

**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: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

FROM: Matt Simpson, Chairman

DATE: March 12, 2018

The Counties of Warren and Washington Civic Development Corporation will hold a Board meeting as follows:

Date: Monday, March 19, 2018 immediately following IDA Board Meeting at 4 pm.

Location: Washington County Municipal Center, Fort Edwad, NY

cc: Robert C. Morris, Esq. w/ all enclosures
Kara Lais, Esq. w/all enclosures
Amanda Allen, Warren Co. Board Clerk w/ agenda
Debra Prehoda, Washington Co. Board Clerk w/agenda
Bob Condon, The Post Star, with agenda
Michael Goot, The Post Star, with agenda

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**BOARD MEETING AGENDA
March 19, 2018**

1. Call to Order & Confirm Attendance
2. Approval of minutes of last Board Meeting and Annual Meeting of February 26, 2018
3. **Accounts Payable**
Whittemore Downen & Ricciardelli \$900.00
12/31/17 Audit
TOTAL ACCOUNTS PAYABLE \$900.00
4. New Business
5. Adjournment

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At the Board Meeting of the Counties of Warren and Washington Civic Development Corporation held on **February 26, 2018** at the Warren County Municipal Center in Lake George, NY, the following members were:

PRESENT:	Matt Simpson	Chairman
	Dave O'Brien	Vice Chairman/Contracting Officer
	Joe LaFiura	Secretary/Treasurer
	Craig Leggett	At Large Member
	Harold Taylor	
	Bruce Ferguson	
	Louis Tessier	
	Ginny Sullivan	

ABSENT: Richard Moore

ALSO PRESENT:	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Mike Brandi, Esq.	FitzGerald Morris Baker Firth, PC
	Tami Blondo	Office Administrator

The minutes of the meeting were taken by Tami Blondo, Office Administrator. The Chairman called the meeting to order at 4:50 pm and confirmed a quorum was still present from the IDA meeting of 4 pm.

Approval of minutes:

Mr. LaFiura made a motion to approve the minutes of the January 16, 2018 Board Meeting minutes. Mr. Ferguson seconded the motion and all voted in favor of the motion by voice vote.

No other business before the Board, a motion was made by Mr. LaFiura and seconded by Mr. O'Brien to adjourn the meeting. All in favor of the motion, motion was carried.

Chairman adjourned the meeting at 5:10 p.m.

Date

Joseph LaFiura, Secretary/Treasurer

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The **Annual Meeting** of the Counties of Warren and Washington Civic Development Corporation was held on Monday, **February 26, 2018** at the Warren County Municipal Center in Lake George, New York. The following were:

PRESENT: Harold Taylor
Matt Simpson
Dave O'Brien
Joe LaFiura
Craig Leggett
Bruce Ferguson
Louis Tessier
Ginny Sullivan

ABSENT: Richard Moore

The following were also present:

Kara Lais, Attorney	FitzGerald Morris Baker Firth, PC
Michael Brandi, Esquire	FitzGerald Morris Baker Firth, PC
Tami Blondo	Office Administrator

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 4:10 pm. Attendance confirmed for quorum by Bud Taylor at the annual meeting for the Industrial Development Agency.

Election of Agency Officers:

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2018 positions as follows:

Matt Simpson for Chairman
Dave O'Brien for Vice Chairman
Joe LaFiura for Secretary/Treasurer

She opened the floor for any other nominations with none given. Mr. Leggett moved to accept the slate of officers for re-election with Mr. Taylor seconding. The officers were approved for office unanimously by the full Board by voice vote.

Newly elected Chairman, Matt Simpson, continued the meeting with the following appointments:

At Large Member, Park Chairman/Contracting Officer and CFO/CEO:

Mr. Simpson stated for the record the appointments would remain the same as follows:

- Craig Leggett - at-large Member
- Rob Lynch – CFO/CEO
- Dave O'Brien – Contracting Officer

Committee Appointments:

Regarding Committee Appointments, Mr. Simpson announced his appointments as follows:

Audit & Finance Committee: Joe LaFiura as Chairman along with Lou Tessier and Ginny Sullivan. Mr. Simpson stated the Executive Committee Members will continue to be the Chairman, Vice Chairman, Secretary/Treasurer and at Large Member. The Executive Committee Members would continue to also serve as the Governance and Nominating Committee Members.

Adoption/Ratification of Appointments:

Mr. Leggett moved to accept the following appointments again this year with Mr. LaFiura seconding:

- FitzGerald Morris Baker Firth PC as Agency Counsel
- The Post Star as the Agency's official newspaper
- Glens Falls National Bank as the official depository for the Agency

All three appointments were unanimously approved by the Board Members again this year by roll call vote.

PAAA Matters:

Regarding Agency policies, Ms. Lais read into the minutes all the policies being re-adopted this year with no changes recommended at this time as follows:

- a) Investment Policy
- b) Procurement Policy
- c) Disposition of Real Property Guidelines
- d) Mission Statement
- e) Performance measurements
- f) Code of Ethics
- g) Compensation, Reimbursement and Attendance Policy
- h) Defense and Indemnification Policy
- i) FOIL Policy
- j) Sexual Harassment Policy
- k) Travel Policy
- l) Whistleblower Policy
- m) Organizational Chart
- n) Statement regarding Lobbying
- o) Discretionary Funds Policy

Mr. O'Brien moved to ratify all the policies (a-o) with no changes. Mr. LaFiura

seconded the motion and all voted in favor by voice vote.

Adjournment: There being no further business, Mr. Simpson adjourned the Annual meeting at 4:13 pm.

Dated: _____

Joseph LaFiura, Secretary/Treasurer

DRAFT

WWCDC
Balance Sheet
As of February 28, 2018

03/12/18
Accrual Basis

	<u>Feb 28, 18</u>	<u>Feb 28, 17</u>
ASSETS		
Current Assets		
Checking/Savings		
Checking Account	67,488.44	16,635.78
Total Checking/Savings	<u>67,488.44</u>	<u>16,635.78</u>
Total Current Assets	67,488.44	16,635.78
Fixed Assets		
Organizational costs		
Accumulated amortization	-3,101.24	-2,584.17
Organizational costs - Other	7,756.00	7,756.00
Total Organizational costs	<u>4,654.76</u>	<u>5,171.83</u>
Total Fixed Assets	<u>4,654.76</u>	<u>5,171.83</u>
TOTAL ASSETS	<u><u>72,143.20</u></u>	<u><u>21,807.61</u></u>
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	72,143.20	21,807.61
Total Equity	<u>72,143.20</u>	<u>21,807.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>72,143.20</u></u>	<u><u>21,807.61</u></u>

1:06 PM

03/12/18

Accrual Basis

WWCDC
Profit & Loss Budget vs. Actual
Year to Date

	Feb 18	Budget	\$ Over Budget
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>