

Community Development Agency Meeting Minutes
Tuesday, March 5, 2019
7:45 PM; Common Council Chambers

Roll Call – Joseph DeStefano, Paul Johnson, Thomas Burr, Jude Jean-Francois, Andrew Green, Gerald Kleiner, Joseph Masi, Kate Ramkissoon, Sparrow Tobin

Absent: J. Miguel Rodrigues

Also present: Maria Bruni, Patricia Racine, and Don Paris, William Cochran, RBT

Approval of Minutes – 01/15/19

Motion to approve minutes made by Johnson; seconded by Masi

Motion Carried: 9-0

Financial Report – none

Presentation of the audit, year ending 12/31/18 by William Cochran, RBT

Don Paris (DP): Bill Cochran from RBT is here to present the year-end audit.

William Cochran (WC): Regarding the required communications -All of the adjustments were approved by management, there were no uncorrected misstatements. There were no disagreements with management during the audit process. There were no significant issues that needed to be discussed with management. There were no difficulties encountered in performing the audit.

The Mayor and Don will need to sign the management representation letter on page 10 of the audit.

Regarding the financial statements – see page 2 we've given you a clean opinion. On page 3 and 4 is your MDNA. The CDA is operating as designed. You have a small loss one year and a small profit the following year due to the timing difference of the projects. Another important letter starts on page 10. When we perform an audit according to general auditing standards we look at your internal control and your compliance with laws and regulations. On page 12 we say that there are no internal control findings and no compliance findings.

Executive Director's Report – I'd like to thank RBT for their professionalism in performing the audit. Attached to your packet is the CDA Annual Report and the PARIS Report. These are due at the end of March. The audit and annual report is distilled into the PARIS Report. We have a resolution to accept the annual report and the audit and submit to NYS through the PARIS system.

Bills and Communications –

none

Old Business –

None

New Business –

Resolution to approve the 2018 audit, annual report and PARIS report and authorize submission to NYS.

Motion made by Johnson; seconded by Burr

Motion carried 9-0

Adjournment

Motion made by Masi; seconded by Johnson

Motion carried 9-0