements, the standard communications letter, and the management and discussion analysis. There were no significant findings or disagreements during the audit to report. It was recommended that the IDA review bank reconciliations at the end of each month, and use passwords on accounting software. S. Lanzafame recommended going forward with the MD&A letter. Charlie stated that the IDA and CRC have been combined on the financial statements, Chairman Bargabos stated that the CRC is a separate legal entity owned by Madison County, a clarifying language stating the IDA and CRC are separate entities, sharing a board of directors, combined for financial statement purposes, will be added to the financial statements.  
Pending addition of clarifying language- motion for approval of draft financial statements by S. Lanzafame, seconded by J. Salka.
- IV. Adjourn  
Motion to adjourn at 3:25 by S. Lanzafame.

**Madison County Industrial Development Agency**  
**Minutes of the IDA Board Meeting**  
**March 17, 2011**

A meeting of the Madison County Industrial Development Agency was convened in public session at the Madison County Center for Economic Development in Canastota.

Attendance was recorded as follows:

Board Members Present: Richard Bargabos, (Chairman of the Board), Liz Moran, David Rogers, Sam Lanzafame, Russ Lura, J. Salka

Board Members Absent:

Also present: Kipp Hicks (Executive Director), Amanda Cox (Administrative Assistant), G. Cregg, (Bond Counsel), Martha Conway from Eagle Newspapers, Beth Ellis, IDA CFO, and Charlie Chambers of Gustafson & Co, CPA's, Dan Young from Governor Cuomo's Office in Syracuse.

**I. Call to order:** by Chairman Bargabos at 3:25 pm

An introduction and presentation was provided by Dan Young of the Governor's office in Syracuse, followed by a brief question and answer period.

**II. Board Business:**

Board meeting minutes – motion for approval of January and February minutes by S. Lanzafame, seconded by D. Rogers, unanimously approved.

**III. Review of Financials**

Overview of month end financials – K. Hicks reviewed month end financials and presented a budget modification in order to pay the IDA Assessment, which should be a onetime fee.

Transferring 1485.00 from 6460.50 Contingent to 6460.51 Business Development. This transfer is needed to pay NYS Treasury for the tax bill due on the 31<sup>st</sup> of March.

Motion for approval of budget modification by S. Lanzafame, seconded by D. Rogers, unanimously approved.

**IV. Chairman's Report**

Review of Audit Committee actions, motion to approve audit committee report and to direct the Executive Director to prepare a response to the Management Discussion and Analysis by R. Lura, seconded by S. Lanzafame, unanimously approved. S. Lanzafame stated he had no other matters to discuss from the audit committee.

Discussion on reporting of goals and accomplishments was lead by K. Hicks, L. Moran suggested making a more focused objective; D. Rogers mentioned using internal IDA measures. K. Hicks asked for the Board's approval to present something at the next meeting, motion for approval by S. Lanzafame, seconded by D. Rogers, unanimously approved.

Discussion of smart growth / commercial blight exemption on retail prohibition- was lead by G. Cregg. Adaptive Reuse Policies have been put in place and used by other counties in order to reverse downturn of downtowns, and reuse existing commercial sites. E. Moran mentioned the difficulty in drawing a line, and how "blight" would be defined.

**V. Resolutions**

Resolutions:

CNY Bus Sales – Public Hearing Resolution, motion for approval by S. Lanzafame, seconded by E. Moran, roll call, unanimously approved.

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Yes</u>
John Salka	VOTING	<u>Yes</u>

Zupan – Public Hearing Resolution- motion for approval by S. Lanzafame, seconded by D. Rogers, roll call, unanimously approved.

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Yes</u>
John Salka	VOTING	<u>Yes</u>

CNY Bus Sales Preliminary SEQRA Resolution- motion for approval by S. Lanzafame, seconded by J. Salka, roll call, unanimously approved

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Yes</u>
John Salka	VOTING	<u>Yes</u>

Zupan –Preliminary SEQRA Resolution, motion for approval by S. Lanzafame, seconded by D. Rogers, roll call, unanimously approved.

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Yes</u>

John Salka

VOTING

Yes \_\_\_\_\_

R. Lura questioned whether SEQRA had already been done on the site, and if the village of Canastota would be the lead agency.

Nice N Easy Project

G. Cregg noted a change to the Nice N Easy Retail Findings resolution  
Nice N Easy – SEQRA Determination, motion for approval by L. Moran  
seconded by D. Rogers, roll call unanimously approved

Richard Bargabos	VOTING	Yes _____
David Rogers	VOTING	Yes _____
Russell Lura	VOTING	Yes _____
Elizabeth Moran	VOTING	Yes _____
Sam Lanzafame	VOTING	Yes _____
John Salka	VOTING	Yes _____

Nice N Easy Approving Resolution, motion for approval by D. Rogers, seconded by R. Lura, roll call, unanimously approved.

Richard Bargabos	VOTING	Yes _____
David Rogers	VOTING	Yes _____
Russell Lura	VOTING	Yes _____
Elizabeth Moran	VOTING	Yes _____
Sam Lanzafame	VOTING	Yes _____
John Salka	VOTING	Yes _____

CCI Development- public hearing was on 3.15.11, no one from the community showed.

CCI Development, Inc. – SEQRA Determination Resolution, motion for approval by D. Rogers, seconded by R. Lura, roll call unanimously approved.

CCI Development, Inc. Approving Resolution- motion for approval by J. Salka, seconded by E. Moran, roll call, unanimously approved.

**VI. Executive Director's Report**

- A. Agribusiness Park clarification.
- B. Appropriations requests have been submitted to Madison County.
- C. Appropriations Request, Water Resources Development Act (Army Corps of Engineers) Applications in on ARE Park.
- D. Potential Byrne Dairy Project.
- E. Project Rocky- a state lead, Scranton PA was selected; Madison County will be kept in mind.
- F. No word yet on feasibility study for Morrisville potential Hotel project.
- G. Letter of support for Gas Legislation

- H. Micro entrepreneurship program has accepted 2 applications, with 3 or 4 more to be accepted soon.
- I. Attended IDA Education Day in Albany.
- J. Met with Empire Brewing, Town, Village, etc. next steps, water, sewer, annexation, zone change, NYSERDA Grant, ESD Grant, others now involved, USDA, etc.
- K. Oweria vineyards application to come before next Board meeting.
- L. Bob Ady in Syracuse, arranged with IDA's to visit with site selection consultant; referred to Grubb and Ellis consultant on call center.

Announcement from D. Rogers regarding a potential 4 year renewable energy degree at Morrisville State College, more details to come.

**Date of next meeting**

Thursday, April 21, 2011

**VII. Adjourn**

Motion to adjourn at 5:25 by R. Lura, seconded by L. Moran, unanimously approved.

**VIII. Reconvene:**

The meeting was called back to order at 5:30 pm for approval of two more resolutions:

Nice N Easy Retail Findings Resolution, motion for approval by E. Moran, seconded by D. Rogers, roll call, approved by all present.

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Absent</u>
John Salka	VOTING	<u>Absent</u>

Creation of a Finance Committee, motion for approval of resolution creation an IDA Finance Committee by R. Lura, seconded by D. Rogers, approved by all present.

Richard Bargabos	VOTING	<u>Yes</u>
David Rogers	VOTING	<u>Yes</u>
Russell Lura	VOTING	<u>Yes</u>
Elizabeth Moran	VOTING	<u>Yes</u>
Sam Lanzafame	VOTING	<u>Absent</u>

John Salka

VOTING

Absent

IX. Adjourn: the meeting was re-adjourned at 5:35

DRAFT