



**ECONOMIC DEVELOPMENT CORPORATION**

**Tuesday, March 21, 2023  
ANNUAL MEETING  
Economic Development Conference Room**

<b>Board Members Present</b>	<b>Board Members Excused</b>
Robert Solenne, Chair	Joe Bridgeford
Erica Wright, Vice Chair	David Linger
Supervisor Fred Lightfoote	Kevin Hill
Supervisor Peter Ingalsbe	
Lynn Freid	<b>Guests</b>
Supervisor Fred Wille	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
Karen Parkhurst	Jeff Thaler, Surmotech
Walt Matyjas	George Chapman, Sr., Surmotech
<b>Non-Board Members Present</b>	<b>Contract Staff</b>
Ryan Davis, Executive Director	Ed Russell III, Underberg & Kessler
Suzanne Vary, Staff	
Michael Wojcik, CFO	
Jessica Kazmark, Staff	
Brigitte Larson, Staff	
Bob Mincer, Staff	

**CALL TO ORDER:** Robert Solenne called the meeting to order at 8:31 a.m. A quorum was present.

**NEW BUSINESS:**

**Surmotech Deferred Payment Note:**

Suzanne Vary introduced Jeff Thaler and George Chapman, Sr. from Surmotech. Surmotech is looking for assistance with training, preferably in the form of a deferred payment note.

Jeff Thaler began by giving the Board a brief history of the Company, stating that it was purchased in 2013 with 21 employees. Surmotech was voted the Business of the Year in 2018 by the Victor Local Development Corporation. The Company has also been included in the Top 100 employers for multiple years. Currently there are over 75 employees at Surmotech and the Company favors to promote from within, along with offering bonus incentives. Jeff also pointed out that the Company remained stable throughout the pandemic.

*Supervisor Fred Wille made a motion to refer the request to the Finance Committee. Lynn Freid seconded the motion. Unanimously approved. Motion carried.*

### **OLD BUSINESS:**

#### **CDBG CARES Act funding:**

Suzanne Vary presented the updated CDBG CARES Act funding spreadsheet while also mentioning that there is still \$20,000 available. Ostrander Consulting is working with awarded applicants that may be eligible for additional funding. The deadline is the end of May.

### **ADMINISTRATION:**

#### **February 14, 2023 Minutes:**

Rob Sollenne presented the February 14, 2023 minutes for approval as presented.

*Karen Parkhurst made a motion to approve the February 14, 2023 minutes as presented. Erica Wright seconded the motion. Supervisor Peter Ingalsbe abstained. Motion carried.*

#### **Invoices for Payment:**

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 4 invoices totaling \$6,063.55.

*Supervisor Peter Ingalsbe made a motion to approve the invoices for payment. Supervisor Fred Wille seconded the motion. Motion unanimously carried.*

#### **Annual Report:**

Ryan Davis and Suzanne Vary presented the 2022 Annual Report to the Board. The report was completed by 29 Design Studio and will be distributed electronically and available on the County website.

#### **Annual Board Survey:**

Suzanne Vary thanked the Board for their participation in the ABO required survey and reviewed the results as well as shared a few comments that were received.

*Lynn Freid made a motion to accept the Annual Board Survey results and 2022 Annual Report as presented. Erica Wright seconded the motion. Unanimously approved. Motion carried.*

#### **New Board Member:**

Carla Sieling is a former EDC Board Member and currently works at Progressive Machine and Design in Victor. The Governance Committee met last week and recommended approval.

*Karen Parkhurst made a motion to appoint Carla Sieling as a Board Member. Walt Matyjas seconded the motion. Unanimously approved. Motion carried.*

#### **Slate of Officers:**

Lynn Freid explained to the Board that the Governance Committee met and presented the following recommendations:

#### **3 Year Reappointments:**

- Lynn Freid

#### **Slate of Officers: (annually)**

- Chair – Rob Sollenne

- Vice Chair – Erica Wright
- Secretary – Brigitte Larson
- Treasurer – Kevin Hill

The Slate of Officers agreed to a term.

**Committee Assignments:** (annually)

- Governance Committee
  - Carla Sieling
  - Supervisor Fred Lightfoote
  - Lynn Fried
  
- Audit Committee
  - Kevin Hill
  - David Linger
  - Supervisor Fred Wille
  
- Finance Committee
  - Karen Parkhurst
  - Rob Sollenne
  - Walt Matyjas
  
- Small Business Committee
  - Karen Parkhurst
  - Erica Wright
  - Supervisor Peter Ingalsbe
  
- FTZ Advisory Board
  - Karen Parkhurst

*Supervisor Peter Ingalsbe made a blanket motion to approve the recommended Reappointments, Slate of Officers, and Committee Assignments. Supervisor Fred Wille seconded the motion. Motion unanimously carried.*

**12/31/22 Audit Documents:**

Michael Wojcik introduced John Rynkiewicz, Lead Auditor from Mengel Metzger Barr, CPAs. The OCEDC Audit Committee met last week and reviewed the Financial Statements and PARIS Report.

It was noted that the final documents would be available by the end of the week.

**12/31/22 Audited Financial Statements and PARIS Report/Accountant’s Management Letter/Accountant’s Letter of Communication:**

John reported a clean Management Letter. John noted that there were no material weaknesses or deficiencies.

*Karen Parkhurst made a motion to approve the Audited Financial Statements and PARIS Report, Accountant's Management Letter and Accountant's Letter of Communication. Erica Wright seconded the motion. Unanimously approved. Motion carried.*

John Rynkiewicz exited the meeting at 9:06 a.m.

**Mission Statement and Measurement Report:**

Michael Wojcik presented the 2022 Mission Statement and Measurement Report. He also stated that this report is the same for the OCEDC, OCIDA and OCLDC.

*Karen Parkhurst made a motion to approve the Mission Statement and Measurement Report as presented. Erica Wright seconded the motion. Unanimously approved. Motion carried.*

**Annual Procurement Report:**

Michael Wojcik presented the Annual Procurement Report for 2022.

*Lynn Freid made a motion to approve the Annual Procurement Report as presented. Supervisor Peter Ingalsbe seconded the motion. Unanimously approved. Motion carried.*

**Management's Internal Control Assessment Report:**

Michael Wojcik presented the 2022 Management's Internal Control Assessment Report and grid. This is completed annually by Michael and Ryan Davis.

**Real Property Report:**

Michael Wojcik presented the Real Property Report, showing there are no properties owned by the OCEDC.

*Lynn Freid made a motion to approve the Management's Internal Control Assessment Report and Real Property Report as presented. Eric Wright seconded the motion. Unanimously approved. Motion carried.*

**Form 990/CHAR 900:**

Michael Wojcik explained both forms to the Board and indicated that the forms will be presented to the Audit Committee for review once complete. The Forms will be distributed to the Board for review at the May meeting.

**Informational Reports:**

Michael Wojcik presented the updated Financial Statements and Investment Report. There were no questions.

*Lynn Freid made a motion to accept and approve the Financial Statements and Investment Report as presented. Walt Matyjas seconded the motion. Unanimously approved. Motion carried.*

**Open Discussion:**

*At 9:11 a.m., Walt Matyjas made a motion to enter Executive Session, to discuss the medical, financial, credit or employment history of a particular person or corporation; in accordance to Open Meetings Law, Section 105. Lynn Freid seconded the motion. Unanimously carried.*

Supervisor Fred Lightfoote entered the meeting at 9:14 a.m.

*At 9:59 a.m., Supervisor Peter Ingalsbe made a motion to exit Executive Session, seconded by Supervisor Fred Wille. Unanimously carried.*

*Karen Parkhurst made a motion to authorize the Finance Committee to negotiate an agreement with CircleUp regarding liquidation of RealEats' assets and to present a demand letter if necessary. Lynn Freid seconded the motion. Unanimously approved. Motion carried.*

The next regular Board meeting is scheduled for April 11<sup>th</sup>.

**ADJOURNMENT:**

*Erica Wright made the motion to adjourn the meeting at 10:01 a.m. Lynn Freid seconded the motion. Motion unanimously carried.*

Respectfully submitted,

*Brigitte Larson*, Staff