MINUTES
OSWEGO COUNTY CIVIC FACILITIES CORPORATION
December 9, 2025
ZOOM

PRESENT: N. Canale, P. Church, K. Gardner and T. Stahl,

EXCUSED: None

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

Chair Canale called the meeting to order at 9:08 a.m. at 44 West Bridge Street in Oswego, NY.

Austin Wheelock conducted a roll call of members.

APPROVAL OF MINUTES
On a motion by Mr. Church, seconded by Mr. Gardner, the minutes of the March 20, 2025, meeting were approved by unanimous vote of all voting members present.

NOTICE OF MEETING
A notice was published in The Palladium Times on December 6, 2025.

ELECTION OF OFFICERS
Mr. Wheelock discussed the requirement to elect a slate of officers for 2026. Nominations were as follows: Nick Canale, Chair; Kevin Gardner, Vice-Chair; and Tim Stahl, Secretary/Treasurer. Following a discussion, on a motion by Mr. Church, seconded by Mr. Stahl, the slate of officers as put forth was approved by unanimous vote of all voting members present.

GROSSMAN ST. AMOUR CPAs
Mr. LaMontagne discussed the upcoming audit for the organization and the Engagement Letter submitted by Grosman St. Amour CPAs. Further discussed was the RFP process that was put forth by Operation Oswego County. Operation Oswego County and the County of Oswego IDA have approved to maintain Grossman St. Amour CPAs as the Auditor for those organizations. Following a discussion, on a motion by Mr. Stahl, seconded by Mr. Gardner, it was approved to maintain Grossman St. Amour CPAs for auditing services along with approval to authorization for Mr. Wheelock to sign the engagement letter for 2026 by unanimous vote of all voting members present.

OCCFC PROJECT FEE STRUCTURE
Mr. LaMontagne discussed the current project fee structure for the organization. The proposal was made to raise the project fee to one percent with a quarter of a percent going to Operation Oswego County for its administrative services on a project basis. Following a discussion, on a motion by Mr. Gardner, seconded by Mr. Stahl, the proposed project fee structure was approved by unanimous vote of all voting members present.

OOC/OCCFC ADMINISTRATIVE SERVICES AGREEMENT 2025-2027
Mr. LaMontagne and Mr. Wheelock discussed an administrative services agreement between Operation Oswego County and Oswego County Civic Facilities Corporation. Following a discussion, on a motion by Mr. Church, seconded by Mr. Stahl, the OOC/OCCFC Administrative Services Agreement 2025-2027 was approved by unanimous vote of all voting members present.

FINANCIAL STATEMENTS
Mr. LaMontagne reviewed profit and loss statements and the balance sheet as of October 31, 2025. Following a discussion, on a motion by Mr. Gardner, seconded by Mr. Church, the financial statements as of October 31, 2025 were approved based on a unanimous vote of all voting members present,

OCCFC 2026 BUDGET
Mr. Wheelock gave an overview of the proposed budget for 2026 complete with projections through 2029 as is required by the NYS ABO. Following a discussion, on a motion by Mr. Stahl, seconded by Mr. Gardner, the OCCFC 2026 Budget was approved by unanimous vote of all voting members present.

OTHER
Mr. Wheelock discussed the three vacancies for the board of directors. Mr. Wheelock has spoken with Chairman Weatherup concerning the appointment by the County Legislature for the three vacant positions. Appointments are expected after the first of the year.

Next Meeting
March 2026 – Exact meeting date will be forthcoming.

Adjournment
On a motion by Mr. Gardner, seconded by Mr. church, based on a unanimous vote of all voting members present, the meeting was adjourned at 9:36 a.m.

Respectfully Submitted,

Tim Stahl
Secretary