

Cayuga County Development Corporation

FY 2017 BOARD MINUTES

Introduction

The Cayuga County Development Corporation – “CCDC”, has a policy of convening Board Meetings on an as-needed basis and therefore, there are a limited number of meetings per year. In 2017, the only meetings held by the Board were to address routine, annual corporate business and therefore only two (2) CCDC Board Meetings held on the following dates:

1. *February 6, 2017:*
 - a. *FY16 Audit Review & Adoption*
 - b. *Board Conflict of Interest Forms*
2. *October 30, 2017:*
 - a. *CCDC FY18 Budget Review & Adoption*
 - b. *MOA with Cayuga County Planning & ED for Services FY16*
 - c. *CCDC Authorization to Pay 2017 Administrative Fee to Cayuga County*
 - d. *2018 Membership Review and Discussion.*

The record of the meeting minutes are attached hereto.

Cayuga County Development Corporation Meeting
County Office Building, 5th Floor Conference Room, Auburn, NY
Monday February 6, 2017 4:00 p.m.

CCDC Chairman John Latanyshyn called the Cayuga County Development Corporation (CCDC) meeting to order at 4:00 p.m.

ROLL CALL:

Present: John Latanyshyn, Ted O'Hara, William Ryan

Excused: Christopher Geherin, Eric Ridley

Others Present: Steve Lynch, Executive Director, Suzanne Gauthier, Acting Secretary/Treasurer,
Cayuga County Department of Planning and Economic Development.
Tessa Crawford, Cuddy and Ward, LLP

MINUTES:

William Ryan motioned to approve the minutes of February 4, October 5, and November 22, 2016, seconded by Ted O'Hara. All members present voted in favor; motion passed.

NEW BUSINESS

a. CCDC FY 2016 Audit Review and Adoption

Tess Crawford reviewed with the board the distributed CCDC Draft Audited Financial Statements for the Year Ending December 31, 2016. Ms. Crawford reviewed the management and internal control letters stating Cuddy and Ward tests that all control processes are in place and that the board is in compliance with New York State regulations. The letter stated no issues, no difficulties with management providing information and no unjust audit differences. Tessa reviewed the financial statements with the board and reviewed the differences between 2016 and the prior year. Tessa discussed the loan receivable for the new note established in 2016.

Motioned by Bill Ryan to approve the 2016 Audited Financial Statements as presented, and to authorize the board to review and approve the 990 and CHAR reports electronically and further approve the Chairman to sign the necessary forms and to authorize Cuddy and Ward to e-file the tax forms, seconded by Ted O'Hara. The motion passed with the following roll call vote:

John Latanyshyn	Yes
Eric Ridley	Absent
Christopher Geherin	Absent
Ted O'Hara	Yes
William Ryan	Yes

b. Treasurer's Report

Suzanne reviewed the 2016 End of Year report and gave a brief update on the available loan pool.

c. Board Execution of Conflict of Interest Forms

The Conflict of Interest Policy and Acknowledgement forms were forwarded to the board for review. Motioned by Bill Ryan to adopt the Conflict of Interest Policy and have board members sign the policy acknowledgement form, 2nd by Ted O'Hara.

The motion passed with the following roll call vote:

John Latanyshyn	Yes
Eric Ridley	Absent
Christopher Geherin	Absent
Ted O'Hara	Yes
William Ryan	Yes

**Cayuga County Development Corporation Meeting
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NEXT CCDC BOARD MEETING – Will be announced as needed.

ADJOURNMENT

Ted O’Hara motioned to adjourn the meeting at 4:27 p.m. 2nd by Bill Ryan.

All members present voted in favor, passed.

Respectfully submitted,
Suzanne Gauthier, Acting Secretary/Treasurer

William Ryan motioned to approve the minutes of February 6, 2017 without changes, seconded by Eric Ridley. All members present voted in favor; motion passed. – October 30, 2017.

**Cayuga County Development Corporation Meeting
County Office Building, 5th Floor Conference Room, Auburn, NY
Monday October 30, 2017 8:30 a.m.**

CCDC Chairman John Latanyshyn called the Cayuga County Development Corporation (CCDC) meeting to order at 8:31 a.m.

ROLL CALL:

Present: John Latanyshyn, Eric Ridley, William Ryan – (phone)

Excused: none

Others Present: Steve Lynch, Executive Director, Suzanne Gauthier, Acting Secretary/Treasurer, Cayuga County Department of Planning and Economic Development.

MINUTES:

William Ryan motioned to approve the minutes of February 6, 2017, seconded by Eric Ridley. All members present voted in favor; motion passed.

NEW BUSINESS

a. CCDC FY2018 Budget Review and Adoption

Steve reviewed with the members the draft 2018 Budget. For 2018, Steve did not include any projected figures for a possible nursing home project with Auburn Community Hospital. At this time, no confirmed interest has been established from the hospital board for CCDC bonding. The board reviewed the professional services line items and other expenditures items for 2018 including the continuation of the staff services contract with the County Planning and Economic Development staff. Suzanne will forward to the board an updated balance sheet to the board.

Eric Ridley motioned to approve the draft 2018 Budget as presented, 2nd by William Ryan.

The motion passed with the following roll call vote:

	Aye	Nay	Abstain	Absent
John Latanyshyn	X			
Eric Ridley	X			
William Ryan	X			

b. 2018 Services - Memorandum of Agreement

RESOLUTION OF CAYUGA COUNTY DEVELOPMENT CORPORATION (THE CORPORATION”) AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH THE CAYUGA COUNTY DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT FOR CCDC ADMINISTRATIVE & PROFESSIONAL SERVICES FOR FISCAL YEAR 2017

Motioned by Eric Ridley, 2nd by William Ryan, to sign the Memorandum of Agreement with the Cayuga County Planning and Economic Development Department for 2018 Services. All members present voted in favor, passed.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Aye	Nay	Abstain	Absent
John Latanyshyn	X			
Eric Ridley	X			
William Ryan	X			

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c. Authorization to pay 2017 Administrative Fee to Cayuga County

William Ryan motioned to pay the 2017 Administrative Services fee for the Planning and Economic Development for \$15,000, 2nd by Eric Ridley, All members present voted in favor, passed.

d. 2018 Membership Review and Discussion

With the recent resignation of Ted O'Hara, and the past resignation of Christopher Geherin still needing to be filled, the board discussed their commitments to renew their terms when they come available in early 2018 and 2019. Steve Lynch will continue to have a discussion with County Chairman, Keith Batman on prospective nominations to fill the appointments.

NEXT CCDC BOARD MEETING – Board members agreed to schedule the annual budget review in early March 2018, with a date to be determined.

ADJOURNMENT

Eric Ridley motioned to adjourn the meeting at 8:41 a.m. 2nd by William Ryan.
All members present voted in favor, passed.

Respectfully submitted,
Suzanne Gauthier, Acting Secretary/Treasurer