

**CIVIC CENTER MONROE COUNTY
BOARD OF DIRECTORS
MEETING MINUTES
July 14, 2011**

Time & Place: 9:30 A.M.
Watts Conference Center
Fitzhugh Street
Rochester, New York

Board Present: Hank Stuart, President; R DiRaddo; A. Sperano; T.Feroce (County Executive Representative).

Others Present: M. Townsend; D. Mackey; S. Davis; J. Krapf; Members of the Public.

1. CALL TO ORDER

Attendance was taken and the meeting was called to order at 9:37 A.M. by President Hank Stuart.

2. PUBLICATION OF MEETING

Notification of the meeting was published in the Rochester Business Journal on May 27, 2011.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by A. Sperano to approve the March 30, 2011 meeting minutes. Seconded by R. DiRaddo. Motion Passed 3-0.

4. PUBLIC COMMENT PERIOD

H. Stuart indicated that no one had signed up to address the Board and asked if there was anyone wishing to do so. There were no speakers.

5. RECESS FOR COMMITTEE MEETINGS

H. Stuart made a motion to recess for Committee meetings. Seconded by R. DiRaddo. Motion Passed 3-0.

6. RECONVENE

The meeting was called back to order at 9:44 A.M.

7. REPORT FROM MANAGEMENT

a. Garage Revenue

D. Mackey reviewed the monthly and year to date garage revenue with the Board. Revenue is up approximately \$36,000 or 3.5% through the month of May.

b. Procurement Report

The semi-annual procurement report was presented to the Board. The report includes a listing of all purchases made over \$5,000.

R. DiRaddo made a motion to approve the semi-annual Procurement Report. Seconded by A. Sperano. Motion Passed 3-0.

c. Standpipe Repair

D. Mackey reported that a standpipe was repaired in May costing \$3,467.68.

8. REPORT FROM COUNSEL

M. Townsend indicated that there were no pending legal actions involving the Corporation.

9. AUDIT COMMITTEE REPORT

R. DiRaddo reported that the Audit Committee met earlier and that there was nothing to report at this time.

10. FINANCE COMMITTEE REPORT

T. Feroce reported that the Finance Committee met earlier and was provided with a year to date budget report. Results are within the Budget plan.

11. GOVERNANCE COMMITTEE REPORT

A. Sperano reported that the Governance Committee met earlier. All Directors have received training as required by the State.

12. CONTRACTS

a. Directors and Officers Liability Insurance

S. Davis reported that the Directors and Officers Liability Insurance is due for renewal on July 17, 2011. Brown and Brown has tested the market and is recommending the Insurance be renewed with Zurich American Insurance Company for a period of one year for a premium of \$2,781.

A. Sperano made a motion to renew the Directors and Officers Liability Insurance with Zurich American Insurance for 1 year beginning July 17, 2011 for an amount of \$2,781. Seconded by R. DiRaddo. Motion Passed 3-0.

b. Insurance Broker Services

D. Mackey indicated that an RFP was issued for Insurance Broker Services on June 3, 2011. Advertisements were placed in the Rochester Business Journal and on the Company's website. The review Committee recommends the selection of Brown & Brown of New York to continue providing the service for an annual fee of \$2,500 per year for a three year term beginning September 20, 2011 with an option to renew for three years.

R DiRaddo made a motion to authorize a contract with Brown & Brown of New York to provide broker services for a three year period beginning September 20, 2011 for an annual fee of \$2,500 with an option to renew for three years. Seconded by A. Sperano. Motion Passed 3-0.

c. Fan Repair

The Board had previously authorized an expenditure of \$50,000 for repairs to the garage fans. It was anticipated that the County would perform or have the work performed. The County has since requested that Civic contract directly with the vendor to provide the necessary repairs. Board members were notified and agreed to this request in April. The vendor has a term contract with the County. It is requested that the Board confirm this action by authorizing an agreement with John W. Danforth Company in the amount of \$50,000 for the repairs.

A. Sperano made a motion to authorize an agreement with John W. Danforth Company to make fan repairs in the garage for an amount

not to exceed \$50,000. R. DiRaddo seconded the motion. Motion Passed 3-0.

d. Garage Repairs

D. Mackey reported that the advertisement for garage repairs was placed in the RBJ and on the website on May 13, 2011. Repairs involve a number of areas in the garage and may result in temporary operational adjustments. J. Krapf presented a more detailed review of the repairs and answered questions. The selection committee recommends Crane - Hogan to complete the repairs for an amount not to exceed \$1,955,642.50. The RFP asked responders to provide a proposal for financing the project. It is recommended that the Board authorize any necessary financing as proposed by the contractor unless more favorable terms can be obtained through alternate sources.

A. Sperano made a motion to authorize a contract with Crane – Hogan Structural Systems to make repairs to the garage for an amount not to exceed \$1,955,642.50 and to authorize financing for the project with the contractor or an alternate source with more favorable terms. Seconded by R. DiRaddo. Motion Passed 3-0.

13. NEXT MEETING OCTOBER 20, 2011 – 9:30 A.M.

14. OTHER BUSINESS

There was no other business

15. ADJOURNMENT

The meeting was adjourned at 10:15 A.M.