

**ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION**

**Meeting Minutes  
Monday, March 28, 2022  
Zoom Meeting**

<b>Members Present</b>	<b>Members Excused</b>
Mike Davis, Chair	
Don Culeton (via Zoom)	
Lew Zulick (via Zoom)	
Andy Molodetz	<b>Guests</b>
Supervisor Dan Marshall (via Zoom)	John Rynkeiwicz, Mengel Metzger Barr
Kelly Mittiga (via Zoom)	
<b>Staff Present</b>	
Suzanne Vary, Interim Executive Director	<b>Contract Staff</b>
Michael Wojcik, CFO	Ed Russell, Underberg & Kessler
Jessica Kazmark, Staff	Barry Carrigan, Nixon Peabody
Brigitte Larson, Staff	Mike Manikowski
Bob Mincer, Staff	

**CALL TO ORDER:**

Chair Mike Davis called the meeting to order at 5:45 p.m. A quorum was present.

**ADMINISTRATION:**

**Approval of November 1, 2021 Minutes:**

Mike Davis presented the November 1, 2021 minutes for approval.

*Lew Zulick made a motion to accept the November 1, 2021 minutes as presented. Andy Molodetz seconded the motion. Supervisor Dan Marshall abstained as he was not on the Board at the time. Motion carried.*

**12/31/21 Audited Financial Statements and PARIS report:**

Michael Wojcik introduced John Rynkiewicz to the Board. John noted an unmodified, clean audit report. There were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board and also pointed out that there was no Master Agreement for 2021.

**Accountants Letter of Communication and Management Letter:**

John Rynkiewicz discussed the Management Letter, indicating there were no material weaknesses and nothing bad to report.

*Andy Molodetz made a motion to block and approve the Audited Financial Statements and PARIS Report as well as the Accountant's Letter of Communication and Management Letter. Don Culeton seconded the motion. Unanimously approved. Motion carried.*

**Annual Procurement Report:**

Michael Wojcik stated that there was no activity and presented the Annual Procurement Report.

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

Michael Wojcik presented the Management's Internal Control Assessment Report which is conducted by Michael and Suzanne Vary.

**LDC Mission Statement and Measurement Report:**

Michael Wojcik presented the Mission Statement and Measurement Report for 2021, noting that it is the same for the IDA.

**Real Property Report:**

Michael Wojcik indicated that the LDC does not have any real estate and presented the report.

Michael Wojcik informed the Board that all the reports will be posted on the website as required by the NYS Authorities Budget Office (ABO).

*Andy Molodetz made a motion to block and approve the Annual Procurement Report, Management's Internal Control Assessment Report, Mission Statement and Measurement Report and Real Property Report. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.*

**ADJOURNMENT:**

*Lew Zulick motioned to adjourn the meeting at 5:50 p.m. and was seconded by Don Culeton. Motion unanimously carried.*

Respectfully submitted,

*Brigitte Larson*