

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312

TO: **Lou Tessier and John Weber**
Audit & Finance Committee Members
WWIDA and WWCDC

FROM: Joe LaFiura – Committee Chairman

DATE: November 2, 2015

The **Audit & Finance Committee Members** of the Counties of Warren and Washington Industrial Development Agency and Counties of Warren and Washington Civic Development Corporation will hold a special meeting as follows:

Date: Monday, November 16, 2015

Time: 3:30 pm

Location: Washington County Municipal Center, Fort Edward, NY

The main purpose of the meeting will be to review and discuss the proposals received for the year end accounting and auditor's work for both the IDA and CDC.

cc: All WWIDA/WWCDC Board Members
Robert Morris, Esq. w/ all enclosures
Amanda Allen, Warren County Board Clerk w/ agenda
Debra Prehoda, Washington County Board Clerk w/agenda
Scott Donnelly, The Post Star, agenda

**Counties of Warren & Washington
Industrial Development Agency & Civic Development Corporation**

**JOINT AGENDA
AUDIT & FINANCE COMMITTEE MEETINGS
November 16, 2015**

1. Committee approval of October, 2014 minutes
2. Proposals for December 31, 2015 year end accounting work for the IDA & CDC
3. Proposals for the audits of IDA & CDC for the December 31, 2015 year end
4. Review of the job count status on current projects as of last year end (2014)

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY
and
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

5 Warren Street, Suite 210
Glens Falls, New York 12801

Phone: (518) 792-1312

A special joint meeting of the **Audit & Finance Committee**, comprised of three members serving for both the Counties of Warren and Washington Industrial Development Agency and Counties of Warren and Washington Civic Development Corporation, was held on Tuesday, October 14, 2014 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

PRESENT: Joseph LaFiura Committee Chairman
 Matthew Montesi

ABSENT: Lou Tessier

ALSO PRESENT: Robert C. Morris, Esq. FitzGerald Morris Baker Firth PC
 Harold Taylor WWIDA Chairman
 Deborah Mineconzo Office Administrator

Mrs. Mineconzo took the minutes of the meeting and Mr. LaFiura called the joint meeting to order at 9:36 am.

December 31, 2014 Year End Accounting Work:

All Committee Members were given copies of the year end accounting proposal received from SEFCO for the IDA and CDC. SEFCO reduced their IDA fee by \$1,500 since Mr. Defayette felt it was no longer necessary for him to review a large PILOT spreadsheet prepared by the Administrator. Mr. Montesi moved to put the proposal before the Board for approval. Mr. LaFiura seconded and the motion was approved.

CDC Audit of 2014 Year End: Whittemore Downen Ricciardelli revised their audit fee down to \$700.00 due to lack of activity for the CDC in 2014. The Board, last year, approved a two year proposal putting this year's fee originally at \$2,150.00. Mr. Montesi moved to put the revised proposal amount for the CDC before the Board for approval. Mr. LaFiura seconded and the motion was approved.

Project Job Counts: The spreadsheet of current project employment counts for full time equivalent employees was reviewed for the 2013 year end. Noteworthy was the large change in the job count by Glens Falls Hospital again this year. Mrs. Mineconzo attributes this to two different people completing the employment surveys incorrectly. Prospect School has changed their payroll process, specifically paying half the

employees out of Albany rather than Glens Falls. As a result, they submitted reduced numbers for Glens Falls. Mrs. Mineconzo and Dennis Defayette discussed and will have all employees physically working in Glens Falls considered in the 2014 numbers. Mrs. Mineconzo will advise Prospect School accordingly this year. There being no other major changes of concern, no further action was taken.

Adjournment: There being no further business to be brought before the meeting, the meeting was adjourned at 9:50 am.

Dated: _____, **2014**

Joseph LaFiura, Secretary/Treasurer