

TOWN OF ERWIN COMMUNITY DEVELOPMENT AGENCY REGULAR BOARD MEETING
JANUARY 7, 2014

CALL TO ORDER: GARY B. ROUSH 7:20 PM
PRESENT: CHAIRMAN GARY B. ROUSH; BOARD MEMBERS WARREN W. BAKER, FRANK R. CURRERI, DAVID B. ERWIN, WESLEY R. STRZEGOWSKI; GUESTS DANIEL C. BOWER.

AGENDA

1. RESOLUTION TO APPROVE THE MINUTES OF THE DECEMBER 3, 2013 MEETING.

MOTION BY: WARREN W. BAKER SECONDED BY: FRANK R. CURRERI
DISPOSITION: 5-0

2. RESOLUTION TO APPOINT THE MEMBERS/OFFICERS OF THE TOWN OF ERWIN COMMUNITY DEVELOPMENT BOARD AS FOLLOWS:

GARY ROUSH, CHAIRMAN
WARREN BAKER
FRANK CURRERI
DAVID B. ERWIN
WESLEY STRZEGOWSKI
RITA Y. MCCARTHY, SECRETARY/TREASURER/PLANNER
KATHLEEN W. SHEPARD, EXECUTIVE DIRECTOR
DAVID F. ENGLISH, COUNSEL

MOTION BY: WARREN W. BAKER SECONDED BY: WESLEY STRZEGOWSKI
DISPOSITION: 5-0

3. RESOLUTION TO APPROVE PAYMENT OF BILLS INCURRED BY THE TOWN OF ERWIN COMMUNITY DEVELOPMENT AGENCY AS LISTED IN THE ABSTRACT.

MOTION BY: FRANK R. CURRERI SECONDED BY: WARREN W. BAKER
DISPOSITION: 5-0

4. RESOLUTION TO ESTABLISH THE FIRST TUESDAY OF EVERY MONTH AT 7:30 P.M. IN THE ERWIN TOWN HALL AS THE DATE, TIME AND PLACE FOR THE TOWN OF ERWIN COMMUNITY DEVELOPMENT AGENCY MEETING.

MOTION BY: WESLEY STRZEGOWSKI SECONDED BY: WARREN W. BAKER
DISPOSITION: 5-0

5. RESOLUTION NAMING THE FOLLOWING BANKS AS OFFICIAL DEPOSITORIES:

MANUFACTURER'S AND TRADER'S TRUST COMPANY
CHEMUNG CANAL TRUST COMPANY
COMMUNITY NATIONAL BANK
FIVE STAR BANK
CHASE MANHATTAN BANK
FIRST HERITAGE FEDERAL CREDIT UNION

MOTION BY: WARREN W. BAKER SECONDED BY: WESLEY STRZEGOWSKI
DISPOSITION: 5-0

6. RESOLUTION DESIGNATING THE LEADER AS THE OFFICIAL NEWSPAPER FOR 2014.

MOTION BY: WARREN W. BAKER SECONDED BY: WESLEY STRZEGOWSKI
DISPOSITION: 5-0

7. RESOLUTION TO ESTABLISH A GOVERNANCE COMMITTEE IN COMPLIANCE WITH THE PUBLIC AUTHORITIES ACT, SUCH COMMITTEE BEING COMPRISED OF CHAIRMAN GARY B. ROUSH FOR THE PURPOSE OF KEEPING THE BOARD INFORMED OF CURRENT BEST GOVERNANCE PRACTICES, TO REVIEW CORPORATE GOVERNANCE TRENDS; TO UPDATE THE AGENCY'S CORPORATE GOVERNANCE PRINCIPLES; AND TO ADVISE APPOINTING THE AGENCY ON SKILLS AND EXPERIENCES REQUIRED OF POTENTIAL BOARD MEMBERS.

MOTION BY: FRANK R. CURRERI
DISPOSITION: 5-0

SECONDED BY: WARREN W. BAKER

8. RESOLUTION TO ESTABLISH AN AUDIT COMMITTEE IN COMPLIANCE WITH THE PUBLIC AUTHORITIES ACT, SUCH COMMITTEE BEING COMPRISED OF CHAIRMAN GARY B. ROUSH AND EXECUTIVE DIRECTOR KATHLEEN SHEPARD FOR THE PURPOSE OF RECOMMENDING TO THE BOARD THE HIRING OF A CERTIFIED INDEPENDENT ACCOUNTING FIRM, ESTABLISHING THE COMPENSATION TO BE PAID TO THE ACCOUNTING FIRM AND PROVIDING DIRECT OVERSIGHT OF THE PERFORMANCE OF THE INDEPENDENT AUDIT TO BE PERFORMED ON OR AFTER FISCAL YEAR ENDING ON DECEMBER 31 BY THE ACCOUNTING FIRM HIRED FOR SUCH PURPOSES.

MOTION BY: FRANK R. CURRERI
DISPOSITION: 5-0

SECONDED BY: WARREN W. BAKER

9. RESOLUTION TO ESTABLISH PETTY CASH FUNDS AS FOLLOWS:

EXECUTIVE DIRECTOR KATHLEEN SHEPARD – MISC. EXPENSE \$145.00

MOTION BY: WARREN W. BAKER
DISPOSITION: 5-0

SECONDED BY: FRANK R. CURRERI

10. RESOLUTION TO RENT OFFICE SPACE FROM THE TOWN OF ERWIN AT A TOTAL MONTHLY COST OF \$100.00 PER MONTH.

MOTION BY: WARREN W. BAKER
DISPOSITION: 5-0

SECONDED BY: FRANK R. CURRERI

11. RESOLUTION TO APPOINT EFP ROTENBERG, LLP AS THE FIRM TO CONDUCT THE 2013 AUDIT OF THE TOWN OF ERWIN COMMUNITY DEVELOPMENT AGENCY PURSUANT TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT AND THE SINGLE AUDIT ACT AMENDMENTS OF 1996 AND OMB CIRCULAR A-133, AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AT A COST NOT TO EXCEED \$4,000.00.

MOTION BY: FRANK R. CURRERI
DISPOSITION: 5-0

SECONDED BY: WESLEY STRZEGOWSKI

12. RESOLUTION TO ADJOURN THE MEETING AT 8:00 PM.

MOTION BY: FRANK R. CURRERI
DISPOSITION: 5-0

SECONDED BY: WARREN W. BAKER

RESPECTFULLY SUBMITTED:

DAVID B. ERWIN, ACTING SECRETARY, JANUARY 27, 2014