

# WYOMING COUNTY IDA ANNUAL BOARD

## MEETING MINUTES

The WCIDA Board of Directors met on September 11, 2025 at 11:00 a.m. (immediately following the Governance and Finance/Audit Committees) at Farmcraft Brewery, 567 Route 20A, Strykersville, New York 14145

Chairman Dadd called the meeting to order at 11:16 a.m.

### **1. Roll call:**

In attendance were: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chairman; Rebecca Ryan, Treasurer; E. Joseph Gozelski, Director; Thomas McCormick, Secretary; Brianna Stone, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner, Economic Development Specialist and Kevin Zanner, Agency Counsel.

### **2. Administrative**

A. Minutes of the August 21, 2025 Board meeting were reviewed. A motion was made to accept the minutes by B. Stone and seconded by T. McCormick. The motion was unanimously carried.

B. The financial reports from August 2025 were reviewed. The financial reports were accepted on a motion made by R. Ryan and seconded by T. McCormick. The motion was unanimously carried.

#### **C. Executive Session- Decide on the recommendation by the Selection Committee to fill the Executive Director position.**

The Board moved into executive session to discuss matters leading to the appointment of a new Executive Director for the Agency at 11:20 a.m. on a motion made by T. McCormick, seconded by R. Ryan and unanimously carried.

The chair of the Selection Committee, Brianna Stone, reviewed with the Board the Selection Committee's process and recommendation to fill the position of Executive Director. The Board discussed the Selection Committee's recommendation. R. Ryan made a motion to offer the Executive Director position to Scott Gardner, with proposed annual compensation and benefits as discussed by the Board to be presented to the candidate by the chair of the Selection Committee. The motion was seconded by T. McCormick and unanimously carried.

The Board moved out of executive session at 11:56 a.m. on a motion made by R. Ryan, which was seconded by T. McCormick and unanimously carried.

### **3. Act of Governance Committee Recommendations**

#### **A. Approve Governance Committee Member Appointments**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCIDA Board to the Governance Committee. D. Berwanger made a motion to accept the Governance Committee recommendations. The motion was seconded by T. McCormick and unanimously carried.

#### **B. Approve Finance and Audit Committee Member Appointments**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation to appoint all members of the WCIDA Board to the Finance and Audit Committee. D. Berwanger made a motion to accept the Governance Committee recommendations. The motion was seconded by T. McCormick and unanimously carried.

#### **C. Approve Recommended Appointments of Board Officers**

Chairman Dadd asked for a motion to approve the Governance Committee's recommendation of appointment of WCIDA Board Officers. D. Berwanger made a motion to accept the Governance Committee's recommended slate of officers as follows: Mark Dadd, Chairman; A. D. Berwanger, Vice-Chair; T. McCormick, Secretary; and Rebecca Ryan, Treasurer. The motion was seconded by T. McCormick and unanimously carried.

#### **D. Approve, Adopt and re-adopt Policies and Charter**

The Chairman then asked the Board for a motion to accept the Governance Committee's recommendation to approve, adopt and re-adopt policies and charter. R. Ryan made a motion to re-adopt the Procurement Policy, Disposition of Real Property Guidelines, the Real Property Acquisition Policy and the Policy for Receipts of Accounting, Internal Controls and Auditing Complaints; the Conflict-of-Interest Policy and the Governance Committee Charter as recommended by the Governance Committee. The motion was seconded by T. McCormick and unanimously carried.

### **4. Act on Finance/Audit Committee Recommendations**

#### **A. Approve, Adopt and Re-adopt Policies and Charter as Recommended**

Chairman Dadd asked for a motion to accept the Finance and Audit Committee's recommendation to adopt and readopt policies and charter. D. Berwanger made a motion to accept the Finance and Audit Committee's recommendations to re-adopt the Investment Policy and the Finance and Audit Committee Charter. T. McCormick seconded the motion and it was unanimously carried.

**B. Approve/Adopt Preliminary Budget for 2026**

The Chairman asked for a motion to adopt the budget as recommended by the Finance and Audit Committee. D. Berwanger made a motion to adopt the budget for 2026 as recommended by the Finance and Audit Committee. The motion was seconded by T. McCormick and unanimously carried.

**5. Review 2025 Annual Report**

Pierce presented the 2025 Annual Report. Pierce's Executive Director's message recapitulating the many economic development activities that the IDA undertakes including the administration of the Wyoming County Business Assistance Corporation, (WCBAC) and the Wyoming County Business Center, (WCBC). Pierce encapsulated the projects assisted by the WCIDA and the administrative tasks accomplished by the WCIDA. Pierce continued with the Annual Report on activities and accomplishments of the WCBAC. The Board approved the Annual Report as presented on a motion made by R. Ryan. The motion was seconded by T. McCormick and unanimously approved.

**7. Other Business** – There was none.

**8. Next Meeting**

The next regularly scheduled meeting will be October 09, 2025 at 2:30 p.m. at the Wyoming County Agriculture and Business Center, Warsaw, N.Y.

**9. Adjournment**

There being no further business to discuss the meeting was adjourned at 12:11 p.m. on a motion made by D. Berwanger, seconded by T. McCormick and unanimously approved.

Minutes prepared by R. Marschilok

<https://www.youtube.com/watch?v=ZBoimsWbYdM>