

## 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

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#### **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 NRG 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,

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Mary P. Melloni  
Recording Secretary