



## **GGLDC Audit & Finance Committee Meeting**

**Tuesday, July 9, 2019**

**Andrews Conference Room**

**8:30 a.m.**

### **MINUTES**

#### **ATTENDANCE**

Committee Members: T. Felton, T. Bender, D. Cunningham, P. Battaglia  
Staff: L. Farrell, M. Masse, E. Richardson, S. Hyde (via Phone), P. Kennett  
Guests: M. Gray (GCEDC Board Member), A. Young (GCEDC Board Member)  
Absent:

#### **1. CALL TO ORDER / ENTER PUBLIC SESSION**

D. Cunningham called the meeting to order at 9:05 a.m. in the GCEDC Andrews Conference Room.

#### **2. CHAIRMAN'S REPORT & ACTIVITIES**

**2a. Agenda Additions / Other Business** – Nothing at this time.

**2b. Minutes: June 6, 2019**

**T. Bender made a motion to approve the June 6, 2019 Meeting Minutes as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

#### **3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:**

**3a. May 2019 Financial Statements** – L. Farrell reviewed the May 2019 financial statements with the Committee. The following was noted:

- Grants Receivable decreased as funds were received from National Grid for the MedTech Centre parking lot lights.
- Accounts Payable increased as this month's Economic Development Program Support Grant and MedTech Centre Management Fee were recorded.
- All expenditures are in line with the budget except as noted.

**P. Battaglia made a motion to recommend approval of the May 2019 Financial Statements as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham – Yes

**The item was approved as presented.**

**3b. Assessment of Internal Controls** – L. Farrell shared that Public Authorities law requires all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.

The meeting packets included the latest version of the GGLDC’s detailed internal control narrative that is given to the independent auditors each year. L. Farrell noted that language was added to the internal control narrative about the process for online payments. A list of vendors that can be paid online was reviewed and approved by the Committee.

The Assessment of the Effectiveness of Internal Controls identifies and summarizes the controls in place for major business functions. An internal controls assessment was also completed by the GCEDC’s auditors during the annual audit. There were no internal control weaknesses identified at the time.

It was suggested to add Bank of Castile and Five Star Bank to the list of vendors to be paid online.

**P. Battaglia made a motion to approve the Assessment of Internal Controls and the list of vendors to be paid online; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham – Yes

**The item was approved as presented.**

**3c. Clark Patterson Lee Contract – Corfu Wastewater Treatment Facility (WWTF) Expansion Project Bidding** – Clark Patterson Lee has completed the design and engineering of the Corfu WWTF expansion and NYSDEC has issued a draft SPDEs permit. The GGLDC/GCEDC/Town of Pembroke are now seeking to go out to bid for the project. Clark Patterson Lee has a proposed contract not to exceed \$10,000 for the preparation of the bid packet. This cost will be split 50% by the Town of Pembroke and 50% by the GGLDC/GCEDC (funded by BETP restricted funds).

**T. Felton made a motion to recommend approval of the contract with Clark Patterson Lee to prepare the bidding packet for the WWTF expansion not to exceed \$10,000, split 50/50 with the Town of Pembroke (expenditure not to exceed \$5,000); the motion was seconded by T. Bender. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham – Yes

**The item was approved as presented.**

**3d. Park Signage – Ag Park and BETP-** The GGLDC requested bids to create and install park signage at the Genesee Valley Agri-Business Park and Buffalo East Food & Technology Park. The specifics are as follows:

1. Ag Park Drive – One 8'x12' free standing site sign (two sided) on imbedded 6x6 posts. See current Ag Park Entrance sign at Route 5.
2. Buffalo Food & Tech park – One post and panel free standing park sign 48"x60" main panel, post and panel sign system 7"x48"x60" with radius top and radius posts. Need minimum three additional 10"x60" word bars for tenant names, installed in ground. Current tenants are "Yancey's Fancy" and "Professional Turf Surfaces". Will need to confirm names with tenants.

Bids Received:

1. Leaton Signs – No Bid Submitted
2. Johns Studio - \$3,900 for 8x12 sign, \$5,690 for 48x60 sign
3. Terry's Signs – No bid Submitted

This expenditure is included in the 2019 budget.

**T. Bender made a motion to recommend approval of an expenditure not to exceed \$9,590 to John's Studio for the installation of signage at the Genesee Valley Agri-Business Park and Buffalo East Food & Technology Park; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton - Yes  
P. Battaglia - Yes  
T. Bender - Yes  
D. Cunningham - Yes

**The item was approved as presented.**

#### **4. ADJOURNMENT**

As there was no further business T. Felton made a motion to adjourn at approximately 9:14 a.m. seconded by P. Battaglia and passed unanimously.