

**TOWN OF UNION
LOCAL DEVELOPMENT CORPORATION
MINUTES
THURSDAY, APRIL 27, 2017**

The Town of Union Local Development Corporation met for a special meeting on Thursday, April 27, 2017 at the Town of Union Office Building, located at 3111 East Main Street, Endwell, NY 13760.

I. THE MEETING WAS CALLED TO ORDER AT 8:07 A.M.

MEMBERS PRESENT: Stephen Trichka, Robert Corwin, Gary Leighton, Mary O'Malley-Trumble

MEMBERS ABSENT: Diane Julian, Kay Adams, James Peduto

OTHERS PRESENT: Rosemarie Pope, Esq. (LDC Board Attorney)

STAFF PRESENT: Joseph Moody (LDC Director), Robin Shimer (Admin. Asst.)

II. PRESIDENT'S REMARKS

President Trichka amiably shared welcoming comments with meeting attendees.

III. DIRECTOR'S REMARKS

Director Moody provided the Board with a descriptive overview of agenda topics.

IV. APPROVAL OF THE MINUTES

Presentation of prior meeting minutes is pending.

V. OLD BUSINESS

A. Mr. Moody referenced the payment demand letters Counselor Rose Pope wrote and sent to Jewels of Java, L.L.C. (Karel Simeon/Barbara Simeon) and to Unforgettable Parties (Diane Lopez-Edouard/Randall Edouard). Counselor Pope stated she has not received responses. She advised the Board of the need to discuss further action if replies from the businesses are not forthcoming. Board members and Mr. Moody shared their thoughts about possible steps, including collection actions noted by Counselor Pope.

VI. NEW BUSINESS

A. Mr. Moody referenced the LDC's annual audit of financial statements (for the calendar year ending December 31, 2016), as prepared by the certified public accounting firm of Piaker & Lyons, P.C. He then asked Treasurer Leighton to provide an overview of the audit. Mr. Leighton gave a thorough review highlighted by the following segments: internal control, statements of financial position (i.e. balance sheet), statement of activities and changes in net assets (i.e. income statement), statements of cash flows, and notes to financial statements. Among his comments was the suggestion to charge off the R. Spoor Enterprises, LLC loss in 2017. After the completion of Mr. Leighton's

review, Mr. Trichka requested a motion to accept the audit report prepared by Piaker and Lyons, P.C.

Motion: Mary O'Malley-Trumble

Motion 2nd: Bob Corwin

Motion: To approve the 2016 audit of the LDC's financial statements for the year ended December 31, 2016, as prepared by Piaker and Lyons, P.C.

Vote: Motion approved [4 - Yes, 0 - No, 3 - Absent].

B. Board members were informed by Mr. Moody about the completed preparation and submitting of state-required LDC financial and operational information. The LDC documentation provided to the New York State Authorities Budget Office was submitted prior to the April 1, 2017 deadline.

C. Mr. Moody said the LDC's tax payment of \$275.00 and accompanying CHAR500 Form will be submitted to the NYS Attorney General's Office via certified mail on April 28, 2017, prior to the May 15 deadline. Also, the LDC will provide written authorization to Piaker & Lyons, P.C. to electronically file the IRS 8879-EO Form.

VII. OTHER BUSINESS

A. Mr. Moody shared with Board members the NYS Authorities Budget Office's recent guideline recommendation. The recommendation suggested participation of Board Directors in training upon re-appointment to the Board or at least every three years. Board discussion followed regarding the proposed recommendation.

B. Mr. Moody provided a brief update about the status of LDC and economic development projects. Topics discussed by Mr. Moody, the Board and Counselor Pope included the property located at 1 North Page Avenue, Endicott.

VIII. ADJOURNMENT

A. President Trichka inquired if there were other topics for discussion. Upon affirmation by the Board of no additional topics, Mr. Trichka called for a motion to adjourn the meeting.

Motion: Gary Leighton


Motion 2nd: Mary O'Malley-Trumble

Motion: To adjourn the meeting of April 27, 2017.

Vote: Motion approved [4 - Yes, 0 - No, 3 - Absent].

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,



Joseph M. Moody
Director