

Wayne County Industrial Development Agency  
Regular Meeting Minutes  
November 21<sup>st</sup>, 2014

The regular meeting of the WCIDA was called to order at 9:30 a.m. on 11/21/2014 by Chairman David Spickerman. The meeting was held in the first floor conference room, 16 William Street, Lyons. Members present: Pamela Heald, Robert Havrilla, Willard Milliman and David Spickerman. Also Present: John Morell, Esq., Bob McNary, Director of Planning & Econ. Dev.; and M. Churchill, D. Richards and M. Leisenring.

On motion of Mr. Milliman, seconded by Ms. Heald, the minutes of 10/24/2014 were unanimously approved.

**RESOLUTION AUTHORIZING SCOPE OF AUDIT AND AGREEMENT**

Whereas, the Audit Committee has reviewed the scope of work from and met with EFP Rotenberg and advises that the proposal to conduct the 2014 audit of the IDA for a cost of \$9,975 be accepted; be it hereby

Resolved, that the executive director is authorized and directed to execute the engagement letter provided by EFP Rotenberg dated November 14, 2014.

Moved: Ms. Heald                      Second: Mr. Milliman  
Ayes: Ms. Heald and Messrs. Havrilla, Spickerman and Milliman  
Nays: None

**Resolution Authorizing RFQ for Rail Park Site Evaluation Study**

Whereas, the WCIDA Board has previously authorized up to \$85,000 of planning/project funds for a rail park site evaluation study; and

Whereas, the director of economic development/planning has prepared a Request for Qualifications; be it hereby

Resolved, that the RFQ be sent to no less than five firms experienced in the development of rail sites for the purpose of obtaining detailed backgrounds, previous projects, expertise and projected cost for such a study; and, be it further

Resolved, that following an in-depth review of the RFQs, the CEO and/or executive director are hereby authorized to enter into a contract for services with the most appropriate team that fits within the budgeted funds.

Moved: Ms. Heald                      Second: Mr. Havrilla  
Ayes: Ms. Heald and Messrs. Havrilla, Spickerman and Milliman  
Nays: None



**Resolution OB 1**

Whereas, the WCIDA Has previously authorized \$30,00 for the engagement of MRB Engineers for the design of the Timothy Lane Extension, part 2, such design being completed for a cost less than the \$30,000 (\$27,100) and out of the contractual portion of the WCIDA budget; and

Whereas, the WCIDA has previously authorized up to \$180,000 for its portion of the Industrial Development Site Fund for the building of part 2, to be paid out of agency fees; and

Whereas, construction observation was part of the \$180,000 and MRB has provided that service; be it hereby

Resolved, that the WCIDA ratifies \$21,000 of the \$180,000 for the services MRB has provided for construction oversight.

Moved: Mr. Milliman

Second: Mr. Havrilla

Ayes: Ms. Heald and Messrs. Milliman, Havrilla and Spickerman

Nays: None

Mr. Richards next indicated that the Wayne County Business Builders would like the WCIDA to nominate a person for the Small Business Person of the Year Award given by the Small Business Administration. On motion of Ms. Heald, seconded by Mr. Milliman and carried, this request was unanimously approved.

Brief project updates were given by both Ms. Churchill and Mr. McNary. The board was also advised of upcoming events in which they might like to participate. Ms. Churchill shared some recent newspaper articles regarding Wayne County companies. A brief update on the recent job fair held on 11/13/2014 was given.

There being no further business, the meeting adjourned at 10:30 a.m.

Respectfully submitted,

Marie Leisenring  
Assistant Secretary

