

MICHAEL P. GALIME, MAYOR
CITY OF UTICA



UTICA INDUSTRIAL DEVELOPMENT AGENCY
1 KENNEDY PLAZA
UTICA, NEW YORK 13502
PHONE: (315) 792-0195
FAX: (315) 797-6607

May 7, 2025 8:30a.m.
Utica Industrial Development Agency Audit Committee Meeting
City Hall, Utica, NY – WebEx Conference Call/In-Person

Members Present: Vin Gilroy, John Zegarelli, John Buffa, Emmett Martin

Excused:

Also Present: Jack Spaeth (Executive Director)

Others:

1) CALL MEETING TO ORDER: The meeting was called to order by Mr. Gilroy at 8:32a.m. The Finance, Governance and Audit Committees, as they consist of sitting Agency members, meet as a committee of the whole, and in doing such, meet at every meeting.

2) APPROVAL OF MINUTES: A motion was made by Mr. Martin, seconded by Mr. Zegarelli, to approve the minutes of the April 3, 2024 meeting. All in favor.

3A) NEW BUSINESS – 2024 Audit

Mr. Spaeth noted that the 2024 Audit to be approved was in their board packets.

Mr. Zegarelli made a motion, seconded by Mr. Buffa to approve the 2024 Audit All in favor.

5) EXECUTIVE SESSION: Not entered into

6) ADJOURNMENT: There being no further business brought before the Agency, Mr. Buffa made a motion to adjourn, seconded by Mr. Zegarelli and the committee meeting was adjourned at 8:33am.

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May 7, 2025 8:30a.m.
Utica Industrial Development Agency Governance Committee Meeting
City Hall, Utica, NY – WebEx Conference Call/In-Person

Members Present: Vin Gilroy, John Zegarelli, John Buffa, Emmett Martin

Excused:

Also Present: Jack Spaeth (Executive Director)

Others:

1) CALL MEETING TO ORDER: The meeting was called to order by Mr. Gilroy at 8:30a.m. The Finance, Governance and Audit Committees, as they consist of sitting Agency members, meet as a committee of the whole, and in doing such, meet at every meeting.

2) APPROVAL OF MINUTES: A motion was made by Mr. Zegarelli, seconded by Mr. Buffa, to approve the minutes of the April 3, 2024 meeting. All in favor.

3A) NEW BUSINESS – Annual review of policies, procedures and ABO compliance matters

Mr. Spaeth noted that all ABO documents to be approved were in their board packets.

Mr. Zegarelli made a motion, seconded by Mr. Martin to approve the following ABO required documents:

By-Laws, Effectiveness of Internal Controls, Goals and Objectives, Investment Policy, Mission and Measurements, Operations and Accomplishments, Procurement Policy, Annual Report, Investment Report and Procurement Report. All in favor.

5) EXECUTIVE SESSION: Not entered into

6) ADJOURNMENT: There being no further business brought before the Agency, Mr. Buffa made a motion to adjourn, seconded by Mr. Zegarelli and the committee meeting was adjourned at 8:31am.