

HOST COMMUNITIES
STANDING COMMITTEE MEETING MINUTES

Tuesday, March 27, 2012 – 1:00 p.m.

Niagara County Department of Economic Development
6311 Inducon Corporate Drive
Sanborn, New York 14132

Representatives Present:

Don Rappold, Asst. Superintendent – Chairman, HCSC
Cynthia Bianco, Superintendent
Tom O’Donnell, Esq.
Rob Daly, Special Advisor, Relicensing
William L. Ross, Chairman, NC Legislature
Scott Hapeman, Esq.
Michael Risman, Esq.
Steve Reiter, Supervisor

Lewiston-Porter School District
Niagara Falls City School District
City of Niagara Falls
New York Power Authority
Niagara County
Niagara Wheatfield School District
Town of Niagara
Town of Lewiston

Guests:

Tom Prohaska
Chris Roser, Superintendent
Thomas Burgasser, Esq.
Mike Johnson
Jackie Siegmann
Mark Scheer
Angelo Massaro, Esq.

Buffalo News
Lewiston-Porter School District
Niagara County
Town of Lewiston
Town of Niagara
Niagara Gazette
Niagara Falls City School District

Staff Present:

Charles W. Miller, Jr., President
Mary Melloni, Recording Secretary
John M. Baird, Treasurer, NPC
Stan Widger, Esq., NPC Counsel, Nixon Peabody
Samuel M. Ferraro, Executive Director/Commissioner - Niagara County Center for Economic Development

1.0 Call to Order

The meeting was called to Order by Chairman Rappold at 1:03 p.m.

2.0 Roll Call

Ms. Melloni called the roll; a quorum was established.

3.0 Pledge of Allegiance

Chairman Rappold led the Pledge of Allegiance.

4.0 HCSC Meeting Minutes of February 9, 2012

Ms. Bianco made a motion, seconded by Mr. O’Donnell, to approve the minutes of the February 9, 2012 meeting. Motion passed.

5.0 Project Presentations – None.

6.0 HCSC Audit

6.1 Draft HCSC Audit Scope

Mr. Daly indicated that the latest draft includes some additional input from the last meeting and some minor grammatical edits. He asked that the members review this and ask any questions they may have.

The major changes were in paragraph one and two, based on comments from the last meeting --- the scope of the audit was further defined in paragraph one that it would not include the invoice-by-invoice audit. It is contemplated they will utilize the underlying independent audits that each of the Host Communities will already have. Paragraph two further defines that the scope of this agreed-upon procedure – that they are reviewing whether or not the procedures are followed and not commenting on whether the procedures are apt for their purposes. The language in paragraph two comes out of the standards reference in the original RFP, assuring the auditor that the HCSC takes responsibility for whether or not our procedures are sufficient for their purpose.

Mr. Widger asked if it would be helpful to add the commencement date of the Audit. Mr. Daly stated that the money was transferred by July 1, 2008 – two years of funds were deposited at that time. The starting date should be the date that the first project was approved or July 1, 2008, whichever comes first. For the agreed-upon procedures the date of the approval of the first project would have to be used. Mr. Daly stated he will revise the document to read “...for the period commencing (date from Ms. Melloni) and ending June 30, 2011.”

Mr. Daly also stated that under the heading “Information to be Provided by Bidders,” item 1, number one and two, instead of “audit of application of agreed-upon procedures,” eliminate “audit of application” and substitute “performance.” After a discussion, it was decided the statement would NOT be revised – it will remain “audit of application...”

Mr. Ross made a motion, seconded by Mr. Hapeman to approve the Audit Scope as discussed. Motion Approved.

Mr. Ross thanked the ad hoc committee (Mr. Dumphrey and Mr. Daly) for their work on this portion of the audit RFP.

7.0 Informational Materials

7.1 NRC Meeting Minutes – Informational only.

7.2.1 Minutes of March 20, 2012 Meeting

5.0 **Next HCSC Meeting: Tuesday, June 5, 2012 (if needed)**

6.0 **Adjournment**

Mr. Reiter made a motion, seconded by Mr. Ross, to adjourn the meeting. Meeting adjourned at 1:34 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary P. Melloni". The signature is written in dark ink and is positioned above the printed name and title.

Mary P. Melloni
Recording Secretary