

**ANNUAL MINUTES  
OSWEGO COUNTY CIVIC FACILITIES CORPORATION  
August 20, 2024  
44 W. BRIDGE ST.  
OSWEGO, NEW YORK**

**PRESENT:** N. Canale, K. Gardner, L. Schick, T. Stahl, and G. Toth,

**EXCUSED:** P. Church and B. Trimble

**ALSO PRESENT:** Kevin C. Caraccioli, Kevin LaMontagne, Karen Perwitz and Austin Wheelock

President Toth called the meeting to order at 8:36 a.m. at 44 West Bridge Street in Oswego, NY.

President Toth asked Secretary/Treasurer Stahl to conduct a roll call of members. Staff and Counsel introduced themselves.

**APPROVAL OF MINUTES**

On a motion by Mr. Schick, seconded by Mr. Canale, the minutes of the May 31, 2024, meeting were approved.

**NOTICE OF MEETING**

A notice was published in The Palladium Times on August 6, 2024.

**ANNUAL ELECTION OF OFFICERS**

President Toth asked for nominations for President, Vice President and Secretary/Treasurer. Nominations were made for Mr. Canale as President, Mr. Gardner as Vice President and Mr. Stahl as Secretary/Treasurer. Following a discussion, on a motion by Mr. Toth seconded by Mr. Schick the nominations were approved. President Toth called for a roll call vote and is as stated below:

N. Canale – Aye	P. Church – Absent	K. Gardner – Aye	L. Schick – Aye
T. Stahl – Aye	G. Toth – Aye	B. Trimble - Absent	

**FINANCIAL STATEMENTS**

Mr. LaMontagne reviewed profit and loss statements and the balance sheet for January – July 2024. Following a discussion, on a motion by Mr. Gardner, seconded by Mr. Toth the Financial statements for January – July 2024 were approved.

**POLICIES**

Mr. Wheelock gave an overview of the current policies of the organization stating that no changes needed to be made. Following a discussion, on a motion by Mr. Stahl, seconded by Mr. Gardner, the policies of the organization were reaffirmed.

**AUDITING SERVICES**

Mr. LaMontagne reviewed the Engagement Letter for auditing services from Grossman St. Amour CPAs. Following a discussion, on a motion by Mr. Gardner, seconded by Mr. Schick, the Engagement Letter was approved allowing Mr. Wheelock to sign it on behalf of the organization.

**ANNUAL REPORT – 2021, 2022 & 2023**

Mr. Wheelock presented the Annual Reports for the organization for calendar FY Ending 2021, 2022 & 2023. Following a discussion, on a motion by Mr. Stahl, seconded by Mr. Gardner the Annual Reports for FY Ending 2021, 2022 & 2023 were approved.

**OCCFC FEE STRUCTURE**

Mr. Wheelock reviewed the current fee structure at three quarters of one percent, recommending that the fee structure increase to one percent. Following a discussion, on a motion by Mr. Toth, seconded by Mr. Schick, it was approved to raise the fee structure to one percent.

**ADMINISTRATIVE SERVICES AGREEMENT – OOC**

Mr. Wheelock discussed creating a Administrative Services Agreement between the Oswego County Civic Facilities Corporation and Operation Oswego County, Inc. to help offset costs incurred with utilizing OOC staff. A formal Administrative Services Agreement will be presented at the next meeting of the organization.

**Next Meeting**

February 20, 2025, at 8:30 a.m.

**Adjournment**

On a motion by Mr. Toth, seconded by Mr. Schick, the meeting was adjourned at 9:02 a.m.

Respectfully Submitted,

Tim Stahl  
Secretary