

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

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

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: **EXECUTIVE COMMITTEE MEMBERS**
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Bud Taylor, Chairman

DATE: December 7, 2015

The **Executive Committee** of the Counties of Warren and Washington Civic Development Corporation will hold a meeting on:

Date: Monday, December 14th, 2015 immediately following the IDA's
Committee Meeting at 9:00 am

Location: FitzGerald Morris Baker Firth PC
16 Pearl Street, Glens Falls, NY.

cc: **All WWDC Members**
Robert C. Morris, Esquire (with attachments)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Scott Donnelly, The Post Star (with agenda)

**Counties of Warren and Washington
Industrial Development Agency
And
Counties of Warren and Washington
Civic Development Corporation**

**JOINT AGENDA
EXECUTIVE/PARK COMMITTEE MEETING
December 14, 2015**

IDA:

Park Committee:

1. Approval of November 9, 2015 Minutes
2. R/O/W Phase I to Town

Executive Committee:

1. Innovative Concepts Update (Morris)
2. TFC Enterprises (Tree Paad) Update (Morris)
3. Morris Products 1 year extension request
4. Inquiry from a Lake George Motel
5. YE Accounting & Auditors Information
6. Budget 2016– Final
7. Officer Nominations for 2016
8. Other Matters

CDC:

1. Approval of Minutes of October 14, 2015
2. Budget 2016 – Final

Adjournment

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

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

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The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on **Wednesday, October 14, 2015** at FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

- | | | |
|----------------------|--------------------|-----------------------------------|
| Present: | Bud Taylor | Chairman |
| | Bruce Ferguson | Vice Chairman, Park Chairman |
| | Joseph LaFiura | Secretary/Treasurer |
| Absent: | John Millett, Sr. | At Large Member |
| Also Present: | Kara Lais, Esquire | FitzGerald Morris Baker Firth, PC |
| | Matt Simpson | WWCDC Board Member |
| | Deborah Mineconzo | Office Administrator |

The minutes were taken by Deborah Mineconzo, Office Administrator.

Call to Order: Bud Taylor called the meeting to order at 9:15 am.

Minutes of prior Meeting: Upon motion by Mr. Ferguson, seconded by Mr. LaFiura, the minutes of the last Executive Committee Meeting of June 9, 2015 were approved by the Committee.

Budget for 2016

Mrs. Mineconzo presented a preliminary budget for consideration. The budget basically made no changes to the revenue and small changes in expenses with accounting/auditing fees. No changes were proposed and Mr. LaFiura moved to present the budget to the full Board Monday for approval. Mr. Ferguson seconded and all voted in favor of the motion.

There being no further business, the Chairman adjourned the meeting at 9:18 am.

DATE

Joseph LaFiura, Sec/Treasurer

Partner Billing Worksheet
DENNIS G. DEFAYETTE
May 15, 2015

Client: 1946
COUNTIES OF WARREN & WASHINGTON
CIVIC DEVELOPMENT CORPORATION
5 WARREN ST., SUITE 210
GLENS FALLS, NY 12801

Office: 100 SNOW, EICHER, FARRAR, LLP
Partner: 7 DENNIS G. DEFAYETTE

Invoice Recap	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Last Year:	0.00	0.00	0.00	0.00	1,210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
This Year:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Time	Date	Employee	Service	Description	Rate	Hours	Std Amount	Bill Amount	Std?
TIANYU FENG									
	2/15/2015	10	130 NON-PROFIT RETURNS & REPOR	PREP 990-EZ	85.00	2.30	195.50		
Totals for TIANYU FENG							2.30	195.50	
EXPENSES									
	5/15/2015	28	130 NON-PROFIT RETURNS & REPOR	UT	0.00	0.00	21.93		
Totals for EXPENSES							0.00	21.93	
DENNIS G. DEFAYETTE									
	5/15/2014	7	130 NON-PROFIT RETURNS & REPOR	CK BOARD MEMBER LISTING	130.00	0.20	26.00		
	1/31/2015	7	130 NON-PROFIT RETURNS & REPOR	Y/E WORK	130.00	3.00	390.00		
	5/15/2015	7	130 NON-PROFIT RETURNS & REPOR	CK W/CHANGES	130.00	1.20	156.00		
	10/31/2014	7	505 GENERAL BUSINESS CONSULTA	1 CERTIFY 2015 BUDGET REPORTS	130.00	0.30	39.00		
	3/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 PARIS REVIEW	130.00	4.00	520.00		
Totals for DENNIS G. DEFAYETTE							8.70	1,131.00	
Time totals for client 1946					Employee Cost:	\$266.66	11.00	\$1,348.43	<u>1200.00</u>
Client Totals					Cost:	\$266.66		\$1,348.43	

	WIP Aging	Current	Apr	Mar	Feb	Before Feb	Total
Time		177.93	0.00	520.00	195.50	455.00	\$1,348.43
Expenses		0.00	0.00	0.00	0.00	0.00	\$0.00
AR Aging		0.00	0.00	0.00	0.00	0.00	\$0.00

Last Receipt: 6/18/2014 \$1,210.00

YTD Recap: Standard Amt: 0.00
Write-Ups: 0.00
Write-Downs: 0.00
YTD Billed: \$0.00

- All ATTACHED
- PREP VOUCHER; JD TO SIGN

Counties of WWCDC					
PARIS Review Checklist					
Year Ended December 31, 2012					
				Reviewed	
				By	Date
Authority Home Page				DGD	3/25/2013
Procurement Reports:					
Information				DGD	3/25/2013
Transactions				DGD	3/25/2013
Investment Report				DGD	3/25/2013
Annual Report:					
Governance Information:					
Authority Related				DGD	3/25/2013
Board Related				DGD	3/25/2013
Board of Directors				DGD	3/25/2013
Staff				DGD	3/25/2013
Benefit Info				DGD	3/25/2013
Subsidiary Affiliate				DGD	3/25/2013
Summary Financial Information				DGD	3/25/2013
Current Debt:					
New Debt Issuances				DGD	3/25/2013
Schedule of Debt				DGD	3/25/2013
Real Property Acquisition/Disposal				DGD	3/25/2013
Personal Property Disposal				DGD	3/25/2013
Property Documents				DGD	3/25/2013
Grant Information				DGD	3/25/2013
Loan Information				DGD	3/25/2013
Bond Information				DGD	3/25/2013
Certified Financial Audit				DGD	3/25/2013

BILLING WORKSHEETS

CDC

Whittemore, Downen

SORTED BY Client CODE
BILL THRU DATE: 03/17/15

Client CODE: 0022414 Counties of Warren and Wash
Engagement CODE: 0000

PARTNER: 0117 Combs, C
PARTNER: 0117 Combs, C

EMPLY: 0117 Combs, C
EMPLY: 0117 Combs, C

ADDRESS:	Civic Development Corp. 5 Warren Street, Suite 210	FEE ARRNGMT:	P PROGRESS	AMOUNT:	0.00
PHONE:	Glens Falls, NY 12801 USA (518) 792-1312	WIP BALANCE:	1035.50	DATE	1000.00
CONTACT:		PROG BILL BAL:	0.00	LAST BILL:	03/15/14
				LAST PMT:	04/30/14
				LAST STMT:	07/31/14
				AMOUNT	1000.00

Client	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE
A/R AGING:	0.00	0.00	0.00	0.00	0.00	0.00

PRODUCTION:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR	BILLING:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR
BILLABLE HRS	0.20	5.20	21.85	BILLED FEES	0.00	0.00	2076.20
BILLABLE AMT	12.00	786.50	3284.00	BILLED EXP	0.00	0.00	23.80
NON-BILL HRS	0.00	0.00	0.00	WRITE UP/DN	0.00	0.00	1430.00-
NON-BILL AMT	0.00	0.00	0.00	RECEIPTS	0.00	0.00	2100.00
				WRITE OFFS	0.00	0.00	0.00

CATEG/ DATE	EMPLY	W.C.	DESCRIPTION/COMMENTS	B T T X	TRANS NUMBER	HOURS/ UNITS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILL AMOUNT
ACC Accounting & Auditing Services										
01/15/15	0117	ABW	Audit Basic Work	B	NT 0088976	0.70	160.000	112.00		
01/26/15	0117	ABW	Audit Basic Work	B	NT 0089241	0.30	160.000	48.00		
01/27/15	0117	ABW	Audit Basic Work	B	NT 0089274	0.10	160.000	16.00		
01/28/15	0117	ABW	Audit Basic Work	B	NT 0089304	0.40	160.000	64.00		
01/29/15	0117	ABW	Audit Basic Work	B	NT 0089355	2.10	160.000	336.00		
11/14/14	0117	EPL	Engagement Planning	B	NT 0087824	0.20	160.000	32.00		
11/17/14	0117	EPL	Engagement Planning	B	NT 0087844	0.10	160.000	16.00		
11/17/14	0185	EPL	Engagement Planning	B	NT 0087854	1.10	140.000	154.00		
11/18/14	0020	EPL	Engagement Planning	B	NT 0087868	0.10	200.000	20.00		
			S/R ENG LTR							
01/05/15	0117	EPL	Engagement Planning	B	NT 0088746	1.10	160.000	176.00		
CATEGORY ACC Accounting & Auditing Services TOTALS:						6.20		974.00		
MAS Management Advisory Services										
01/27/15	0140	RQB	Restore QuickBooks File	B	NT 0089292	0.30	75.000	22.50		
MSC Miscellaneous Services										
11/18/14	0300	GSE	General Secretarial	B	NT 0087876	0.20	60.000	12.00		
12/09/14	0300	GSE	General Secretarial	B	NT 0088229	0.25	60.000	15.00		
			BANK CONFIRMS CDC/IDA							
03/02/15	0300	GSE	General Secretarial	B	NT 0090203	0.20	60.000	12.00		
			General Secretarial - REP LETTER							
CATEGORY MSC Miscellaneous Services TOTALS:						0.65		39.00		

FEE RECAP BY Employee:	HOURS	RATE	AMOUNT
0020 Downen, Paul L.	0.10	200.000	20.00
0117 Combs, Colin D.	5.00	160.000	800.00
0140 Tessino, Stephen K.	0.30	75.000	22.50
0185 Jones, Kathleen	1.10	140.000	154.00
0300 Carusone, Robin K.	0.65	60.000	39.00
Engagement 0000 FEE TOTALS:			7.15
Engagement 0000 TOTALS:			1035.50
Client 0022414 TOTALS:			1035.50

COUNTIES OF WARREN & WASHINGTON CIVIC DEVELOPMENT CORPORATION

BUDGET FOR 2016

		Budget for 2015	Actual YTD through 30-Nov-15	Budget for 2016
INCOME				
Operating Revenue				
	Charges for Services			
	Project Fees - New	\$ 22,500.00	\$ -	\$ 22,500.00
	Application Fees	500.00	-	500.00
	Total Charges for Services	\$ 23,000.00	\$ -	\$ 23,000.00
	Other Operating Revenue			
	Reimbursable Legal from Projects 3.4	\$ 15,000.00	\$ -	\$ 15,000.00
	Total Operating Revenue	\$ 38,000.00	\$ -	\$ 38,000.00
	TOTAL INCOME	\$ 38,000.00	\$ -	\$ 38,000.00
EXPENSES				
Operating Expenses				
	Insurance - Liability Public Officials	\$ 250.00	\$ 157.79	\$ 200.00
	Miscellaneous	\$ 200.00	\$ -	\$ 100.00
	Contractual Services			
	Accounting	\$ 3,350.00	\$ 1,900.00	\$ 2,500.00
	Legal			
	Reimbursable from projects 3.4	15,000.00	-	15,000.00
	General Legal	2,000.00	-	1,500.00
	Total Contractual Services	\$ 20,350.00	\$ 1,900.00	\$ 19,000.00
	Funds to IDA per Grant Agreement	\$ -	\$ 40,000.00	\$ 10,000.00
	TOTAL EXPENSES	\$ 20,800.00	\$ 42,057.79	\$ 29,300.00
	Net Income (Loss)	\$ 17,200.00	\$ (42,057.79)	\$ 8,700.00