

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY (WWIDA)**

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

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

TO: Bruce Ferguson, Joseph LaFiura and Matt Simpson
Executive Committee Members
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Bud Taylor, Chairman

DATE: January 3, 2018

The **Executive Committee** of the Counties of Warren and Washington Industrial Development Agency will hold their monthly meeting on:

Date: Wednesday, January 10, 2018 at 9:00 am

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

cc: **All WWIDA Members**
Robert C. Morris, Esquire (with attachments)
Kara Lais, Esquire (with attachment)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Bob Condon, The Post Star (with agenda)
Michael Goot, The Post Star (with agenda)

**Counties of Warren and Washington
Industrial Development Agency**

**JOINT AGENDA
EXECUTIVE/NOMINATING/GOVERNANCE and PARK
COMMITTEE MEETINGS
Wednesday, January 10, 2018**

- Approval of December 13, 2017 Minutes

IDA Park Committee:

1. Logging Update

IDA Executive/Nominating/Governance Committee:

1. RAN Entertainment (Skyzone Trampoline) Update
2. Board Member Training – follow up
3. Meeting schedules for 2018
4. Nominations for 2018 Officers
5. Bylaws Change
 - a. Nominating Committee
 - b. Audit & Finance – to include Chairman as an Alternate
 - c. Refund of Agency Fee when project under budget
 - d. Procurement Policy
 - e. Investment Procedure
6. Other Matters

Adjournment

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

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

Tel. (518) 792-1312

The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on Wednesday, **December 13, 2017** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

Present:	Bud Taylor	Chairman
	Bruce Ferguson	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
	Matt Simpson	At-Large Member
	Tom Jarrett	Jarrett Engineers

Also Present:	Robert Morris, Esquire	FitzGerald Morris Baker Firth, PC
	Tami Blondo	Office Administrator
	Michael Goot	Post Star

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:00 a.m.

Minutes of prior Meeting: Upon motion by Mr. Simpson and second by Mr. LaFiura, the minutes of the November 15, 2017 Executive/Park Committee Meeting were approved unanimously by the Committee.

Executive Committee:

Mohawk Industrial Werks:

Mr. Morris indicated that the project closed in November.

Greenwich Preservation Group:

Mr. Morris indicated that there is nothing new to report. The agency is still waiting to hear any updates and Mr. Morris suspects that the grants may not yet be completed. No work has been started on the project.

HF Park Properties – Temporary Easement:

Mr. Morris indicated that he will need to review this and get back to the Board. We may need to sign the agreement as we are listed as the lease holder.

RAN Entertainment/Skyzone:

Mrs. Blondo explained that Mr. Saunders had called requesting a refund of the agency fees that he paid as the project has come in under budget by \$500,000. There would be a refund due of approximately \$3,750.00 should the Board agree to do so. The Chairman, Mr. Simpson and Mr. LaFiura indicated that this matter should be brought before the full Board. Mr. Morris indicated that a Resolution would need to be done at the Board meeting. The Chairman felt that the By-laws should be amended to reflect refund is due to a project if they come in under budget and also if a project is over budget that the Agency should be able to bill for the additional fees.

2018 Final Budget:

Upon Motion by Mr. Ferguson and second by Mr. LaFiura, the 2018 Final Budget is to presented to the full Board at its next meeting on Monday, December 18, 2018.

2018 Meeting Dates:

The Chairman reviewed the dates and the only change would be to the February meeting. It was decided to move the date to February 15, 2018 due to another scheduled meeting, Association of Towns, on February 14, 2018. Mr. Simpson wouldn't be available nor would Ms. Lais. The schedule will be presented to the full Board on Monday, December 18, 2018.

2018 Officer Nominations:

The Chairman indicated that he would be stepping down from his position in February 2018. Mr. Ferguson indicated that he would be stepping down from his position as well in February 2018. Mr. LaFiura indicated he will be staying on as Secretary/Treasurer. Mr. Simpson expressed interest in running for the Chairman position. Discussion was held as to who should be considered for Vice Chairman/Park Chairman and if that should be separately held positions. Mr. Simpson indicated that he would talk with Craig Leggett about the Vice Chairman/Park Chairman position. The At-Large Member would be appointed by the Chairman if Mr. Simpson were to elected as Chairman.

Park Committee:

Logging:

Mr. Jarrett indicated that the logging has been an aggressive cut and is still on-going to the best of his knowledge. Mr. Jarrett will follow-up and get back to the Board.

North Country Property Holdings:

Mr. Morris indicated that the matter has been resolved. Mr. Morris indicated that the new lease has not yet been received but that the PILOT project would continue once that new lease is received.

No further Park Business.

There being no other matters to discuss, Mr. Taylor adjourned the IDA Committee Meeting at 9:20 a.m.

DATE

Joseph LaFiura, Secretary/Treasurer

COUNTIES OF WARREN & WASHINGTON
Industrial Development Agency

**EXECUTIVE and PARK COMMITTEE MEETING SCHEDULE
2018**

Unless otherwise specified, all IDA Executive/Park Committee Meetings will take place on Wednesday preceding the Board of Directors' Meetings at 9:00 a.m. at FitzGerald Morris Baker Firth, PC (FMBF) at 16 Pearl Street, Glens Falls, New York.

*Executive Committee Meetings of the **Civic Development Corporation** will be held on an **as needed** basis. When held they will be on the same date and will immediately follow the IDA's Committee meeting.*

Date	Location	Held or Not Held
January 10, 2018	FMBF	
February 15, 2018	FMBF	
March 14, 2018	FMBF	
April 18, 2018	FMBF	
May 16, 2018	FMBF	
June 20, 2018	FMBF	
July 18, 2018	FMBF	
August 8, 2018	FMBF	
September 19, 2018	FMBF	
October 17, 2018	FMBF	
November 14, 2018	FMBF	
December 12, 2018	FMBF	
January 16, 2019	FMBF	
February 14, 2019	FMBF	

AUDIT COMMITTEE CHARTER

This Audit Committee Charter was adopted by the Counties of Warren and Washington Industrial Development Agency (the "Agency"), a public benefit corporation established under the laws of the State of New York, on this 28th day of January, 2008.

Purpose

Pursuant to Article V, Section 4 of the Agency's bylaws, the purpose of the audit committee shall be to provide recommendations to the Agency on the hiring of a certified independent accounting firm, establishing the compensation to be paid to the certified independent accounting firm, and providing direct oversight of the performance of the independent annual audit performed by the certified independent accounting firm.

Composition of Committee and Selection of Members

The audit committee shall be established as set forth in and pursuant to Article V, Section 4 of the Agency's Bylaws. The audit committee shall consist of at least three (3) members of the Agency. The Agency Chairman shall appoint the audit committee members and the audit committee chair.

Audit committee members shall be prohibited from being an employee of the Agency or an immediate family member of an employee of the Agency. In addition, audit committee members shall not engage in any private business transactions with the Agency or receive compensation from any private entity that has material business relationships with the Agency, or be an immediate family member of an individual that engages in private business transactions with the Agency or receives compensation from an entity that has material business relationships with the Agency.

Ideally, all members on the audit committee shall possess or obtain a basic understanding of governmental financial reporting and auditing, including the reporting requirements pursuant to the Public Authorities Accountability Act.

Meetings

The audit committee will meet a minimum of once a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in this charter.

Meeting agendas will be prepared for each meeting and provided to the audit committee members along with associated materials, if any, five (5) business days before the scheduled audit committee meeting. The audit committee will act only on the affirmative vote of a majority of the members at a meeting. Minutes of these meetings will be recorded.

Responsibilities

The audit committee shall have responsibilities related to: (a) the independent auditor and annual financial statements; (b) the Agency's internal auditors; (c) oversight of management's internal controls, compliance and risk assessment practices; and (d) miscellaneous issues related to the financial practices of the Agency.

A. Independent Auditors and Financial Statements

The audit committee shall:

Review and report upon the financial statement, financing plan and business plan of all applicants seeking financial assistance from the Agency. Review shall include a cost benefit analysis of the proposed project.

Recommend for appointment and oversee independent auditors retained by the Agency and pre-approve all audit services provided by the independent auditor.

Establish procedures for the engagement of the independent auditor to provide permitted audit services. The Agency's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the audit committee. Non-audit services include tasks that directly support the Agency's operations, such as bookkeeping or other services related to the accounting records or financial statements of the Agency, financial information systems design and implementation, appraisal or valuation services, actuarial services, investment banking services, and other tasks that may involve performing management functions or making management decisions.

Review and recommend approval of the Agency's audited financial statements, associated management letter, report on internal controls and all other auditor communications.

Review significant accounting and reporting issues, including complex or unusual transactions and management decisions, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.

Meet with the independent audit firm on an as-needed basis to discuss any significant issues that may have surfaced during the course of the audit.

Review and discuss any significant risks reported in the independent audit findings and recommendations and assess the responsiveness and timeliness of management's follow-up activities pertaining to the same.

B. Internal Auditors

The audit committee shall:

- Review with the Agency Treasurer, the charter, activities, staffing and organizational structure of the internal audit function.
- Ensure that the internal audit function is organizationally independent from Agency operations.
- Review the reports of internal auditors, and have authority to review and approve the annual internal audit plan.
- Review the results of internal audits and approve procedures for implementing accepted recommendations of the internal auditor.

C. Internal Controls, Compliance and Risk Assessment

The audit committee shall:

Review management's assessment of the effectiveness of the Agency's internal controls and review the report on internal controls by the independent auditor as a part of the financial audit engagement.

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

PROCUREMENT POLICY

ARTICLE I. SCOPE AND PURPOSE.

Pursuant to Section 2824 of the Public Authorities Law, The Counties of Warren and Washington Industrial Development Agency (the “Agency”) is required to establish and adopt a procurement policy which will apply to the procurement for goods and services not subject to the competitive bidding requirements set forth in General Municipal Law section 103 and which goods and services are paid for and used by the Agency. The primary objectives of this Procurement Policy (the “Policy”) are to assure the prudent and economical use of public monies in the best interests of the taxpayers of the Counties of Warren and Washington, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

ARTICLE II. PROCUREMENT PROCEDURE.

1. Procurement Subject to Competitive Bidding. In order to determine if the procurement of goods or services is subject to competitive bidding, the Chairman or an authorized designee shall:

a. Make an initial determination as to whether the expenditure will be above the limits set forth in Section 103 of the General Municipal Law.

b. Review the purchase request against prior years’ expenditures and shall make a good faith effort to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the dollar amounts set forth in paragraph (a) of this Section. If so, the procurement will be subject to competitive bidding.

2. Determination. If the procurement is not subject to competitive bidding, as determined in section (1) above, then prior to commencing any procurement of goods and services, the Chairman or an authorized designee shall prepare a written statement setting forth a determination that (a) competitive bidding is not required for such procurement, and, if applicable, (b) such procurement is not subject to the requirements of this Policy. Such written statements shall be maintained in a specially designated file at the Agency offices and shall also be filed with the purchase order or contract of the goods or services.

3. Procedures for the Purchase of Goods under \$10,000.

- a. \$0.01 - \$500 May be purchased at the discretion of the Chairman or the authorized designee.
- b. \$501 - \$3,000 Upon Agency approval, may be purchased from the vendor providing the lowest quote after receiving and documenting at least three (3) verbal quotes.
- c. \$3,000 - \$9,999 Upon Agency approval, may be purchased from the vendor providing the lowest quote after receiving at least three (3) written, faxed, or e-mailed quotes.

4. Procedures for the Purchase of Public Works or Services under \$20,000.

- a. \$0.01 - \$1,000 May be purchased at the discretion of the Chairman or the authorized designee.
- b. \$1,001 - \$5,000 Upon Agency approval, may be purchased after receiving and documenting at least three (3) verbal quotes.
- c. \$5,001 - \$19,999 Upon Agency approval, may be purchased after receiving at least three (3) written, faxed, or e-mailed quotes.

5. a. Verbal Quote. The documentation of a verbal quote shall include, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative, if any, delivery or service date.

b. Written Quote. The vendor should provide, at a minimum, the date, description of item or details of service, price quoted, name of vendor, contact information, delivery or service date.

c. Award of Contract. Contracts shall be awarded to the lowest responsible vendor whose goods and/or services meet the specifications.

6. Circumstances Justifying an Award to other than Lowest Quote.
 - a. Delivery or service requirements.
 - b. Specification requirements.
 - c. Quality.
 - d. Past vendor performance.
 - e. Unavailability of three (3) or more vendors who are able to provide a quote.
 - f. It is in the best interests of the Agency to consider only one vendor who has previous expertise with respect to the particular procurement.

When an award is made to a vendor who did not provide the lowest quote, the reason why it is in the best interests of the Agency must be set forth and justified in writing, by the Chairman or an authorized designee, and maintained in a specially designated file at the Agency offices and shall also be filed with the purchase order or contract of the goods or services.

ARTICLE III. EXCEPTIONS FROM BIDDING.

1. Emergency. An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or of the citizens. With approval of the Chairman, such emergency shall not be subject to competitive bidding or the procedures stated herein. The Chairman shall obtain a verbal quote, at a minimum, which shall be documented and shall also include a description of the facts giving rise to the emergency and that it meets the criteria set forth herein. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

2. Professional Services. This category includes services which require special education and/or training, license to practice or are creative in nature. Examples include: lawyers, doctors, accountants, engineers, artists, etc. The Agency may seek Requests for Proposals for such services. In its selection, the Agency should consider cost, experience, expertise, reputation, staffing, location and suitability for the needs of the Agency. The Chairman shall prepare, in writing, the basis for the selection and the description of the professional service. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

3. Sole Sources. In this situation, there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits compared to other goods and/or services available in the marketplace; no other item

provides substantially equivalent or similar benefits; and considering the benefits the cost is reasonable. The Agency should adopt a resolution describing the goods and/or services and waiving the bidding requirements prior to procurement and should provide evidence that, as a matter of fact, there is no competition available. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

4. True Lease. The Chairman shall obtain written quotes and shall prepare a cost benefit analysis of leasing versus purchasing. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

5. Insurance. The Chairman shall, at a minimum, obtain several verbal quotes, as defined herein. An analysis regarding why a particular selection was made should be prepared and documented. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

ARTICLE IV. MISCELLANEOUS.

1. The Agency shall annually review this Policy.

2. The unintentional failure to comply with the provisions of this Policy and the applicable law shall not be grounds to void action taken or give rise to a cause of action against the Agency or any director, officer, member or employee thereof.

This Policy was duly adopted by the Members of the Counties of Warren and Washington Industrial Development Agency on September 25, 2006.

Reviewed and re-adopted October 11, 2017.

**INVESTMENT POLICY
FOR THE COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on behalf of the Counties of Warren and Washington Industrial Development Agency (the "Agency") or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Agency's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirement (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Agency's responsibility for administration of the investment program is delegated to the Treasurer who shall administer the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Agency to act effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal

as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with property execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Agency to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Agency for all moneys collected by any officer or employee of the Agency to transfer those funds to the treasurer within five (5) days of receipt, or within the time period specified in law, whichever is shorter.

The Agency is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies shall be designated at the Agency's annual meeting.

VII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, ' 10, all deposits of the Agency, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML ' 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy; or
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least

- one nationally recognized statistical rating organization of by a bank that is in compliance with applicable federal minimum risk-based capital requirements; or
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Agency deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Agency to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Agency, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Agency or its depository bank or trust company.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Agency, will be kept separate and apart from the general assets of the depository bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, '11, the Agency authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;

- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to Local Finance Law ' 24.00 or ' 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Agency;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML ' 109-b.
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML ' ' 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, and 6-n.

All investment obligations shall be payable or redeemable at the option of the Agency within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Agency within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Agency shall designate financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with any such financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Agency. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

XII. PURCHASE OF INVESTMENTS

The Agency shall contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific

- program has been authorized by the Agency.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Agency.

All purchased obligations, unless registered or inscribed in the name of the Agency, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Agency by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, ' 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Agency, will be kept separate any apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. the agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Agency a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Adopted: Resolution No. 94-14, (1994)

Ratified by the Counties of Warren and Washington Industrial Development Agency September 25, 2006. Reviewed and re-adopted February 17, 2015.

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION (WWCDC)**

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

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website: www.warren-washingtonida.com

TO: Bruce Ferguson, Joseph LaFiura and Matt Simpson
Executive Committee Members
*COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION*

FROM: Bud Taylor, Chairman

DATE: January 3, 2018

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

Date: Wednesday, January 10, 2018 immediately following the
IDA's meeting at 9 am.

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

cc: **All WWCDC Members**
Robert C. Morris, Esquire (with attachments)
Kara Lais, Esquire (with attachments)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Bob Condon, The Post Star (with agenda)
Michael Goot, The Post Star (with agenda)

**Counties of Warren and Washington
Civic Development Corporation**

**JOINT AGENDA
EXECUTIVE, NOMINATING AND PARK COMMITTEE MEETINGS
January 10, 2018**

1. Approval of December 13, 2017 Minutes
2. Officer Nominations 2018
3. Bylaws changes
4. Other Matters

Adjournment

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

5 Warren Street, Suite 210
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Tel. (518) 792-1312

The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday, **December 13, 2017** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

Present:	Bud Taylor	Chairman
	Bruce Ferguson	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
	Matt Simpson	At-Large Member
Also Present:	Robert Morris, Esquire	FitzGerald Morris Baker Firth, PC
	Tami Blondo	Office Administrator
	Michael Goot	Post Star Newspaper

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:20 am.

Minutes of prior Meeting: Upon motion by Mr. LaFiura, seconded by Mr. Simpson, the minutes of the November 15, 2017 Executive Committee Meeting were approved unanimously by the Committee.

Final 2018 Budget:

Upon motion by Mr. Simpson and second by Mr. LaFiura to move to the full board the CDC 2018 Budget for approval.

2018 CDC Executive Meeting Dates:

The Chairman presented the proposed meeting dates for the Executive Board for 2018. The only change was moving the February 14, 2018 meeting to February 15, 2018. The schedule will be moved to the full board for final approval on Monday, December 18, 2018.

No other matters having to come before the Board, the meeting was adjourned at 9:25 am.

DATE

Joseph LaFiura, Secretary/Treasurer

COUNTIES OF WARREN & WASHINGTON
CIVIC DEVELOPMENT CORPORATION

**EXECUTIVE COMMITTEE MEETING SCHEDULE
2018**

*Executive Committee Meetings of the **Civic Development Corporation** will be held on an as needed basis. When held they will be on the same date and will immediately follow the IDA's 9:00 a.m. Committee meeting per the below schedule:*

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