

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Regular Meeting

February 20, 2020; 10:00a

113 MAIN STREET, CANANDAIGUA, NY 14424

RECORD OF PROCEEDINGS

The regular January, 2020 meeting of the Canandaigua Local Development Corporation Board of Directors was held on the 20th day of February, 2020 at 10:00 a.m. at 113 South Main Street, Canandaigua, NY 14424.

Call to Order

The meeting was called to order at 10:00 a.m. The following Directors were present:

Doug Finch
Ethan Fogg
John D. Goodwin
Andrew Griffith
Cathy Menikotz
Carl A. Steinbrenner
James P. Terwilliger
Robert Taylor

Approval of Minutes

On motion by Mr. Steinbrenner, seconded by Mr. Terwilliger, the minutes of meetings held October 1, 2019, October 17, 2019, November 21, 2019, and December 12, 2019 were approved by a vote of 4-0. Ms. Menikotz abstained due to these meetings preceding her appointment.

Approval of 2020 Budget

Mr. Taylor presented the proposed 2020 budget. Following discussion, the Budget was moved by Mr. Taylor and seconded by Ms. Menikotz. The motion carried 5-0 (final approved budget attached).

Approval of LDC Policies

Mr. Horn presented the following policies for consideration by the Board (final approved policies attached hereto):

- Defense and Indemnification
- Salary and Compensation
- Travel
- Whistleblower Protection
- Investment
- Capital Assets
- Procurement Lobbying

On motion by Mr. Terwilliger, seconded by Ms. Menikotz, the Board approved the above referenced policies via a vote of 5 – 0.

Mr. Finch noted that the procurement policy presented in 2019 was designed to be reviewed and re-approved each year. As such, it is labeled as the 2019 Procurement Policy. Ms. Menikotz moved that the policy be reconsidered, with the title amended to reflect it as a standing policy. Mr. Griffith seconded the motion, which carried by a vote of 5 – 0 (final policy attached).

Authorization to Issue Request for Proposals—Management Services

Mr. Finch noted that the MRB Group engagement is set to terminate on March 31, 2020. He suggested that the Board consider issuing a Request for Proposals for long term management services for the Corporation. On motion by Mr. Terwilliger, seconded by Mr. Griffith, the Board, by a 5 – 0 vote, authorized Mr. Goodwin to develop and release a Request for Proposals for said purpose.

Authorization to Engage Audit Firm

Mr. Taylor noted that a request for proposals was issued for an audit firm to address 2019, 2020, and 2021 audits. He would like to engage the lowest cost, most responsive firm prior to the next meeting, so that the audit may be completed as close to the March 31 deadline as possible. On motion from Mr. Terwilliger, seconded by Mr. Griffith, the Board unanimously authorized Mr. Taylor to engage with the lowest cost, most qualified, most responsive firm.

Adjourn

With no further business to come before the Board, Mr. Taylor moved to adjourn. Mr. Griffith seconded the motion. The meeting was adjourned unanimously.

Respectfully Submitted:

John D. Goodwin
Secretary