

**Minutes of a Meeting of the  
County of Clinton  
Industrial Development Agency  
Audit Committee  
December 12, 2016**

The meeting was called to order by K. Defayette, Chairperson, at 12:12 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

**Members Present:** Keith Defayette, Chairperson  
David Hoover, Member  
John VanNatten, Member

**Members Excused:** Trent Trahan, Member  
Mark Leta, Vice Chairperson

**Others Present:** Melissa McManus, Executive Director  
George Cregg, Esq., Agency Counsel  
Barbara Shute, Recording Secretary  
Michael Zurlo, Secretary  
Kim Murray, Assistant Secretary

K. Defayette ascertained that there was a *quorum* present.

K. Defayette waived the reading of the notice of the meeting published in the *Press-Republican* on December 11, 2015.

Reading and Consideration of the Draft Minutes of the CCIDA Audit Committee meeting of March 28, 2016:

K. Defayette waived the reading of the minutes of the March 28, 2016 regular meeting. He asked if there were any questions or discussion regarding the draft minutes and there was none. On a motion by J. VanNatten, seconded by D. Hoover, it was unanimously carried to approve the minutes of the March 28, 2016 regular meeting, as presented.

**New Business:**

1. Review RFP Responses and Recommend Approval of Auditor

Staff noted that the Agency issued an RFP for professional auditing services on November 2, 2016 to the following five firms:

- Martindale Keysor: Response Received
- Abbott Frenyea: Declined, the firm believes they may be conflicted, due to Pat Russell's position as chair of TDC
- McCormick & Deon: Declined, the firm does not conduct NYS or federal agency audits.

- Alexander Edwards: No Response
- Boulrice & Wood: No Response

Martindale Keysor was the only submittal.

K. Defayette reviewed the proposal and noted that Martindale Keysor is a firm that is qualified to provide the required services.

Starting in 2016 and escalating, the CCIDA audit will be \$5,000. In 2015 the audit for the CCIDA was \$6,750.

On motion by J. VanNatten, seconded by D. Hoover, it was unanimously RESOLVED to recommend approval of Martindale Keysor for professional auditing services for the CCIDA and to move to the Full Board for acceptance and approval.

1. Recommend Initiation of the 2016 Agency Audit

On motion by D. Hoover, seconded by J. VanNatten, it was unanimously RESOLVED to recommend initiation of the 2016 Agency Audit and to move to the Full Board for acceptance and approval.

There being no further matters to discuss, the meeting adjourned at 12:15 p.m.

  
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Mark Leta, Vice Chairperson